

Alpine West Menlo Little League

2021 Safety Plan



I. ORGANIZATION

- a. The League maintains an active Safety Officer who sits on the board.
- b. Safety is a Board agenda topic at every meeting.
- c. Safety rules are published in the annual Information Book distributed to all Little League teams.
- d. Emergency numbers are posted at each field and included in the Coaches Information Book.
- e. Phone numbers of key League officials are published in our Information Book that is distributed to all coaches and managers.
- f. All coaches, managers and board members have completed a Volunteer Application in accordance with Little League requirements.
- g. The Quarterly ASAP News newsletter is distributed to league commissioners and board members.
- h. The Safety Plan is submitted to the local DA/DSO.
- i. All volunteers have access to the safety plan either in paper form or be able to download it from the web.

II. TRAINING

- a. Training on coaching fundamentals for new coaches or as a refresher to returning coaches is available each year to each division of the League.
- b. A safety clinic, in the form of distribution of the Information Book, will be offered to all coaches. At least one member of the coaching staff from each team must attend a safety briefing.
- c. The Head Umpire will ensure that each umpire is trained on safety aspects of play, including no head-first slides, no on-deck batter, and no unsafe equipment

III. VOLUNTEER APPLICATION FORM SUBMISSION

Managers, coaches, board members and all other volunteers or hired workers who provide service to Alpine West Little League must fill out an application form as well as provide a government-issued photo identification card. All applicants are subject to a nationwide search for child sex offenders. Alternatively, applicants can register with the county sheriff's office by providing their fingerprints, which are electronically matched to a nationwide sex offenders' database. The application used is attached.

IV. FACILITIES AND EQUIPMENT

- a. Coaches and managers are required to inspect the field for safe playing conditions before each game and practice.
- b. Our annual Little League Facility Survey is included with our Safety Plan.
- c. Safety procedures for the concession stand are distributed to each volunteer before the season. Additional precautions have been reviewed and posted in the "Snack Shack". Food is stored in plastic containers with secure lids.

- d. The Equipment Manager, who is a Board Member, inspects all used baseball equipment for safety prior to the start of the season.
- e. Unsafe equipment can be discarded and replaced with new equipment.
- f. The Field Commissioner will conduct a safety audit of every playing facility used by teams prior to each season.
- g. All fields, except one, have pay phones available. Most coaches and parents have cellular phones.
- h. Basic First Aid procedures will be posted at each field.
- i. Basic First Aid materials are available in the equipment shed at each field in addition to being provided to each team.
- j. The league does not distribute bats. Managers and umpires are responsible for monitoring the compliance of all bats brought by individual players.

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V. ACTIVITIES

- a. All teams receive a fully equipped first aid kit that can be replenished as needed by the Equipment Manager. First aid kits are kept in the equipment bags issued to each team so they are available at each game. Coaches and managers are also instructed to have the kit available at all practices and games.
- b. All catchers are required to wear the full gear at all practices and games. This includes warming up the pitchers. All players must wear a helmet during batting and running the bases and while coaching first or third base.
- c. Umpires will check helmets, bats, and catcher's gear prior to the start of each game to ensure safety compliance.
- d. Umpires will take possession of any unsafe equipment and turn it in to the League's Equipment Manager for replacement.
- e. Umpires are required to report any unsafe conditions to the Managers/Coaches participating at the facility and also report to the League Commissioner.
- f. Managers/Coaches will be advised of their responsibility to check for the safety of the facility prior to the initiation of games/practices.

VI. REPORTING

- a. All injuries are reported within 48 hours to the Players' Agent and / or Safety Officer who keeps a file of all reports.
- b. The President will report to the Board on the status of all volunteer applications, the first-aid/safety clinic, and compliance with the background checks
- c. The Head Umpire will report to the President any instances of violation of safety rules during play.
- d. The Equipment Manager will report to the Board at the end of each season as to the equipment needs for the following season in order to provide safe equipment.

VII. ROLES & RESPONSIBILITIES

- a. Board President
 - i. Maintains an active Safety Officer, who sits on the board.
 - ii. Ensures all coaches, managers and board members have completed a formal background check in accordance with Little League requirements.
 - iii. Publishes phone numbers of key League officials and emergency phone numbers in our Information Book that is distributed to all Little League coaches and managers.
 - iv. Makes Safety a board agenda topic at every meeting.
 - v. Report to the board on the status of all volunteer applications, attendance at the first-aid/safety clinic, and compliance with the background check requirements.
- b. Safety Officer
 - i. Publishes Safety Rules in the annual Information Book distributed to all league teams.
 - ii. Distributes the Quarterly ASAP News newsletter to league commissioners and board members.
 - iii. Submits the Safety Plan to the local League DA/DSO.
 - iv. Develops a safety clinic that is offered to the coaches before the beginning of the season.
 - v. Submits the annual Little League Facility Survey with the Safety Plan.
 - vi. Keeps a file of all safety reports.
- c. League Commissioners
 - i. Ensure training on coaching fundamentals for new coaches or as a refresher to returning coaches is available each year to each division of the League.
 - ii. Ensure coaches and managers inspect the field for safe playing conditions before each game and practice.
 - iii. Ensure all catchers wear the full gear at all times, practices and games. This includes warming up the pitchers. All players must wear a helmet during batting and running the bases and while coaching first or third base.
 - iv. Report (or ensure managers' report) all injuries within 48 hours to the Safety Officer.
 - v. Ensures coaches and managers have a First Aid kit at all games/practices.
 - vi. Ensures that all pitch count rules are understood and adhered to by the managers in their respective leagues.
- d. Fields Commissioner
 - i. Posts emergency and league official numbers at each field.
 - ii. Ensures safety procedures are posted for the concession stand and provides instructions for each volunteer. Additional precautions are reviewed and posted in concession stands. Food is stored in plastic containers with secure lids.

- iii. Conducts a safety audit of every playing facility used by teams prior to each season.
- iv. Ensures Basic First Aid procedures are posted at each field.
- e. Head Umpire
 - i. Ensures that each umpire is trained on safety aspects of play, including no head-first slides, no on-deck batter and no unsafe equipment.
 - ii. Ensures umpires check helmets, bats, and catcher's gear prior to the start of each game to ensure compliance.
 - iii. Ensures umpires take possession of any unsafe equipment and turn it in to the league's Equipment Manager for replacement.
 - iv. Ensures umpires report any unsafe conditions to the Managers/Coaches participating at the facility and report to the League Commissioner.
- f. Equipment Manager
 - i. Inspects all baseball equipment for safety prior to the start of the season.
 - ii. Ensures a safety inventory is completed for all teams so that unsafe equipment can be discarded and replaced with new equipment.
 - iii. Provides a fully equipped first aid kit that can be replenished as needed. First aid kits are kept in the equipment bags issued to each team, so they are available at each game.
 - iv. Reports to the board at the end of each season on the equipment needs for the following season in order to provide safe equipment.
- g. Individual Team Coaches
 - i. Walk the field before each game to find hazards before use. Home coaches must include this as part of the pre-game field setup. Both coaches have the responsibility of stopping play if a hazard was missed/found after the game has begun. Field inspection must be completed before teams take the field for warmup.



Attachment A- 2019 Training Plan

Safety Clinic

Training	Trainers	Date
All Divisions	Individual League Commissioners	March 2021

Coaching Clinics

Training	Trainer	Date
Consolidated training clinic	Individual League Commissioners	February 2021

Attachment B

**ALPINE-WEST MENLO LITTLE LEAGUE
MANAGERS SAFETY GUIDE
Dedicated to Injury Prevention**

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Safety is Everyone's Responsibility

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

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

The Safety Plan, which has been adopted by the Alpine-West Menlo Little League Board of Directors, outlines specific safety related policies and procedures of the League. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

We value your contributions. Please report any conditions you observe that appear unsafe, or provide any suggestions for enhancing safety, to the Alpine-West Menlo Little League Safety Officer at agailroberts@yahoo.com.

This safety plan provides the guidelines and instructions for the safe operations of the leagues. It will be made available to all managers, coaches, board members, umpires, and others involved in League activities via the [AWMLL web site](#). It will also be summarized at managers and parents' meetings. We expect all League volunteers, players and parents to abide by the Plan and make safety a high priority in all League activities.

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

Roles and Responsibilities

Safety Officer - The AWMLL Safety Officer has overall responsibility for safety issues, primarily building and ensuring compliance with this Plan. Every member of the community should feel free to communicate with the Safety Officer regarding any concerns, by emailing agailroberts@yahoo.com. Currently the Safety Officer is Andrea Roberts. The Safety Officer is responsible for:

League: 405-52-22

- Coordinating with Player Agents, Managers and Coaches in order to provide the safest environment possible, and to rapidly resolve any unsafe conditions brought to his/her attention.
- Ensuring an Injury Log is Maintained. This log will list where and when accidents and injuries occurred, to whom, in which divisions, and who was under what supervision at the time of the injury.
- Providing a Safety and First Aid Clinic for all managers, coaches, umpires, and player agents during the pre-season.
- Ensure all Medical Release, and Parent/Player Code of Conduct forms are executed by players and parents (via the online registration system) before a player may attend practice or games with Alpine West Menlo Little League.

Equipment Manager - The AWMLL equipment manager also has safety responsibilities, primarily the inspection, distribution and maintenance of equipment including first aid kits. Player Agents The player agents for each division of play are responsible for communicating training requirements to managers and coaches and ensuring compliance.

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

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

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

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

Volunteer Background Checks

Alpine-West Menlo Little League (AWMLL) requires that all volunteers who will come into contact with children submit and pass a third party-run criminal and sex offender background check. All Board of Director members, Managers, Coaches, and any other persons who will regularly come in contact with players or teams must apply for a background check prior to serving. As mandated by Little League International, Alpine-West Menlo Little League will not permit any person to participate in the League, whose background check reveals a conviction or guilty plea for any crime involving or against a minor.

AWMLL reserves the right to change vendor, and currently uses a service called [First Advantage] to conduct background checks including review of sex offender registries and criminal history records for approval of these volunteers. Background checks are required prior to the applicant assuming his/her duties for the current season. Failure complete a background check as required by the League and upon request makes that adult ineligible to volunteer in any capacity with AWMLL. Information provided or revealed during a background check may be securely stored by AWMLL for all personnel named above, for a minimum of the duration of the applicant's service to the league. AWMLL will maintain the privacy of these records, and will use them only for the intended purpose, i.e., to perform the mandatory background check. Alpine-West Menlo Little League will prohibit any individual from participating as a volunteer or hired worker if the league deems the individual unfit to work with minors.

Manager and Coach Responsibilities

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

Managers must:

- Read this Safety Manual and bring it and the First-Aid Kit supplied by AWMLL to each to all practice or games.
- Make sure that telephone access is available at all activities including practices.
- Attend a training session on safety, concussion/head injuries, injury prevention and First Aid given by AWMLL.
- Attend the fundamentals training. A manager or coach from each team must attend annually.
- Teach players the fundamentals of the game while advocating safety, including but not limited to:
 - Fielding ground balls and fly balls
 - Throwing correctly and only to players expecting a throw
 - Warming up to avoid injury
 - Safely handling a baseball bat
 - Turning away properly from a pitch thrown at the player
 - Sliding correctly
- Understand and manage to what the players are safely capable of.

- Notify a parent/guardian and the Player Agent if a child sustains a serious injury or suspected concussion, he or she cannot return to practice unless they have a note from their doctor. Currently the majors Player Agent is Brian Schmidt, mrschmidt@icloud.com and the AAA player agent is John Maletis, jmaletis@gmail.com.
- Encourage players and volunteers to bring water bottles to practices and games. Also, strongly encourage parents that they bring sunscreen for themselves and their child.
- Verify their coaches and volunteers have submitted completed current year volunteer application forms for background checks. Do not permit anyone to assist with practice or games or have substantial contact with AWMLL children who have not complied with this requirement.

Prior to the Game Managers will:

- Work with the umpire to walk the field prior to the game for hazards. Look for rocks, glass, holes, etc. and correct if feasible. It is the coach/managers responsibility to assure the players safety during the game. If there is a facility issue, report to the Fields Board Representative, Lyle Weaver
- Work with the umpire to inspect the players' equipment before use. If a player has unsafe equipment, it is recommended it be made unusable to stop the player from "saving" it from waste.
- Ensure players warm up prior to the game, are ready to play, and are not injured or sick.

During the Game Managers will:

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players alert in the field and orderly in the dugout.
- Make sure catchers are wearing the proper equipment including cup and mask with dangling throat-guard. Catchers must wear catcher's mask/helmet during warmup and infield/outfield practice.
- Observe the "no on-deck" rule for batters and keep players behind the screens at all times. Bats stay in bags or racks in the dugout.
- Keep players off the fences, backstops, and cages.
- Encourage players to drink often so they do not dehydrate, and to apply sunscreen.

- Never allow children to play if they are ill, sustained a suspected concussion or head injury, or are injured. In the event of a collision, play it safe and test for suspected concussion using league-provided tool.
- Players in a cast may not enter a game.
- Immediately attend to players who become injured in a game. You must notify a parent no matter how small or insignificant the injury is. If there was an injury requiring professional medical care, notify the AWMLL Player Agent.
- Supervise ejected, ill or injured players until released to the parent, guardian, or person the parent or guardian designates.
- Discuss any safety problems that occurred before, during or after the game with the AWMLL Safety Officer.
- Ensure players use equipment appropriate and allowed for age, division, and ability. For example, do not use hardballs in divisions where safety balls are provided and mandated.

Alpine-West Menlo Little League Safety Code

- Little League Rules and the Safety Code will be in force at all league activities.
- A comprehensive survey shall be conducted each year for all fields used by Alpine-West Menlo Little League, and the results documented on appropriate forms.
- Access to a phone in order to contact emergency services is required for all League activities.
- Managers, coaches and umpires should have safety training (via distribution of this policy). First-aid kits are issued to each team manager.
- No games or practices should be held when weather, air or field conditions are poor, particularly lighting.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as “in play”.
- 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 coaches.
- During practice and games, all players should be alert and watching 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 spectators (i.e., playing catch, pepper, swinging bats, etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets during batting practice and games.
- The catcher must wear a catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when a runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses."
- Player must not wear watches, rings, pins or metallic items during games or practices.
- The catcher must wear a catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game.
- On-deck batters are not permitted (except in Junior/Senior Divisions).
- All managers are required to attend the Alpine-West Menlo Little League sponsored coaches' clinic and all coaches are invited as well.

Reporting Accidents & Injuries

All managers, coaches, parents, umpires, and volunteers should use the following procedures for reporting injuries. Bring this information with you to every AWMLL event.

PHONE NUMBERS - Call 911 in any true emergency or for urgent medical assistance.

Ford – 393-4911

La Entrada – 911

League: 405-52-22

Barkley – 393-4911

McCovey – 393-4911

Oak Knoll – 911

PV Town Ctr – 393-4911

Stay on the line and provide information requested by the dispatcher including the location of the field or practice area you are calling from.

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

WHEN TO REPORT - Report all such incidents described above within 48 hours of the incident. Make sure the following information is provided:

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

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

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

RETURNING TO PLAY FOLLOWING INJURY OR ILLNESS - According to Little Baseball National Headquarters Regulation III (D) for all levels of baseball and softball, "When a player misses more than seven (7) continuous days of participation for an illness or injury, the team Manager must receive written permission given by a physician or other medical provider for a return to full baseball/softball activity."

Physician or other medical provider permission must also be secured following a concussion or head injury as outlined in the Concussion Information Sheet parents and players are required to review and sign in the registration process before play with the league and as attached.

Important Do's and Don'ts for an Injured Player

DO ...

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

DON'T ...

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

Emergency Care

- In the event of a player injury or illness that appears to be an emergency, the game or practice shall be suspended until the crisis is resolved. If the player's parent/guardian is present, all AWMLL officials will aid in providing emergency support, according to the parent/guardian's direction. The manager/coach, or the umpire, is authorized by AWMLL to call 911 and request emergency services if the manager/coach or umpire believes it is necessary in the best interests of the player(s).
- If the player's parent/guardian, or a person designated as an emergency contact, is not present, the manager/coach will address emergencies according to the protocol stated herein.

- The manager, coach or team representative will address any urgent potentially life-threatening issues as indicated by the event. Next the manager or coach will attempt to reach the emergency contact designated in the Consent to Treat/Release form. To the extent reasonable, the manager, coach or team representative will follow the designated emergency contact's instructions in obtaining emergency care.
- If the manager, coach or team representative is not able to reach a designated contact, or in the absence of reasonable instructions, the manager/coach shall take such steps as appear necessary in the best interests of the player(s). The manager/coach is authorized by AWMLL to make conservative decisions tending to minimize risk to players, such as calling 911, summoning ambulance/EMT support, and calling for ambulance transportation to Stanford Hospital ER.
- AWMLL recognizes that not all families would select Stanford Hospital ER. This ER, however, is generally the closest facility providing all emergency services, and is a world-renowned institution. AWMLL has designated Stanford Hospital ER as the single ER treatment facility in the absence of a different direction from an authorized, available person.
- If it becomes necessary to transport an injured or ill player to Stanford Hospital ER, a manager, coach, or designated team representative will remain with the player until the arrival of the player's parent/guardian, or a designated emergency contact. If treatment concludes before arrival of the player's parent/guardian or designated emergency contact, the manager, coach or team representative will remain with the player, but may leave the ER as appropriate in the discretion of the manager, coach or team representative.

Head Injuries

- A youth athlete who is suspected of sustaining a concussion or head injury must be removed from play – “when in doubt, sit them out”
- A youth athlete who has been removed from play must receive written clearance from a licensed health care provider prior to returning to play.

The information below is not intended to replace the AWMLL mandatory Heads Up Concussion training. All Managers and Coaches are required to complete the Heads-Up Program.

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

Watch for the following two things among your athletes:

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

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

Teach athletes and parents that it's dangerous to play with a concussion. Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let athletes persuade you that they're "just fine" after they have sustained any bump or blow to the head.

Ask if players have ever had a concussion. A repeat concussion that occurs before the brain recovers from the first - usually within a short period of time (hours, days, or weeks) - can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called second impact syndrome.

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

ACTION PLAN

WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?

1. Remove the athlete from play.
2. Evaluate the player.
3. Keep the player out of the game if a concussion is suspected.
4. Contact parent/guardian and advise the athlete be evaluated right away by an appropriate health care professional.
5. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
 - Cause of the injury and force of the hit or blow to the head
 - Any loss of consciousness (passed out/knocked out) and if so, for how long

- Any memory loss immediately following the injury • Any seizures immediately following the injury
 - Number of previous concussions (if any and if known)
6. Allow the athlete to return to play only with written permission from a health care professional with experience in evaluating for concussion. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

General Health

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

MEDICAL APPROVAL AND RELEASE - Every player must have on file with the team a completed and signed "Consent to Treat/Release" form, provided by Alpine-West Menlo Little League. A copy of the form is available from the website. In addition, a manager/coach from each team, or a designated team representative, must maintain a copy of a completed and signed form for each player on the team. The forms must be available at each practice and game and scheduled Little League event in which the team is participating, in the event that there is an emergency requiring use.

COMMUNICABLE DISEASE PROCEDURES - While the risk of one participant infecting another during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Managers and coaches should anticipate such a situation to arise during practice or games and gloves are provided in the safety kit issued to each team.

Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Gloves or other precautions should be used to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.

Basic Fundamental Training and Safety Clinic for Managers/Coaches & Players

In order to ensure that AWMLL Coaches and Managers are well prepared for the task of coaching little league baseball they are required to attend both instructional clinics including

safety offered internally or in district around the start of practice. These clinics may address, among other matters, instruction on proper warm-up exercises, basic first aid, injury prevention and head injuries, coaching techniques, and instructional methods to teach proper hitting, throwing and catching mechanics.

Lightning Procedures

When lightning is seen/heard anywhere near the vicinity of the field:

- Stop Game/Practice immediately
- Stay away from metal backstop, fencing, bleachers (including dugouts)
- Wait for an official Umpire decision on whether or not to continue the game or coach determination to continue practice.

Guidelines for Use of Batting Cages

Alpine-West Menlo Little League has implemented the following guidelines for use of batting cages:

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

Code of Conduct

- Speed Limit: 5 mph in roadways and parking lots while attending any AWMLL function. Watch for small children around parked cars.
- No Alcohol allowed in any parking lot, field, or common areas within the AWMLL complex.
- No SMOKING or tobacco allowed in any common areas within the AWMLL complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- No Profanity allowed in any parking lot, field, or common areas within the AWMLL complex.

- No Swinging Bats or throwing baseballs at any time within the walkways and common areas of the AWMLL complex.
- No throwing balls against dugouts or against backstop.
- No throwing rocks.
- No climbing fences.
- Only a player on the field and at bat, may swing a bat.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During game, players must remain in the dugout area in an orderly fashion at all times.
- After each game, each team must clean up trash in dugout and around stands.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.

Checklist for Managers, Coaches, and Umpires

A. Safe Playing Areas

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

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

B. Safe Equipment

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

- Be sure all equipment is LL approved
- Inspect all bats, helmets, and other equipment on a regular basis.
- Dispose of unsafe equipment properly.
- Keep loose equipment stored properly

- Have all players remove all personal jewelry
- Parents should be encouraged to provide safety glasses for players who wear glasses
- Repair or replace defective equipment

C. Safe Procedures

Managers and coaches must:

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

D. Weather Conditions

Before the Storm

- Check the weather forecast before leaving for a game or practice
- Watch for signs of an approaching storm
- Postpone outdoor activities if storms are imminent

Approaching Thunderstorm

- Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning. During a game, the umpire will clear the field in the event of an approaching storm.
- Move to a safe environment immediately. Do not go under a tree or stay in the dugout.
- If lightning is occurring and there is not sturdy shelter near, get inside a hard-top automobile and keep the window up.
- Stay away from water, metal pipes, and telephone lines.

- Unplug appliances not necessary for obtaining weather information.
- Avoid the telephone except for emergency use only.
- Turn off air conditioners.

E. Environmental Conditions

The league will advise coaches in the event local environmental conditions, including air quality, preclude safe play and notify all teams to cancel outdoor games and practices.

Attachment C

Emergency Services Numbers	
Field	Number
Ford	393-4911
La Entrada	911
Barkley	393-4911
McCovey	393-4911
Oak Knoll	911
PV Town Ctr	393-4911
Todd Scheuer (Alpine Commissioner)	415-244-3567 (cell)
Brian Jones (Safety Officer)	415-999-3591 (cell)

Attachment E

Alpine Little League Concession Stand Safety

Food Served

- Cold drinks
- Pre-packaged snacks and candy
- Microwave hot dogs/corn dogs
- Other foodstuffs provided by a third-party vendor responsible for on-site food preparation and sale

Safety Rules

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