



Rancho Penasquitos
Little League
2018

Safety Manual
for
Managers and Coaches

Play Hard - Play Safe

League ID Numbers:
American League 405-32-18



National League 9-69-47

**Rancho Penasquitos Little League
Safety Manual
2018**

Introduction

The purpose of the 2018 RPLL safety plan is to establish a safety guideline that will document and reduce accidents and provide an inspection and reporting mechanism to assess playing fields and equipment for safe operation and maintenance.

Additionally, our safety guidelines will educate managers, coaches, assistants, team safety parents and players in the value of proper first aid training and injury management. Players and parents will also be active in the league's safety training and prevention program.

With injury training and safety awareness, the league hopes to prevent injuries from occurring in the first place. With all of us working together, our players will be safer. Please keep this provided copy with you at games and practices for your reference.

We are committed to having a safe and fun season so please don't hesitate to contact either of us if any questions or concerns arise. Preventing accidents and injuries is the key to safety!

Mark Scelfo
RPLL President

Stjepan Podstreleny
RPLL Safety Officer

Rancho Penasquitos Little League's Code of Safety

Our goals are Education, Awareness and Prevention

The primary goal of the RPLL Safety Code is to provide our Players, Managers, and Coaches with a physically and emotionally safe environment at every practice and every game throughout the season. At least one manager or coach from each team shall be required to attend first-aid training. The date for the 2018 RPLL first aid -training will be **2/26/18** .

The Safety Code is intended to introduce the members of RPLL to Little League Baseball's ASAP (A Safety Awareness Program) and to educate them on our specific guidelines for a safer season.

In keeping with our goals of Education, Awareness and Prevention, several new items have been added to the Safety Manual recently.

First, in an attempt to make the Little League experience as safe as possible, all volunteers, Managers, Coaches, Board Members and Adult Umpires will be subjected to a nationwide check of Sex Offender Registries. The RPLL Manager/Coach Confidential Application requires all applicants to grant permission to RPLL to conduct a nationwide check of Sex Offender Registries. The League President or representative will then perform the background check with the assistance of Choice Point. All volunteers, Managers, Coaches, Board Members and Adult Umpires will also provide a government-issued photo identification card for ID verification.

Secondly, at least one manager or coach from each team shall be required to attend a formal baseball fundamentals training. The dates for the 2018 training will be **1/28/18** and **2/ 1/ 2018**.

Finally, to supplement the Medical Release Form, all players' parents shall complete the Medical History Form, which, along with the Medical Release Form, shall be carried by all team managers/coaches at all team practices and games. The Medical History Form was compiled with the assistance of paramedics working for the local Fire Department. The questions on the form are those commonly asked

by paramedics when responding to an emergency call. In the absence of a player's parents, the form will provide the Managers/Coaches who are present with potential life saving information for the paramedics.

RPLL 2017-2018 BOARD OF DIRECTORS

BOARD OF DIRECTORS	POSITIONS	Email	Phone Number
Mark Scelfo	President	mpsce lfo@yahoo.com	858-361-2251
Justin Villafranca	Vice President- Baseball Operation	jvillafr@san.rr.com	619-247-4123
Paul Porter	Vice President- Baseball Administration	paulporter@rpll.org Paul@dmte.com	619-261-3556
George Kalamaras	President Emeritus District 32 Liaison	georgekalamaras@aol.com	619-980-4700
Jennifer Halter	Player Agent	rpll.jenn@gmail.com	858-395-2723
Sharmila Parkman	Player Agent	rpll.sharmila@gmail.com	858-213-9881
Mark Roland	Treasurer	marc@rolandtribe.com	858-414-3876
Cherie O'Connor	Secretary	ceomom.43@gmail.com	
Elizabeth Jaskowiak	League Information Officer	lizjaskow@gmail.com	
Bill French	Umpire in Chief	bill@frenchfive.com	760-822-7319
Jessica Chiang	Opening & Closing Day Coordinator	jessica.w.chiang@gmail.com	
Stjepan Podstreleny	Safety Officer	drspod@gmail.com	858-353-2066
Stephen Smythe	League Coach Coordinator - Juniors, IM	smythe19@gmail.com	858-776-7333

BOARD OF DIRECTORS	POSITIONS	Email	Phone Number
Glen Knott	Coach Coordinator_ Minors A	glendonknott@gmail.com	858-243-1032
Ben Airth	Coach Coordinator - Minor B	bairth@hotmail.com	
Ron Whiddon	Coach Coordinator- MAPS	ronwhiddon@gmail.com	858-568-3344
Victor Rubio	Coach Coordinator- FARM	victor@rpll.org	
Jeremy Von Kuster	Coach Coordinator- T Ball	jeremy@rpll.org	
Aaron McDaniel	Fall Ball Coordinator	abomb28@aol.com	
Nicole Stowell	Coach Coordinator- Challenger	nicolestowell@san.rr.com	858-243-2376
Phil Burian	Field Supervisor Canyonside	janiceandphil@san.rr.com	
Ron Whiddon	Field Supervisor BMR	ronwhiddon@gmail.com	858-568-3344
Karin Gustafson	Player Agent (in training)	rpll.karin@gmail.com	
Eve Holeman	Uniforms	eve.holeman@gmail.com	619-884-8636
Steve Weiss	Rules Chairman	steveweiss6@gmail.com	
Stephen Smythe	Scheduler - Upper Division	smythe19@gmail.com	858-776-7333
Rich Bernal	Scheduler- Lower Division	richardbernal84@gmail.com	
Paul Faye	Player Equipment	pdfaye@gmail.com	858-668-6134
Joe O'Connor	Head Scorekeeper	joe11of11connor@gmail.com	858-449-8138
Steven Halter	Webmaster	steve@rpll.org	858-869-5112

BOARD OF DIRECTORS	POSITIONS	Email	Phone Number
Patrick Nellies	Sponsorship Fundraising Grants & Affairs	prellies@gmail.com	858-775-6986
Mary Scelfo	Team Pictures	scelfofamily@gmail.com	
Cindy McDaniel	Snack Bar Coordinator	mcdanielcin@yahoo.com	
Bob Grassa	Snack Bar Coordinator	cigarbob66@yahoo.com	
Heather Sobotka	Trophies & Awards	rppl.heather@gmail.com	858-945-2117
John Hill	Fields Advisor	jfhill2441@yahoo.com	
Robyn Ventimiglia	Team Parent/ Volunteer Coordin.	rventimiglia@brighthorizons.com	
Paul Faye	Assessments Coordinator	pdfaye@gmail.com	858-668-6134
Mike Zahalan	Tournament Director	mike.zahalan@gmail.com	

Rancho Penasquitos Little League Team Manager and Safety Parent Duties and Responsibilities 2018

Conduct safety training for Players that includes safe travel to/from practice and games addressing both walking and bicycle travel.

Attend training sessions sponsored by the league and pass on new safety information and policies to the team managers

Check that managers or coaches have with them at all practices and games Medical Release and Medical History Forms, as well as First Aid kits.

Check all the team equipment on a daily, as used basis.

Observe team practices on a regular basis to ensure that the team is following accepted

safety practices with a minimum of two adults present at all times with at least one cellular phone. Report all incidents to the RPLL Safety Officer and RPLL President.

Monitor field and game conditions to insure that Little League Safety Practices and Procedures are being followed.

Complete the Field Safety Checklist after all games and return the completed form to the snack bar.

Immediately bring all safety issues and/or concerns to the team manager's attention.

Complete and send a preliminary accident report on any incident to the Local League Safety Officer. Within 24 hours of any reported incident contact the Local League President and/or Local League Safety Officer by telephone to discuss the incident.

Immediately contact the player's parents about any player injuries. Insure that parents are aware of Little League Insurance policies and procedures.

Mid-season equipment check will be performed by Team Safety Parent and verified by applicable Safety Officer

At least one manager and/or coach from each team shall attend first aid training classes provided for the prevention and treatment of sports-related injuries. This year's programs dates are **2/26/18**. Safety Parent meeting is scheduled for **2/15/2018**.

First-aid kits are issued to each team manager and shall be available at all practices and games. In addition, first-aid kits with additional supplies are located at each concession stand or in the equipment box at the playing fields.

Drinking water shall be made available at all practices and games, and, during hot weather, players should be encouraged to drink before they are thirsty.

Make arrangements for emergency medical services in advance of all practices and games.

No games or practices should be held when weather or field conditions are unsafe, particularly when lighting is inadequate.

Only players, managers, coaches and umpires are permitted on the playing field during games and practice sessions.

Inspect practice and play areas prior to all activities for holes, damage, stones, glass or other foreign objects.

Bats must be Little League approved. All metal bats shall be checked prior to all practices and games to assure that the proper grip material is in place and that bats are not cracked or have flat spots.

Ensure that all team equipment is stored within the team dugout, or behind screens, and not within the area defined by the umpires as “in play.”

Responsibility for keeping bats and loose equipment off the field of play should be that of the Safety Parent/Team Parent, player assigned this purpose, or the team’s manager and coaches.

Catcher shall wear catcher’s helmet, mask, throat protector, long model chest protector and protective cups and supporter (males) during practice and games, and when warming up pitchers between innings and in the bullpen. Managers should encourage all male players to wear protective cups and supporters for practice and games.

Inspect equipment prior to each and every practice for the condition of the equipment as well as for proper fit.

Players must not wear watches, rings, pins or metallic items during games or practices.

Managers, coaches or any non-playing member may not warm up pitchers before or during a game.

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

Pre-game warm-ups should be performed within the confines of the playing field and not within areas frequented by—thus endangering spectators.

Establish procedures for retrieving foul balls batted out of the playing area.

All players should be alert and watching the batter on each pitch during practice/games.

Head first sliding is prohibited, except when a runner is returning to a base unless for Minor A and lower divisions.

During sliding practice, bases shall not be strapped down.

“Horse play” is not permitted on the playing field or in the dugout at any time.

Parents of players who wear glasses should be encouraged to provide safety glasses.

No playing in parking lots at any time.

No throwing rocks, climbing fences, or wandering out in the canyons.

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

Players in the dugout must maintain an orderly manner at all times.

After each game, both teams must clean up trash in dugout and around field.

Players are NEVER to be left alone at the fields after a practice or a game.

Adults providing transportation to players must abide by all traffic laws, and no players are ever to be transported in the back of a truck.

All Little League and Local Rules are to be enforced and adhered to at all times.

No profanity, please.

Rancho Penasquitos Little League

Emergency Safety Procedures

Be sure to have the original Medical Release forms and Medical History forms with the team at all times.

President:	Mark Scelfo:	858-361-2251 - cell
Safety Officer:	Stjepan Podstreleny:	858-353-2066 - cell
RPLL Hotline:		858-404-0577

Emergency Phone Numbers

Police, Fire, Ambulance	Dial 911
SDPD—Northeastern Division	538-8000 (non-emergency)
13396 Salmon River Road	

Field Locations

Canyonside Park	12350 Black Mountain Road
Sunset Hills Elementary School	9291 Oviedo Street
Twins Trails Park	8940 Twin Trails Drive
Black Mountain Ranch Park	14700 Carmel Valley Road
Canyon View Elementary School	9225 Adolphia Street
Rolling Hills Park	15255 Penasquito Drive
Willow Grove Elementary School	14727 Via Azul

Accident Reporting Procedure

What to report – An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to report – All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. For the 2018 season, please use the above list.

How to make a report – Complete the Preliminary Accident Report Form in its entirety and submit it to the Safety Officer within 48 hours of the incident. A phone call with regard to the incident is recommended.

Who makes the report – The team Safety Parent is responsible for assisting the manager in this area. It is up to the two of them to determine who will complete the paperwork and forward it to the League Safety Officer, but we recommend that the Safety Parent take this responsibility.

What happens to the completed form – 1) Form is sent to the League Safety Officer within 48 hours of the accident. 2) The injured party or the parent will be contacted to: a) verify the information on the form is complete and correct; b) obtain any additional information; c) check on the status of the injured party; and, d) determine if other medical treatment was received (e.g., ER, doctor, or dentist visit) and advise of the RPLL's insurance coverage and the provisions for submitting any claims. 3) A copy of the Preliminary Accident Report Form will be sent to Williamsport and AIG Insurance.

More Major Injuries – If injuries are more severe, the Safety Officer will periodically call the injured party to check on the status of injuries, see if other assistance is necessary, e.g., submission of insurance forms, and follow-up until the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating again in the League).

Rancho Penasquitos Little League Emergency Safety Procedures

Be sure to have the original Medical Release forms and Medical History forms with the team at all times.

In case of a medical emergency:

1. Give first aid and immediately have someone call 911 if an ambulance is necessary (i.e. severe injury, neck or head injury, not breathing- always remember to err on the side of caution). If an ambulance has been summoned, have one adult remain with the injured player while another adult goes to the main entrance to the practice or game field to escort the emergency vehicle to the scene of the accident.
2. Notify parents immediately if they are not at the scene.
3. Briefly interview any witnesses (including parents, team officials, or players) that may have observed all or part of the accident/injury/incident.
4. Notify applicable RPLL Safety Officer and/or RPLL President by phone within 24 hours.
5. Complete the RPLL Incident Report Form and hand deliver within 24 hours to the applicable League Safety Officer or President.
6. Talk to anyone in the Rancho Penasquitos Little League you feel may be helpful.

****When treating an Injury, remember: PRICES**

Protection

Rest

Ice

Compression

Elevation

Support

REMEMBER: SAFETY IS EVERYONE'S JOB. PREVENTION IS THE KEY TO KEEPING ACCIDENTS TO A MINIMUM. REPORT ALL HAZARDOUS CONDITIONS TO THE SAFETY OFFICER IMMEDIATELY. DON'T PLAY ON A FIELD THAT IS NOT SAFE OR WITH UNSAFE PLAYING EQUIPMENT. BE SURE YOUR PLAYERS ARE FULLY EQUIPPED AT ALL TIMES, ESPECIALLY CATCHERS AND BATTERS. AND, CHECK YOUR EQUIPMENT OFTEN.

Some Important Do's and Don'ts

Do...

- Reassure and aid children who are injured or frightened.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices and keep it stocked.
- Have your players' Medical Releases with you at ALL times for games and practices or any team function.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.
- Assist those who require medical attention - and when administering aid, remember to...

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

LISTEN Listen to injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.

FEEL Feel gently and carefully the injured area for signs of swelling or grating of broken bone.

Don't...

- Administer any medications
- Provide any food or beverages (other than water) without parental consent
- Hesitate to give aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game
- Allow any child to go unattended to the bathroom
- Drive a child home from practice or game without another child present
- Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

Communicable Disease Procedures

While the risk of one athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a remote risk that other blood-borne infectious diseases, such as Hepatitis Types B or C can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but are not limited to, the following:

1. Bleeding must be stopped, the open wound covered, and if there is any excessive amount of blood on the uniform it should be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is expected. Each safety kit includes a minimum of one pair of latex gloves.
3. Immediately wash hands and other skin surfaces on contact with blood or other body fluids, and wash hands immediately after removing gloves.
4. Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution (1:100) of household bleach or other disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainer/coaches with bleeding or oozing skin should refrain from all direct physical contact with players until condition resolves.
8. Contaminated towels should be disposed of, or disinfected, properly.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

Storage Shed Procedure

The following applies to all of the storage sheds used by the Rancho Penasquitos Little League and apply to anyone who has been issued a key by the RPLL to use those sheds.

- All individuals with keys to the RPLL equipment sheds are aware of their responsibilities for the orderly and safe storage of all equipment in the sheds.
- Prior to using any of the equipment stored in the sheds, the user shall locate and read the written operating procedures for that piece of equipment.
- All chemicals stored in the storage sheds shall be properly marked and labeled as to its contents.

Concession Stand Procedures

The following applies to all of the concession stands used by the Rancho Penasquitos Little League and apply to those volunteering to work at the concession stands.

- Caution shall be taken to avoid overloading electrical circuits.
- Proper ventilation should be maintained at all times.
- A fire extinguisher shall be located in plain view.
- A well-equipped first aid kit and a blanket for shock shall be maintained at each concession stand.
- All volunteers shall wash their hands prior to handling food. Waterless soap will be provided for this purpose.
- All volunteers will be aware of not handling money and then handling food.
- Utensils and gloves should be used whenever possible to handle food.

Rancho Penasquitos Little League

Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ 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 to being allowed in a game or practice.)

Type of incident and location:

- | | | |
|--|---|--|
| <p>A.) On Primary Playing Field
 <input type="checkbox"/> Base Path: <input type="checkbox"/> Running <i>or</i> <input type="checkbox"/> Sliding
 <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched <i>or</i> <input type="checkbox"/> Thrown <i>or</i> <input type="checkbox"/> Batted
 <input type="checkbox"/> Collision with: <input type="checkbox"/> Player <i>or</i> <input type="checkbox"/> Structure
 <input type="checkbox"/> Grounds Defect
 <input type="checkbox"/> Other: _____</p> | <p>B.) Adjacent to Playing Field
 <input type="checkbox"/> Seating Area <input type="checkbox"/> Parking Area
 C.) Concession Area
 <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> Customer/Bystander</p> | <p>D.) Off Ball Field
 <input type="checkbox"/> Travel:
 <input type="checkbox"/> Car <i>or</i> <input type="checkbox"/> Bike <i>or</i>
 <input type="checkbox"/> Walking
 <input type="checkbox"/> League Activity
 <input type="checkbox"/> Other: _____</p> |
|--|---|--|

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: _____

Injury Report

League ID Numbers: American #405-32-18; National #9-69-47

Rancho Penasquitos Little League Medical History Form

In the event that a player sustains a serious injury requiring an ambulance during either a practice or a game, the paramedics have requested that a medical history form be provided for each player to better analyze and treat the injury. The following is a list of questions commonly asked to a parent during the treatment of an injured child. Please answer completely so that they may receive the best treatment possible in your absence.

Print player's full name:

Has your child experienced any previous loss of consciousness? If so, when?

Has your child ever sustained any serious head injuries? (Explain)

Is your child diabetic?

Does your child suffer from asthma?

Does your child have any disabilities? (Explain)

Does your child have a history of seizures? (Explain)

Does your child have any allergies? (Explain)

Is your child allergic to any medications? (Explain)

Does your child take any medications? (Explain)

Is your child allergic to anything?

Family Physician:

Hospital of Choice: _____

Insurance Provider: _____

In the event that you cannot be contacted who should be notified:

Contact Name/Phone Number/Relationship:

Parent/ Guardian Signature

Date



Little League. Baseball and Softball MEDICAL RELEASE



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

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent (s)/Guardian Name: _____ Relationship: _____

Parent (s)/Guardian Name: _____ Relationship: _____

Player's Address: _____ City: _____ State/Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

PARENT OR GUARDIAN AUTHORIZATION:

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

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____

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

Name Phone Relationship to Player

Name Phone Relationship to Player

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

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

Mr./Mrs./Ms. _____
Authorized Parent/Guardian Signature Date:

FOR LEAGUE USE ONLY:

League Name: _____ League ID: _____

Division: _____ Team: _____ Date: _____

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.
Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

Rancho Penasquitos Little League Field Safety Checklist

All managers, coaches and safety parents are responsible for checking field and equipment safety/conditions before each game.

<i>Field Condition</i>	Repairs needed?	
	<i>Yes</i>	<i>No</i>
Pitcher's mound	_____	_____
Batter's box level	_____	_____
Batter's box marked	_____	_____
Grass surface (even)	_____	_____
Gopher holes	_____	_____
Infield fence repair	_____	_____
Outfield fence repair	_____	_____
Foul ball net repair	_____	_____
Foul lines marked	_____	_____
Sprinkler condition	_____	_____
Warning Track	_____	_____
Coach's boxes level	_____	_____
Coach's boxes marked	_____	_____
Dirt needed	_____	_____

<i>Dugouts</i>	Repairs needed?	
	<i>Yes</i>	<i>No</i>
Fencing needs repair	_____	_____
Bench needs repair	_____	_____
Roof needs repair	_____	_____
Bat racks	_____	_____
Helmet racks	_____	_____
Trash cans	_____	_____
Clean up needed	_____	_____

<i>Spectator Areas</i>	Repairs needed?	
	<i>Yes</i>	<i>No</i>
Bleachers need repair	_____	_____
Handrails need repair	_____	_____
Bicycle racks OK	_____	_____
Parking area safe	_____	_____
Protective screens OK	_____	_____
Bleachers clean	_____	_____

Rancho Penasquitos Little League Equipment Safety Checklist

Repairs needed?

Catchers Equipment

	<i>Yes</i>	<i>No</i>
Shin guard OK	_____	_____
Helmets OK	_____	_____
Face masks OK	_____	_____
Throat protectors OK	_____	_____
Catchers cup (boys)	_____	_____
Chest protector	_____	_____
Catcher's mitt	_____	_____

Repairs needed?

Safety Equipment

	<i>Yes</i>	<i>No</i>
First aid kit each team	_____	_____
Medical Release forms	_____	_____
Ice for injuries	_____	_____
Blanket for shock	_____	_____
RPLL safety manual	_____	_____
Injury Report forms	_____	_____

Repairs needed?

Players Equipment

	<i>Yes</i>	<i>No</i>
Batting helmets OK	_____	_____
Jewelry removed	_____	_____
Bats inspected	_____	_____
Shoes checked	_____	_____
Uniforms checked	_____	_____
Athletic supporter (boys)	_____	_____
Little League patch	_____	_____

ARE YOUR MANAGER'S EXPECTATIONS REASONABLE AND CONSISTENT?

What do I expect from my players?

- To be on time for all practices and games
- To always do their best whether in the field or on the bench, in a game or at practice.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others...we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

What can you and your child expect from me?

- To be on time for all practices and games
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions and help.
- To never holler at any member of my team, the opposing teams or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

What do I expect from you as parents and family?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at the players the umpires or me. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practices. A helping hand is always welcome.

FINALLY, WE HEAR ALL OUR LIVES THAT WE LEARN FROM OUR MISTAKES. LET'S ALLOW OUR LITTLE LEAGUE PLAYERS TO MAKE THEIR MISTAKES SO THEY MAY LEARN FROM THEM AND ALWAYS BE THERE WITH POSITIVE SUPPORT TO LIFT THEIR SPIRITS!

Manager, Coach, & Umpire Responsibility On The Field

BEFORE THE GAME:

- Umpires and Managers/Coaches meet at home plate
- Introduce plate umpire, base umpires, managers and coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, field restriction, etc.)
- Review the strike zone
- Discuss unsportsmanlike conduct by the players, coaches, and managers
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to darkness or weather (rain, etc.)
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions and illegal pitches
- Get two balls from Home Team
- Be sure players are not wearing any jewelry or metallic objects
- Be sure players are in full uniform--shirts tucked in, hats on
- Umpires inspect equipment for damage and to meet regulations
- Ensure games start promptly, on-time. Note start time in official scorebook
- Verbally verify from the Manager that each player is properly equipped (cup)

DURING THE GAME:

- Encourage coaches to help speed play by having catchers & players on the bench prepared & ready to take the field when there are two outs
- Make sure catchers are wearing the proper equipment including helmet, mask, throat protector, long model chest protector and protective cups and supporter
- Encourage everyone to think Safety First
- Continue to monitor field for safety hazards and playability
- Pitchers warming up in foul territory must have a spotter with a helmet and catcher with proper equipment (as mentioned above) and glove
- Keep game moving – eight pitches or one minute to warm-up the pitcher between innings.
- Make the calls loud and clear, signaling each call properly
- Umpires should be in proper position to make the call
- No arguing any judgment calls
- Managers should encourage and maintain sportsmanship among their fans

RPLL PARENT CODE OF CONDUCT

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

I therefore agree:

1. I will remember that children participate to have fun and the game is for youth, not adults.
2. I will inform the coach/manager of any physical disability or ailment that may affect the safety of my child or the safety of others.
3. I will learn the rules of the game and the policies of the League and uphold them at all times.
4. I (and my guests) will be positive role model(s) for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for ALL players, coaches, umpires, officials and spectators at every game and practice.
5. I (and my guests) will NOT engage in any kind of unsportsmanlike conduct with any umpire, coach, player or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
6. I will NOT encourage any behaviors or practices that would endanger the health and well being of the players.
7. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence
8. I will demand that my child treat other players, coaches, umpires and spectators with respect regardless of race, color, creed, sex or ABILITY.
9. 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.
10. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
11. I will NEVER ridicule or yell at my child or other participants for making a mistake or losing a competition.
12. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition.
13. I will respect the officials and their authority during games and will never question, discuss, or confront coaches, managers, umpires at the game field, and will take time to speak with coaches/managers at an agreed upon time and place.
14. 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 Little League events.
15. 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.

I understand that if I violate any of the above, the Manager of the team has an obligation to report me to the League Officials. Disciplinary action can be taken, up to and including termination of my membership as well as my child's membership in the Rancho Penasquitos Little League. I further understand that any action taken by the League Officials will be considered final.

2018 LITTLE LEAGUE RULES FOR SAFETY & CONDUCT

IN ORDER TO MANAGE A TEAM IN RPLL, EACH MANAGER MUST SIGN THIS DOCUMENT STATING THEY HAVE READ AND WILL FOLLOW THE RULES AS WRITTEN REGARDING SAFETY & CONDUCT. FAILURE TO COMPLY MAY RESULT IN YOUR BEING REMOVED AS THE TEAM MANAGER. YOU ARE RESPONSIBLE TO HAVE YOUR COACHES AND PARENTS UNDERSTAND AND FOLLOW THE RULES. THE RULES AND ROLE & CONDUCT FOR MANAGERS & COACHES IS FROM LITTLE LEAGUE INTERNATIONAL, NOT RPLL. WE RECOMMEND YOU FORWARD THIS TO THE PARENTS FOR YOUR TEAM.

LITTLE LEAGUE SAFETY RULES & REGULATIONS

1. There is no on deck circle for Intermediate and below. Only the first batter of an inning may be out of the dugout with a helmet on and without a bat in their hand prior to his/her turn at bat. A batter is allowed to pick up a bat on the way to the plate when it is their turn to hit.
2. No batting donuts (batting sleeves are allowed).
3. Batting helmets and catchers helmets cannot be painted or have any stickers applied. Factory multi colored helmets are legal.
4. Metal cleats can only be worn by players in Intermediate and above. Any player at the Minors A level and under may not wear metal cleats. This also applies to managers and coaches for the Minors A level and under.
5. All bats must meet Little League requirements, you are responsible for knowing what they are, no exceptions.
6. No adults (Managers, Coaches or Parents) can warm up pitchers or players on game days. In other words, no adult can play catch with any player at any Little League sanctioned field on game days.
7. Catchers must wear catcher's helmet with dangling throat guard during warm-ups and pre-game drills if they are catching for a coach or player as well as during the game.
8. A maximum of 3 adults are allowed in the dugout at one time and there must be at least one adult in the dugout at all times. Any adult in the dugout or on the field must have an approved Local League volunteer application.
9. No gum, seeds or food of any type is allowed inside the fences. This applies to managers, coaches and players. Only water or sports drinks are allowed in the dugout.

LITTLE LEAGUE MANAGER & COACHES ROLE & CONDUCT

1. You are responsible for the conduct of yourself as the Manager, your Coaches, your players and your parents. Failure to manage each of these responsibilities can result in disciplinary actions from your Local Little League Board of Directors.
2. The Little League manager and coach must be leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development.
3. It is required that the manager and coach have understanding, patience and the capacity to work with children. The manager and coach should be able to inspire respect. Above all else, managers and coaches must realize that they are helping to shape the physical, mental and emotional development of young people.
4. The Little League manager must be something more than just a teacher. Knowledge of the game is essential but it is not the only badge of a Little League coach or manager.
5. While an adult with training and background in the game is a desirable candidate for manager or coach, league screening committees should look for other important qualities. Screening of managers, coaches and others at the local league level who have contact with children is also important in attempting to discover those with a history of child abuse.
6. The heart of Little League is what happens between the adult manager/coach and player. It is the manager more than any other individual who controls the situation in which the players may be benefited. Improving the level of leadership in this vital area must be a continuing effort.
7. Children of Little League age are strongly influenced by adults whose ideals and aspirations are similar to their own. The manager/coach and player share a common interest in the game, a desire to excel, and determination to win. Children often idolize their managers and coaches, not because the adult is the most successful coach or mentor, but because the manager and coach are sources of inspiration.
8. Managers and coaches must be adults who are sensitive to the mental and physical limitations of children of Little League age and who recognize that the game is a vehicle of training and enjoyment, not an end in itself. It has been stated many times that the program of Little League can only be as good as the quality of leadership in the managing and coaching personnel. New leagues particularly, should make a

determined effort to enlist the best adults in the community to serve as managers and coaches.

9. Anyone interested in being a Little League manager or coach should contact their local league president in person, and be willing to undergo a screening process that may include a background check, as well as interviews of those with personal knowledge of your qualifications.

10. The best way to train and qualify Little League managers and coaches is through the Little League Education Program for Managers and Coaches. A wide variety of materials are available for players and adults, as well as clinics and seminars led by experienced experts. You can learn more about this program by going to the Little League web site and clicking on "Education Programs."

11. However, as the chief administrator, the president selects and appoints the managers and coaches. As such, no person becomes a manager or coach without the approval of the president. All appointments are subject to final approval by the local league's board of directors.

12. Only the local Little League board of directors has the authority to remove or suspend a manager or coach. If a parent or anyone else is dissatisfied with a manager or coach, they must present the issue to the local league president and board of directors. Because the local league president and board of directors are closest to the situation, it would be a disservice if Little League Headquarters became involved in disputes or personality conflicts between managers/coaches and parents.

REQUIREMENT 15: LITTLE LEAGUE REGISTRATION DATA/PLAYER ROSTER DATA, COACH AND MANAGER DATE:

The PRLI player agent will be submitting the league registration data including player, coach and manager data through the Little league data center. Amendments will be made as more data is available.

Concussion (Traumatic Brain Injury)

Concussions are traumatic brain injuries. Concussions are usually the result of a sudden direct blow or bump on the head, a collision, or an incident where the head or neck is forcibly rotated (such as whiplash). This head injury can change the way that the brain normally works. On the baseball field, a concussion may occur during:

- Foul tips off the catcher's mask
- Pitcher gets hit in the head by a batted ball
- Inadvertent blow to the head of the catcher with a bat either swinging, on the back swing or letting go of bat

- Collisions between players i.e.: fielder and base runner or fielders on same team
- Base runner slides into second or third and can get kicked or kneed in the head when a fielder goes for the ball or attempts to apply a tag
- Inadvertent pitch to the head of batter
- Fall from trip hazards such as fielding off the mound, equipment or untied shoe laces
- Collisions at home plate between a base runner and the catcher
- Collisions between a fielder and the fence

The following are common physical, mental and emotional symptoms that a person may display following a concussion either immediately after the causative event or that can evolve over time. The signs and symptoms of concussion can vary from athlete to athlete. Any of these could be a sign of traumatic brain injury:

- Confusion or feeling dazed
- Clumsiness
- Slurred speech
- Nausea or vomiting
- Headache
- Balance problems or dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity of noise
- Sluggishness
- Ringing in ears
- Behavior or personality changes
- Concentration difficulties
- Memory loss: Cannot recall events after hit or fall
- Loss of consciousness (only a small percentage, 10%).

Concussions are graded as mild (grade 1), moderate (grade 2), severe (grade 3), depending on such factors as loss of consciousness, amnesia and loss of equilibrium.

- Grade 1: Concussion symptoms last for less than 15 minutes. No loss of consciousness
- Grade 2: No loss of consciousness but symptoms last for more than 15 minutes
- Grade 3: The person loses consciousness, even for a few seconds.

All types of concussions are serious.

When in doubt, sit them out. A concussion is a traumatic brain injury. Every concussion warrants a thorough evaluation to identify the individual's deficits and appropriate treatment. An athlete showing any of the above signs of concussion should be medically evaluated onsite. If no health care provider is available, the player should be removed from play and referred immediately to a physician. The player should not be left alone because monitoring for deterioration is important.

Key Concussions Points:

- No athlete should be allowed to return to play on the same day of the concussion
- Concussed athletes should not return to play until all signs and symptoms have resolved at rest and then following exertion using a graduated protocol and clearance from a qualified physician

Return to Activity???:

Once concussion symptoms have resolved, all athletes should go through a graduated return to play protocol before being cleared to return to play. During the protocol, if there are any symptoms at any stage, the athlete should be dropped back to the previous stage (each step takes 24 hours).

- No activity: Complete physical and cognitive rest
- Light aerobic exercise: Walking, stationary bike, no resistance training
- Sport specific exercise: Running drills, etc. No head impact activities
- Non- Contact drills: Start progressive resistance training
- Full contact practice: Following medical clearance normal training activities.
- Return to play: Normal game play

Athlete should never be released to participation without a signed statement from a medical physician

- A repeat concussion before the brain heals can slow recovery and increase the possibility of long term brain problems. In some cases, repeat concussions can result in permanent brain injury and death (second impact syndrome).

All 50 states and the District of Columbia have laws on concussions in sports for youth and high school athletes. The verbiage may vary but the laws generally include the following three components:

- Education of athletes, coaches and parents
- Mandated removal from play of any athlete with a suspected concussion
- Permission to return to play only after evaluation and clearance by a physician

Ways to prevent concussions:

- Education (coaches and athletes signs and symptoms of concussions)
- Awareness and Safety Attitude: Situational awareness and safety vigilance
- Enforcement of existing rules and safety regulations:
- Proper equipment: i.e.: batting helmets with earflap

References:

1. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. Heads-Up Concussion in Youth Sports.
2. McCrory P and al: Consensus Statement on Concussion in Sport. 3rd International Conference on Concussion in Sport. Zurich, November 2008, Clinics in Sports Medicine, Volume 19, Number 3, May 2009
3. Concussion Signs, Symptoms and Return to Play. USAbaseball.com , USA Baseball Medical/Safety Committee/ December 2, 2010

Assault Prevention (Situational Awareness)

Players requesting to go the restroom during practice or play should be accompanied by a parent, older family member or responsible sibling. If a parent, family member or older sibling is not available, then another player/ team mate and an adult will accompany the player in need of the restroom facility. The adult will do a visual inspection of the restroom facilities and then step out of the restroom and then allow the player to use the restroom. Restroom facilities are open facilities during park business hours. Such action will mitigate the potential for assault of the player in need of the restroom facilities. Under no circumstances should a player be allowed to go to the restroom unaccompanied.