



**Serra Little League (405-44-18)  
Sunnyvale, California  
2012 A Safety Awareness Program (ASAP)**

## **1 Introduction**

The following document describes the safety plan developed by Serra Little League and has been updated for the 2012 season.

A copy of this plan is provided to Little League International and to the District Safety Officer for review.

The portion of the league mission statement related to safety appears in the league by-laws:

A main concern for Serra and the entire Little League Organization is the safety of its players. Safety is an ongoing and ever present issue for for the league and its members. Safety is everyone's responsibility. In particular, safety is the responsibility of all adults and umpires. Every League Parent who sees a safety problem should take steps to get the problem corrected, either personally or through a League volunteer.

The league's intention is to continue all existing safety-related policies and practices during the season and to incorporate new safety procedures.

### **1.1 2012 Safety Initiatives**

#### **1.1.1 Online First Aid Training**

This year, we will incorporate online CPR / First Aid training in conjunction with the District 44 safety program using materials provided by ProFirstAid.com.

#### **1.1.2 Approved Volunteer Lists and Badges**

We will also make lists of approved volunteers available to team, league and snack shack personnel. We will operate a pilot program to evaluate the feasibility and cost of utilizing Volunteer Badges for team and league volunteers.

### **1.1.3 Place Safety Reference and Training Materials in First Aid Kits**

This year we are including a copy of each of the safety materials in the First Aid kits issued to each team, so that they will be readily accessible on the field at every game and practice.

## **2 Safety Organization**

### **2.1 Personnel**

The operation of the Serra Safety Program falls under the jurisdiction of two Serra Little League Board members, the Safety Officer, Stephen Gross, and the President, John Tracy, both registered with the Little League Data Center.

### **2.2 Budget**

The explicit budget for safety is \$400, primarily covering the cost of printing safety documents, first aid kits and related supplies. In general, it is the policy of the Board to give high priority to any safety-related request for funding, such as a request to replace damaged or worn equipment and/or supplies. These expenses are charged against the appropriate expense category.

### **2.3 Documentation**

There are a number of documents that supplement this ASAP Safety Plan and are included by reference. These are described below and copy of each document is included in the plan. The document ID's are used to cross reference these documents on the ASAP Registration Form.

<b><i>Supplemental Safety Document Title</i></b>	<b><i>Doc ID</i></b>
--	----------------------

<b>2.3.1 Serra LL Safety Introduction and Confidential Contacts Card</b>	<b>A</b>
--	----------

This is a card which is kept in laminated form within each First Aid kit and provided to board members and coaching staff. It contains contact information for Public Safety, Serra board members, officers and key volunteers at the League and District level. This card contains data that changes each season and is intended to keep this critical data readily available in the event of an emergency and to reduce the waste and expense of replacing the entire safety and first aid manuals in the absence of substantive changes to their primary content.



provided on the Serra website at  
<http://serralittleleague.com/safety>.

### **2.3.7 Serra LL Facilities Survey** **G**

This is the Little League Facilities Survey completed for Serra Little League. This survey is filed with Little League International.

### **2.3.8 CPR/First Aid Online Training Record** **H**

This is an Acrobat fillable form that links the most critical online training components of the ProFirstAid CPR/First Aid training series and provides for collection of viewing data and return to League/District databases. It is distributed electronically to all league officials, managers and coaches staff. It is made available to all volunteers and families. Results are tracked.

## **3 Safety Communication**

Documented safety practices are not useful unless the Board takes pains to communicate them to managers, coaches, players, parents, and umpires. The league believes that successful safety communication has to be repetitive, and therefore does not count on any one communication method to do the job. Instead, we use a combination of group and individual meetings, e-mails, and our website – [serralittleleague.com](http://serralittleleague.com). Umpires will communicate safety issues to the managers throughout the season.

### **3.1 Pre-season Managers' Meetings**

Before the start of the season, all team managers are required to attend the League Managers Meetings. At these meetings, there is a safety presentation and first aid presentation:

The safety documents Serra LL Safety Manual (C) and Serra LL Safety Handout (E) are presented to the managers.

The managers are expected to distribute and discuss the handouts with all of the players' parents, particularly the material related to what the players may and may not wear to practices.

Finally, all managers were given a list of phone numbers of all Board members and other officials, as well as emergency phone numbers. All managers were urged to install all the numbers into their cell phones.

### **3.2 Electronic Mail**

The Safety Officer and President use electronic mail for fast communication to managers on safety issues. All managers have updated and current e-mail addresses. Using e-mail makes it possible to send out messages that focus the managers' attention on a single safety issue that has become, or may become, a problem, knowing that the message will be read within 24 hours of the problem occurring. E-mail makes it possible to establish new procedures quickly and ensure that they are disseminated within a day or two.

### **3.3 Web Site**

Our web site, [serralittleleague.com](http://serralittleleague.com), includes safety documents, to include our ASAP, and a way to quickly e-mail the President or Safety Officer through links to their primary e-mail address.

### **3.4 Positive Coaching**

Our league has provided information for managers and coaches and to parents through the managers to encourage the development of positive character traits in our players. We do not play to "win at all costs". We encourage our managers and coaches to be well versed in the Positive Coaching Alliance's "ROOTS" and "ELM" tree methods. That is, we teach our players to Respect their Opponents, the Officials, their Team and their Selves. Further, we ask that our managers and coaches reward Effort, Learning and Mistakes.

## **4 Safety Implementation**

This section describes the details of the League's policies and practices in different safety areas.

### **4.1 Medical Emergency**

The City of Sunnyvale has excellent emergency (911) service, which the league relies on for major emergencies to contact the Sunnyvale Public Safety Office and paramedics. For cell phones, emergency calls are routed either to Sunnyvale Public Safety or to a surrounding community's Public Safety office depending on the specific cell tower which handles the call. The direct number for Sunnyvale Public Safety has been provided to the managers so as to not have a potential delay in emergency services when cell phones are used to report emergencies using the actual 911 number. Utilizing the Sunnyvale Public Safety dispatch number

drastically reduces the time between reporting an emergency and receiving assistance at those locations that do not route 911 directly to Sunnyvale Public Safety. Managers are encouraged to bring their own cell phones to games and practices, and to encourage parents to do the same.

For minor emergencies, all managers are issued a first aid kit with their equipment bag, and are required to bring it to every game and practice. It includes ice packs, bandages, band-aids, plastic gloves, etc. Basic techniques of first aid are covered at the managers meeting(s) and included in each First Aid kit together with forms for reporting and tracking injuries.

#### **4.2 Facilities Safety**

The permanent facilities used by the league (fields, backstops, batting cages, permanent fences, bleachers, snack shack, and so forth) are owned and maintained by the City of Sunnyvale Parks and Recreation Department (SPRD). The league is responsible for reporting any safety problem to the SPRD as soon as it is observed. Since nearly all league functions occur outside of working hours, the off-hours phone number for reporting safety problems has been provided to all managers.

Routine maintenance of the fields, including dragging the fields, smoothing out holes, inspecting for hazards, cleaning up debris and general safety check, is the responsibility of the managers of each team before and after every game and practice. Umpires also inspect the field for safety hazards before games. If managers or umpires discover a safety hazard that cannot be corrected before game time, they must work together to decide what to do. They should inform the Safety Officer and Facilities Manager about the hazard before the day is over. The home team must drag, line and prepare the field for all games. This includes raking the mound and the baselines, and filling holes in the batters boxes, behind the plate and on the mound. The visiting team is responsible for these same items following the game. For inter-league games, the home team is responsible for these activities both before and after the game.

The league's facilities manager works closely with the city to ensure the fields and structures are well maintained and monitors and documents safety issues in regards to our facilities.

He trains managers and parents on field preparation as discussed above.

#### **4.3 Equipment Safety**

All managers have been instructed on equipment safety. Serra Little League requires all players in majors and minors to wear protective cups at both games and practice. Farm catchers are also required to wear cups – though all boys are encouraged to wear them at all times. The manager’s handout and League bylaws include equipment safety and maintenance requirements, including on-going inspection and replacement of equipment.

#### **4.4 Food Safety**

Barbecued meats are kept frozen in our snack shack (concession stand) freezer until cooked. On Saturday, the only day the league barbeques, a limited amount of meat is kept in plastic bags in ice chests adjacent to the barbeque area. Plenty of utensils and platters are used for separate handling of raw versus cooked meat. Utensils, platters and hands are washed thoroughly with soap and water. Everything is cooked thoroughly. There are posted food safety, barbeque safety and sanitation rules in the snack shack to include reminders to wash hands frequently. The league snack shack/barbeque manager trains all snack shack and barbeque volunteers on the basics of food safety, especially requiring that all meats are to be cooked well. We are inspected annually by the Santa Clara County Department of Health to ensure that we follow all guidelines in regards to food preparation and service.

#### **4.5 Traffic Safety**

A large majority of the league’s players are driven to practices and games by their parents or in car pools. The local public schools (Cupertino Unified School District) conduct a bicycle safety program “Safe Ways to School” in cooperation with the Sunnyvale Department of Public Safety. The ball field parking lots have speed bumps. There are traffic lights, stop signs and speed limit signs adjacent to all playing fields in addition to marked crosswalks.

#### **4.6 Playing Technique**

Serra Little League sponsors advanced training classes in cooperation with a local baseball training facility, “Hardke

Baseball". Managers and coaches are required to attend training clinics at least once every other year. It is the league's desire to instill within the children in our league proper techniques to ensure that they will be able to have a lifetime of enjoyment playing baseball. This is especially important for our pitchers.

#### **4.7 Child Protection**

The Safety Officer and/or League President conduct background checks on all volunteers in the league utilizing LexisNexis®. We include board members, managers, coaches, umpires (paid and volunteer) and any other volunteer that has repetitive access to, or contact with players or teams. These individuals are required to complete and submit the Little League Volunteer Application annually along with a copy of a government issued photo identification (i.e. drivers license). The Safety Officer or League President maintains these forms for the current season in a locked, secure location for the current year/season. Thereafter, they are destroyed. Any individual with a record of conviction, or arrest for which the person is released on bail or released on his/her own recognizance pending trial, involving any sex crime, drug crime, or crime of violence will be denied volunteer status. Any individual who refuses to complete the volunteer form will be denied volunteer status.

Applicability: Any manager, coach or board member who is volunteering for a position within Serra Little League, or any person who will have supervisory or disciplinary power over a minor, in accordance with provisions of Penal Code Section 11105.3.

### **5 Safety-Related By-Laws**

A main concern for Serra and the entire Little League Organization is the safety of its players. Safety is an ongoing and ever present issue for the league and its members. This section includes safety-related By-Laws of the league. By-laws are set by the Board.

Safety-related Procedures are included in the Procedures section.

#### **5.1 Child Protection**

Updated 11/2007 to require background checks utilizing LexisNexis®.

## **5.2 Sexual Harassment**

Serra Little League adheres to the sexual harassment policies of Little League, Inc., as described in the Little League Operations Manual.

## **5.3 Sunnyvale Park and Recreation Department and Cupertino Union School District Safety Rules**

The purpose of the following rules is to protect Serra Little League and those involved with it from injury and liability. They apply to all children and adults present before, during, and/or after Serra Little League games and practices. All adults and children involved in the League are expected to cooperate in obeying and enforcing these rules.

- No climbing on any structure or tree at any Serra Little League facility.
- No bikes, scooters, or skateboards may be ridden at or near the snack shack or any facility bleacher area. Bikes must be walked; scooters or skateboards must be walked or carried.
- No trespassing on the playground or facilities of the school(s) adjacent to Serra Park Field 2 or the Hebrew Day School adjacent to San Antonio Park.

## **5.4 Player Equipment and Uniforms**

Little League Rules 1.11 through 1.17 cover player equipment and uniforms. In particular, all male players must wear athletic supporters, and protective cups are mandatory for catchers (Rule 1.17).

### **5.4.1 Protective Cup**

By Serra Little League by-law, protective cups are mandatory for all male Majors and Minors players during games and practices. In Farm, they are mandatory for catchers and strongly encouraged for other players; (The purpose of this exception is to allow a farm manager to play a child in the outfield who finds a cup uncomfortable at the start of the season. The manager should encourage the child to get used to the cup as soon as possible.) Farm managers may require them for all players on their teams.

### **5.4.2 Helmet**

- a. Catchers must wear long-model chest protector, catching helmet with throat protector at all times, including practices.

The helmet must be a legal Little League helmet. Skull caps are not allowed for catchers at any level of Little League (Rule 1.17).

- b. Any player acting as a catcher for a player, coach, or manager who has a bat in his hand (for example, a coach hitting ground or fly balls to players) is a catcher and must wear a catcher's helmet.
- c. Batters, base runners, and player base coaches must wear helmets at all times, including practices (Rule 1.16). Note: Any player holding a bat is a batter and must have a helmet on.
- d. If a helmet has metal snaps for, and a chin strap attached, then it must be attached on both ends (no dangling straps).
- e. Helmets may not be painted nor have labels attached with team colors, symbols, or anything else.

### **5.4.3 Bat Safety**

There are no on-deck hitters in Little League (for ages 12 and below) [Rule 1.08]. This means that:

- a. During games, no one except the batter should have a bat in his/her hand. Each batter may stop to take a few practice swings on his way to the plate for their at-bat.
- b. During pre-game and practices, only players receiving hitting practice or instruction should have a bat in their hand.
- c. Any batter with a bat in their hand must be wearing an approved batting helmet.

"Pepper" games during practice, in which rows of pitchers and rows of batters face one another, are not allowed in Little League.

### **5.4.4 Other**

- a. A catcher must wear a catcher's mitt (Rule 1.12)
- b. No metal jewelry, rings, watches, studs, etc. may be worn during games or practices (except medical jewelry).

### **5.4.5 During Games**

Umpires have broad authority to deal with safety issues that arise during games and are not covered by the rule book (Rule 9.1.c). It is impossible to provide a rule for every situation that may arise. Umpires have sole authority to stop games due to unsafe conditions, including rain and excessive heat.

It is League policy that a game should not continue beyond the sunset time published in the San Jose Mercury News, and as posted in the Equipment Shed at Serra 1. Experience shows that most batters cannot see a pitch well after that time. Umpires can call the game earlier if they believe it is too dark to play.

No one except players, managers, coaches, umpires and news photographers is permitted on the playing field just before and during games [Regulation XIV(b), Rule 3.15].

At least one adult must be present in the dugout at all times [Regulation XIV(d)].

A manager or coach may not warm up a pitcher before or during the game, or at practices. Only a player can act as a catcher (Rule 3.09).

## **6 Safety-Related Procedures**

Safety is everyone's responsibility. In particular, safety is the responsibility of all adults involved with the Little League program, not just managers, coaches and umpires. Every League Parent who sees a safety problem should take steps to get the problem corrected, either personally or through a League volunteer.

Procedures are set by, and can be changed or modified by, the Safety Officer or President of Serra Little League.

### **6.1 Reporting Injuries**

Any non-trivial injury to a player, manager, coach, umpire, or spectator must be reported to the Safety Officer immediately (preferably within 24 hours of the incident). "Near misses" must also be reported to the Safety Officer. When in doubt, a manager should report the injury and let the Safety Officer decide if it is serious enough to warrant a report. All managers were given the Safety Officer's contact information (phone numbers and e-mail address) to report injuries. They were also provided with the Incident/Injury Tracking Report form. The Safety Officer tracks all incidents and near misses. The tracking report/accidents are reviewed at each board meeting. Reports are also submitted to the District Safety Officer.

### **6.2 Equipment**

Managers are responsible for making sure that they have the right equipment in the right sizes. They are encouraged to keep

track of their equipment and contact the league equipment manager immediately for additional needs.

- a. Batting and catcher's helmets must fit securely. Note: Face shields for batting helmets are available from the league equipment manager (This was a point of discussion during the manager's meetings).
- b. Chest protectors and shin guards for catchers must fit properly, neither too tight nor too loose.
- c. If more helmets, chest protectors, or shin guards, or if different sizes of any of these are needed, the team manager should contact the league equipment manager.
- d. All bases physically attached to the ground shall have a disengage-able pillow
- e. Baseballs shall be appropriate for the level of play: Juniors: Senior Little League RS/RS-T; Majors, Minors: Little League RS/RS-T; Farm: "Level 5" Compression; Pioneers, T-Ball: T-Ball or "Level 1" Compression.

NOTE: If a piece of equipment breaks or wears out, becoming unusable or unsafe, call the equipment manager right away. He will provide a replacement, as well as collect the old equipment for disposal (to ensure no further use). Don't just throw it back in the equipment bag.

### **6.3 Safety During Practices and Games**

Managers and coaches are responsible for knowing and enforcing all Little League safety rules and Serra By-Laws regarding safety, such as those regarding helmets and protective cups.

Managers and coaches are also responsible for using common sense. It is impossible to list here all the possible unsafe situations that might occur during a practice or game. Adults must be alert to such situations and correct them as they occur. In unsafe weather conditions, managers must initiate discussions with umpires on game stoppage due to unsafe weather conditions and also stop their practices.

Managers and coaches take note: history shows that the most common source of serious injuries at Serra is a thrown or batted ball that strikes the face of a participant. Most such injuries occur during practices. Train players to be alert and safety conscious.

### **6.3.1 Treatment of Injuries**

Use chemical ice packs for any injuries, or get ice packs from the snack shack if possible; a ziplock bag of ice is more effective than a chemical icepack.

Eye injuries may be more severe than they appear. If a child might have suffered an eye injury, always urge the parents to get medical attention for it. If a child sees "fire flies" or shadows, he/she may have suffered a severe eye injury and should have medical attention immediately. Be certain to report this type of injury to the Safety Officer.

### **6.4 Rules for Safety During Practices**

- a. Use "no on deck hitter" rule in practice. It just keeps the habits right and gives one less thing to worry about. Only one player at a time should have a bat in his hands, and that player should be standing on the field, well away from other players, and wearing a helmet.
- b. Any player, acting as a catcher for a player, coach or manager who has a bat in his hand, must wear a catcher's helmet.
- c. Baserunners must always wear batting helmets.

### **6.5 Batting Cage Safety Rules**

- a. The batting cages may not be used if the nets have been taken down for storage or repair.
- b. The pitching machines may only be operated by an adult volunteer.
- c. Only one batter in each cage at a time.
- d. Batters must wear batters helmets.
- e. Keep the doors closed.
- f. Don't wear loose clothing/ties around the pitching machines.
- g. Keep players away from the machines when they are picking up the balls.
- h. No use of the batting cages by anyone who is not a registered player of Serra Little League (that is, no friends, siblings, etc).

### **6.6 Rules for Throwing Safety During Practices**

- a. When playing catch to warm up prior to a game or practice, the players are to be in two (2) parallel lines. Along each line the players are to be at least two full arm lengths apart.

- b. If a ball is overthrown or missed it is not to be thrown back to a partner until the retrieving player has returned all the way back to the throwing line.
- c. If you do not have eye contact with your partner, DO NOT throw the ball.