

RANCHO BERNARDO LITTLE LEAGUE BASEBALL, INC.

# SAFETY MANUAL 2024



*Play Hard -- Play Safe*

*For Managers and Coaches*

*League ID Number 04053120*

*Author: Josh Monroe (Safety Officer, RBLL 2024)*

*Reviewer: Blake Gallion (Player Agent, RBLL 2024)*

*Approver: Aline Racic (President, RBLL 2024)*

*A copy of this manual will be provided to all managers by RBLL and shall be carried in each manager's binder for the entire season and shall be present at every team-sponsored event.*

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## SAFETY AWARENESS PROGRAM'S INCIDENT/INJURY TRACKING REPORT

### 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:

A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field

Base Path:  Running or  Sliding  Seating Area  Travel:

Hit by Ball:  Pitched or  Thrown or  Batted  Parking Area  Car or  Bike or

Collision with:  Player or  Structure C.) Concession Area  Walking

Grounds Defect  Volunteer Worker  League Activity

Other: \_\_\_\_\_  Customer/Bystander  Other: \_\_\_\_\_

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

## Could this accident have been avoided? How:

\_\_\_\_\_

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

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

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

Intermediate (50/70) (11-13)

Junior (12-14) Senior (13-16) Big League (15-18)

## SAFETY CODE

First and foremost, every manager, coach, member of the Board of Directors, and other person, volunteers or hired workers who have repetitive access or contact with players must have a background check completed yearly, by an external party, and have it approved by the League President. Additionally, it is mandatory that volunteers complete an Abuse Awareness program and provide prove of completion.

All Managers and Coaches are responsible for understanding and implementing all rules in the Little League Baseball Official Regulations and Playing Rules (the "Green Book") and the League and Division Operations Documents (the "Ops").

Responsibility for safety procedures should be that of an adult member of Rancho Bernardo Little League.

Arrangements should be made in advance of all games and practices for emergency medical services. This means, among other things, at least one (1) activated, working cell phone must be in the possession of a Manager or Coach at each game and practice.

Managers, Coaches, and Umpires should have training in safety fundamentals and first-aid. First-aid kits are located in the lockbox at each field and at the concession stand at the Majors field.

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

The play area should be inspected frequently, and before the start of each game or practice, for holes, damage, stones, glass, and other foreign objects.

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.

A procedure should be established for retrieving foul balls batted out of the playing area.

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.

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

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".

All male players are required to wear an athletic supporter with protective hard cup at all games and practices

Pitching machines must be in good working order and be operated only by an adult. No electrical cords are to be run across the base lines for the pitching machines during practice or games. In the event the generators are not working, then coach or kid pitching is appropriate.

Players who are ill, injured, or ejected from a game or practice should remain under adult supervision until released to a parent or guardian.

In the event a player is bleeding, the bleeding must be stopped, the wound covered, and, in the event there is an excessive amount of blood, the uniform changed before being permitted to returned to participate. Any contaminated bandages or supplies should be disposed of immediately and anyone who treated the player should wash their hands.

The Safety Officer along with the UIC will set up training annually, for upper and lower divisions to review rules, safety rules, how to run practices, basic first aid, injury care, line-ups and safety checks of the fields. A representative from each team must attend.

## **SOME IMPORTANT DO'S AND DONT'S**

### **DO**

- ✓ Reassure and aid children who are injured, frightened, or lost.
- ✓ Provide, or assist in obtaining, medical attention for those who require it.
- ✓ Know your limitations.
- ✓ Use the First-aid kits that are located in the box at each field.
- ✓ Assist those who require medical attention -- and when administering aid, remember to LOOK for signs of injury (blood, black-and-blue deformity of the joint, etc.).
- ✓ LISTEN to the injured to describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- ✓ FEEL gently and carefully the injured areas for signs of swelling, or grating of broken bone.
- ✓ Have your players' Medical Clearance Forms with you at all games and practices.
- ✓ Have a cellular phone activated and working at each game and practice.

### **DON'T**

- ✓ Administer any medications.
- ✓ Provide any food or beverages (other than water).
- ✓ Hesitate in giving aid when needed and don't be afraid to ask for help if you're not sure of the

proper procedures (i.e., CPR, etc.).

- ✓ Transport injured individuals except in extreme emergencies.
- ✓ Leave an unattended child at a practice or game.
- ✓ Hesitate to report and present or potential safety hazard to the Director of Safety immediately.

## DIRECTORY AND PHONE NUMBERS

Aline Racic	President	<a href="mailto:apragal@gmail.com">apragal@gmail.com</a>	858.335.7584
Tony Garcia	Vice President	<a href="mailto:tgarcia2619@gmail.com">tgarcia2619@gmail.com</a>	858.232.3150
Gretchen Broman	Secretary	<a href="mailto:gretchen.broman@gmail.com">gretchen.broman@gmail.com</a>	858.449.0929
Kyle Turner	Treasurer	<a href="mailto:kyleturner76@gmail.com">kyleturner76@gmail.com</a>	619.977.1497
Maria Hodges	Information Officer	<a href="mailto:mhodges@shineupsolar.com">mhodges@shineupsolar.com</a>	916.412.5214
Jim Denton	Equipment Manager	<a href="mailto:james@jamesdentondesign.com">james@jamesdentondesign.com</a>	858.729.4123
Jeff Grace	Snack Shack	<a href="mailto:jgrace@aerotek.com">jgrace@aerotek.com</a>	704.293.2880
Blake Gallion	Player Agent	<a href="mailto:mblakegallion@gmail.com">mblakegallion@gmail.com</a>	858.805.1022
Josh Monroe	Safety Officer	<a href="mailto:meljoshmonroe@aol.com">meljoshmonroe@aol.com</a>	760.703.1839
Tony Garcia	Umpire in Chief	<a href="mailto:tgracia2619@gmail.com">tgracia2619@gmail.com</a>	858.232.3150
Tony Garcia	Field Manager	<a href="mailto:tgracia2619@gmail.com">tgracia2619@gmail.com</a>	858.232.3150
Joe Lewis	Coaching Coordinator	<a href="mailto:getjoelewis@gmail.com">getjoelewis@gmail.com</a>	909.289.9423
Mike Salmans	Scheduler	<a href="mailto:mlsalmans@gmail.com">mlsalmans@gmail.com</a>	949.231.8490
Amy Weeks	Fundraising Lead	<a href="mailto:aw0103@hotmail.com">aw0103@hotmail.com</a>	858.216.5064
Billy Ryder	Tball Division Director	<a href="mailto:williamjryder@gmail.com">williamjryder@gmail.com</a>	818.723.2174
Chris Bourassa	AA Division Director	<a href="mailto:cmb3954@gmail.com">cmb3954@gmail.com</a>	858.472.1338
Blake Gallion	Farm Division Director	<a href="mailto:mblakegallion@gmail.com">mblakegallion@gmail.com</a>	858.805.1022
Josh Monroe	AAA Division Director	<a href="mailto:meljoshmonroe@aol.com">meljoshmonroe@aol.com</a>	760.703.1839
James Cervantes	Majors Division Director	<a href="mailto:meat12@gmail.com">meat12@gmail.com</a>	760.484.0965

Physical Address:

Rancho Bernardo Little League  
11956 Bernardo Plaza Drive, #129  
San Diego, CA 92128  
[info@rbll.org](mailto:info@rbll.org)

# RANCHO BERNARDO LITTLE LEAGUE CODE OF CONDUCT



## RANCHO BERNARDO LITTLE LEAGUE: CODE OF CONDUCT, COMPLAINT, AND GRIEVANCE POLICY

### PURPOSE

It is our hope that you and your child will have a fun and positive year with Rancho Bernardo Little League (RBLL). Occasionally, however, a conflict can arise among parents, managers, and coaches. For example, a parent might not approve of the behavior and/or actions of a manager or coach. Occasional as they are, these situations can be quite distressing to all involved, particularly the children, taking the fun out of the game. Actions of our managers and coaches must be held to the highest standards and be beyond reproach. Likewise, in order for the manager to be able to do his job successfully, parents must understand that their actions should not interfere with that process.

Complaints generally come in two forms; qualified and unqualified. An example of a qualified complaint would be one in which the manager violates the RBLL Code of Conduct (see below). An example of an unqualified complaint would be playing time or positioning issues, unless the manager has violated a Little League or local RBLL rule.

The RBLL Complaint and Grievance Policy is designed for, and should be followed by, all adult participants in the league if a conflict arises. Problems with umpires, however, are to be handled outside of this Grievance Policy. Umpiring concerns should be addressed by the manager to the League's Umpire-In-Chief. The Umpire-In-Chief will then investigate the matter. The Umpire-In Chief, if unable to resolve the situation, will bring the matter to the RBLL Board.

The RBLL Board is committed to making sure that all conflicts are resolved quickly, objectively, and equitably with the very first consideration being given to the welfare of the children. Therefore, the RBLL Board has adopted the following Code of Conduct, Complaint, and Grievance Policy.

Please note all Managers are directed by the Board to deal fairly and impartially with each issue and ANY retaliation will not be tolerated. Please see "retaliation" paragraph below.

The Grievance policy does not in any way hinder or restrict the Board from addressing any potential issues or taking any action it deems necessary. This policy has been created to ensure open lines of communication between the Board, parents, and volunteers. However, the Board maintains all authority and all volunteers, parents, and players are subject to the authority of the Board.

## RANCHO BERNARDO LITTLE LEAGUE CODE OF CONDUCT

RBLL is a volunteer organization. The parents of players shoulder most of the authority, responsibility, and effort for making this program successful. It is in the interest of all parents to ensure a code of conduct throughout the organization which ensures every player has an opportunity for a respectful, fair, and fulfilling playing experience while playing at RBLL. The elements outlined in this policy are designed to assist and guide all members of the organization towards positive and respectful youth baseball competition. The policies outlined within this Code of Conduct are intended to urge positive and constructive behavior by all involved.

1. *Displays Of Temper* – Displays of temper by a player, coach, manager or spectator is considered unsportsmanlike conduct and are subject to a verbal warning and possible ejection from a game under discretion of the umpire. They may also be subject to an official complaint/grievance as per the RBLL Grievance Policy. Displays of temper include but are not limited to throwing, kicking, or abusing equipment, expressions of rage, shouting, or screaming at the opponent from across the field, not shaking hands after a game, etc.
2. *Bad Language* – Expressions of bad language by a player, coach, manager, or spectator is considered unsportsmanlike conduct and are subject to a verbal warning and possible ejection from a game under discretion of the umpire. They may also be subject to an official complaint/grievance as per the RBLL Grievance Policy. Expressions of bad language include but are not limited to swearing and cussing in the presence of a player, coach, manager, umpire, or spectator.
3. *Taunting* – Taunting by a player, coach, manager, or spectator is considered unsportsmanlike conduct and is subject to a verbal warning and possible ejection from a game under discretion of the umpire. They may also be subject to an official complaint/grievance as per the RBLL Grievance Policy. Taunting includes but is not limited to verbal or visible body expressions with the intention to belittle or show disrespect for an opponent.
4. *Running Up the Score* – Running up the score is considered unsportsmanlike conduct. A manager is responsible for sportsmanlike conduct and may be subject to an official complaint/grievance as per the RBLL Grievance Policy. Running up the score includes the pursuit of aggressive actions (i.e. base stealing) to continue to unnecessarily add to the score of a non-tournament game which demonstrates and increases a large run differential, such as greater than 10 runs. Players should be coached to always do their best, and coaches should maintain and exhibit sportsmanlike conduct and respect for the opposing team.
5. *Zero Tolerance for Abuse and Physical Violence* – Little League and RBLL have zero tolerance for any type of abuse against a minor, including, but not limited to, sexual abuse, physical abuse, mental, and emotional abuse (as well as any type of bullying, hazing, or harassment). Any individual with an offense involving or against a minor, will not be permitted to participate in any Little League programs or activities. Local Little League programs who fail to enforce this zero-tolerance policy will face potential revocation or termination of their little league charter.

RBLL has zero tolerance for any form of misconduct or abuse (mental, physical, emotional, or sexual) between players, coaches, parents/guardians/caretakers, spectators, volunteers or any other individual. RBLL adheres to the Little League Child Protection Program, including Mandatory Reporting requirements, which specifies that suspected child abuse, including sexual abuse, must be reported within 24 hours to the proper authorities.

Physical violence by a player, coach, manager, or spectator is unacceptable and is subject to immediate ejection from a game and facility. It may also be subject to an official complaint/grievance as per the RBLL Grievance Policy and/or referral for civil/criminal prosecution.

More information is available in the [Little League Child Protection Program](#).

6. *Substance Abuse* – Substance abuse by a player, coach, manager, or spectator is unacceptable and is subject to an official complaint/grievance as per the RBLL Grievance Policy and/or referral for civil/criminal prosecution. Consumption of alcoholic beverages and/or use of tobacco products on league grounds or parking lots is strictly prohibited.

## **RANCHO BERNARDO LITTLE LEAGUE COMPLAINT AND GRIEVANCE POLICY COMPLAINTS**

1) Parent complaints must be communicated with the manager in one of three ways, either:

**Option 1:** The parent should discuss the issue directly with the manager. The purpose of this Grievance Policy is to foster open communication, without fear of retaliation, between the parent and the manager. The Board of Directors prefers that all complaints be handled in this manner, if at all possible. The manager may or may not have been aware of the problem. The issue should be discussed quickly in a courteous and positive manner. When approached promptly and in a calm manner, many problems quickly become non-issues and a higher level of cooperation and understanding is achieved. These discussions should not take place in front of any children, other parents, nor during a game or practice. If the issue cannot be resolved directly between the parent and the manager, then the complaint should be made by the parent to the Division Player Agent. The Division Player Agent shall then discuss the issue with the manager. If the issue still cannot be resolved, or if it continues, the parent may file a formal grievance.

**Option 2:** In the rare circumstance where the parent would prefer to have an RBLL Board member present for the initial conversation with the manager, the parent may elect to write a letter to the RBLL Board of Directors. The letter must outline the specific area(s) of concern, provide only facts, and not include any judgments or conclusions. Upon receipt of the letter the Board will forward the letter to the manager to make them aware of the concerns. The Division Director will then schedule a meeting providing an opportunity for the parent(s), manager, and Division Director to all sit down together and attempt to resolve the conflict. This provides both the parent and manager an independent third party to help facilitate the conversation. It is expected that the manager and parent will work together to facilitate a positive resolution.

**Option 3:** As noted above, in the rare circumstance when a parent is unwilling to utilize one of the first two options, the parent(s) may reach out to a Board member and express their concern. The parent(s) should provide only facts and not include any judgments or conclusions. The Board member will then work to facilitate a meeting between the parent(s) and the manager.

2) If (and only if) the issue cannot be resolved directly through one of the three options outlined above, the issue may be elevated through the Grievance Policy outlined below.

## **GRIEVANCES**

*Filing A Formal Grievance* - If a complaint is not resolved by the above process, the parent can file a formal grievance in writing with the Board President. The written grievance should contain the following:



- a. The name, telephone number, and email address of the person filing the grievance; b. The name of the person against whom the grievance is filed;
- c. The nature of the complaint;
- d. The relevant dates and locations;
  
- e. The desired resolution.

*The Grievance Review* - The grievance will be reviewed by the President, Vice President, and Player Agent, within 48 hours of receipt to see if the grievance has merit and if it should be reviewed at a grievance hearing.

- a. If the grievance will be heard, the President shall convene a meeting of the Grievance Committee, giving the committee members at least 48 hour's notice of the meeting. The Grievance Committee shall be comprised of the President (as Chair), the Player Agent, and enough RBLL Board members for a quorum.
  
- b. If the grievance will not be heard, the President will notify the parent in writing why the grievance was dismissed. The grievance dismissal action of the President shall be final unless the person who filed the grievance decides to appeal the decision. The appeal must be by written request to the President within 48 hours of the dismissal (see "Right to Appeal" below).

#### 5) *The Grievance Hearing*

- a. Both the person filing the complaint and the person against whom the grievance is filed, may produce witnesses to speak on their behalf (no children witnesses). The witnesses must provide their written statements to the Chair no later than 24 hours prior to the hearing.
  
- b. The Committee shall hear testimony in the following order: i. The parent filing the complaint (10 min max);  
ii. Witnesses for the parent (2 min each);  
iii. The person against whom the grievance is filed (10 min max);  
  
iv. Witnesses for the person against whom the grievance is filed (2 min each). Statements should be recorded by the Secretary and should only address the issue at hand and not reference any past accusations or violations, if any. Only facts may be presented, not assumptions or preconceived conclusions. No questions shall be allowed during testimony. After the statements are made, the Chair may allow questions from Committee members. The parties shall then be dismissed.
  
- c. After the parties are dismissed, the Grievance Committee shall then discuss the case in private and reach a decision as to the imposition of any disciplinary action by majority vote. The Chair shall issue a letter to the person against whom the grievance is filed as soon as practical after the decision of the Committee, informing the person whether the complaint was dismissed, if there will be disciplinary action, or know the issues raised in the complaint were resolved by the Committee. The person filing the complaint shall also be promptly informed in writing of the Committee's decision.

#### **DISCIPLINARY ACTION**

- 6) The Grievance Committee may impose sanctions as follows: a. Dismiss the action without sanction;
- b. Written warning from the Chair;
- c. Suspension from one or more games or practices;

- d. Recommendation against post season positions
- e. Removal from League position;
- f. One year suspension from League
- g. Recommendation for criminal prosecution or civil action.

## **RIGHT TO APPEAL**

The grievance dismissal action of the President shall be final unless the person who filed the grievance decides to appeal the decision. The appeal must be by written request to the President within 48 hours of the dismissal. If this is the case, the RBLL Board President shall schedule the appeal for the next regularly scheduled board meeting (a minimum of 72 hour's notice is required). The President shall Chair and conduct the appeal in the same manner as the Grievance Hearing (above). A final decision will be made by majority vote of all board members present at the meeting. The President shall issue letters to both the person against whom the grievance was filed and the person who filed the complaint, within 48 hours of the hearing informing that person of the outcome. This decision will be final with no further appeals.

## **RETALIATION**

Retaliation will not be tolerated. The purpose of this Grievance Policy is to foster open communication between the volunteers who manage/coach the teams and the league participants. Communication between managers/coaches and parents must be able to occur with no fear or concern of retaliation. Retaliation is defined as an observed change in playing time, position, batting order, or disposition. All concerns of retaliation will be fully investigated by the Grievance Committee. If the Committee determines the player has been subjected to retaliation, the manager/coach will be suspended indefinitely.

## **RECORDS RETENTION**

All complaints, resolutions and disciplinary letters must be retained by RBLL and passed on to the President of the incoming RBLL Board.

## **EARTHQUAKE PROCEDURES**

During an earthquake, "solid" earth rolls like a wave on water. However, the actual movement of the ground is seldom the direct cause of death or injury. The shocks can shake, damage, and potentially demolish buildings. As a result, most casualties occur from falling objects and debris. Also, earthquakes may trigger landslides, cause fires and generate huge ocean waves called tsunamis.

The following procedures shall be followed in the event of an earthquake during a Little League sponsored event:

### Outdoors

- Move to a clear area, away from trees, signs, buildings or downed electrical wires and poles. • On a sidewalk near buildings, duck into a doorway to protect yourself from falling debris (glass, bricks, plaster, etc.)
- When driving, pull over to the side of the road and stop. Avoid overpasses, power lines, and other hazards. Stay inside the vehicle until the shaking stops.

## Indoors

- When you feel an earthquake, DUCK under a desk or sturdy table. Stay away from windows, cabinets or any other heavy object that could fall. Watch out for falling objects. Stay under cover until the shaking stops. Hold onto the desk or table. If it moves, move with it.
- In a crowded store or other public place, do not rush for exits. Move away from display shelves containing objects that could fall.
- In concession stands, move away from refrigerator, stove and overhead cupboards. Take time now to anchor appliances and install security latches on cupboard doors to reduce hazards.

## **After the shaking stops**

- Check for injuries and apply first aid. Do not move seriously injured individuals unless they are in immediate danger. Do not use the telephone unless there is a severe injury or fire.
- Check for gas or water leaks, broken electrical wires or sewage lines. If there is damage, turn utility off at the source.
- Prepare for aftershocks
- Turn on your portable radio for Local EBS (600 or 1130AM) Cooperate fully with local officials • Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles. • Stay calm and lend a hand to others in need.

## **COMMUNICABLE DISEASE PROCEDURES**

Follow directives and guidance from state and local government, and follow updated information available regarding resuming youth sports within the state. All Little League managers, coaches, umpires, league officials, and families are strongly encouraged to review these guidelines.

## **LIGHTNING EVACUATION PROCEDURES**

The following procedures/steps are to be followed immediately upon discovery of lightning strikes in the area:

1. Stop Game/Practice
2. Stay away from metal fencing (including dugouts)!
3. Do not hold a metal bat.
4. Walk, don't run to a car and wait for a decision on whether or not to continue the game or practice.

## **STORAGE SHED PROCEDURES**

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

All individuals with keys to the Rancho Bernardo Little League equipment sheds (i.e., Managers, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.

Before you use any machinery located in the shed \*i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the procedures for that equipment.

All chemicals or organic material stored in Rancho Bernardo Little League sheds shall be properly marked and labeled as to its contents.

All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.

Any witnesses to "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

## **ACCIDENT REPORTING PROCEDURES**

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

**When to report** - All such incidents described above must be reported to the Director of Safety within 48 hours of the incident. The Safety Officer for 2024 is **Josh Monroe**, and he can be reached at the following:

**Cell phone: 760.703.1839**

**Email: meljoshmonroe@aol.com**

**How to make the report** - reporting incidents can come in a variety of forms. Most typically they are telephone conversations. At minimum, the following information must be provided:

The name and number of the individual involved

The date, time, and location of the incident

As detailed a description of the incident as possible

The preliminary estimation of the extent of injuries

The name and phone number of the person reporting the incident

**Safety Officer's Responsibilities** - Within 48 hours of receiving the incident report, the Safety Officer 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; (4) notify the player agent; and (5) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Rancho Bernardo Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Director of Safety shall periodically call the injured party to (1) check on the status of the injuries, and (2) to check if any other assistance is necessary in areas such as submitting of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again); and (3) notify the player agent.

### **When Treating an injury, remember (PRICES):**

Protection Rest Ice Compression Elevation Support **Some gentle reminders:**

- ✓ Make sure your coaches have correctly filled out the Play-Safe disclosure statement and sent it to the appropriate party. (If you need forms, contact the Director of Safety).
- ✓ Rancho Bernardo Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible.
- ✓ Check the Rancho Bernardo Little League website, [www.rbll.org](http://www.rbll.org) regularly for league updates, memorandum, and special notices.
- ✓ Check the Rancho Bernardo Little League Home Page frequently. Lots of information and a complete

league calendar can be found there and can be a very valuable resource.

- ✓ The Board should complete the ASAP safety plan. This includes submitting player roster data and coach manager data to Little League. Also, submit a qualified safety plan registration form and complete the annual little league facility survey.
- ✓ Whenever possible, make sure someone at your practice or game has a cellular phone to use (especially on those fields when no public phone access is available)!
- ✓ Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another Board member 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 team's equipment often.

## **FIRST AID KITS/CPR MASK KITS/AED**

First Aid kits and CPR mask kits have been placed in the equipment lockers at each field.

AED Machine is located at the Majors Field inside the Shed mounted to the right wall when you enter.

- Each of the kits contain:
  - Adhesive bandages
  - Peroxide
  - Gauze
  - Disposable gloves
  - Adhesive pads
  - Cotton balls
  - Micro-absorb sponges
  - Instant cold packs
  - Tape
  - First-aid guide
  - Scissors

Although supplies will be checked throughout the season, Managers and Coaches should contact the Safety Director to report any missing items that need to be replaced.

## **CONCESSION STAND SAFETY**

1. Menu and storage
  - a. Beverages kept in drink cooler
    - i. Bottled water
    - ii. Sodas
    - iii. Sports drinks
  - b. Candy. Chocolate candy stored in refrigerator after each game.
    - i. Snickers, Twix, Hershey's, Skittles, Starburst...
  - c. Assorted snacks
  - d. Assorted ice cream kept in freezer
  - e. Ice kept in freezer for emergency use or in drinks (use "fresh ice" only in drinks).
  - f. No "home prepared food".
2. Hand Washing
  - a. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
3. Health and Hygiene
  - a. Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (nausea, cramps, fever vomiting, diarrhea, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area.

4. Food Handling
  - a. Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hand can transfer germs to food.
5. Dishwashing
  - a. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:
    - i. Washing in hot soapy water;
    - ii. Rinsing in clean water;
    - iii. iii. Chemical or heat sanitizing; and
    - iv. Air drying.
6. Ice
  - a. Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.
7. Wiping Cloths
  - a. Rinse and store your wiping cloths in a bucket of sanitizer (ex: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.
8. Insect Control and Waste
  - a. Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.
9. Food Storage and Cleanliness
  - a. Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.
10. Set a Minimum Worker Age
  - a. Workers must be 13 years of age without an adult supervision.
  - b. Workers must be at least 10 years of age with adult supervision.