



2008

SAFETY MANUAL

“Safety is a good Baseball Skill”

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Foster City Little League ASAP Program

ASAP - What is it?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.” This manual is offered as a tool to place some important information at a managers’ and coaches’ fingertips.



Foster City Little League Mission Statement

Foster City Little League mission is to instill in our children the ideals of good sportsmanship, teamwork, respect for one another, our coaches, our umpires and the game itself within a fun, safe, and positive environment.



Foster City Little League 2008 Safety Contact Information

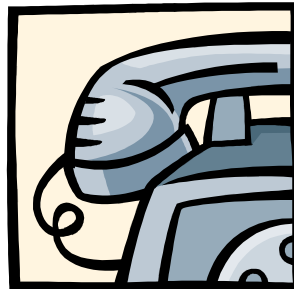
District 52
League ID # 405-52-10

Safety Officer:

Rodger Fujinaga
680 Cayman Lane
Foster City, CA 94404
(650) 302-8870

League President:

Alan Flohr
450 Port Royal Avenue
Foster City, CA 94404
(650) 377-0631



EMERGENCY NUMBERS:

**Emergency (Police/Ambulance/Fire Dept):
573 – 3333 (or 911)**

NON-EMERGENCY NUMBERS:

**Police Department: 286 – 3300
Fire Department: 286 – 3205**

Foster City Little League Safety Officer's Responsibilities

Within 24 hours of receiving the FCLL Accident Investigation Form, the FCLL Safety Officer will contact the injured party or the party's parents and:

- verify the information received
- obtain any other information deemed necessary
- check on the status of the injured party
- in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the Foster City Little League's insurance coverage and the provision for submitting any claims.

If the extent of the injuries is more than minor in nature, the FCLL Safety Officer shall periodically call the injured party to:

- Check on the status of any injuries
- Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the League again).

Foster City Little League 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 FC Safety Officer. This includes even 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 FCLL Safety Officer within 24 hours of the incident. The FCLL Safety Officer, Rodger Fujinaga, can be reached at the following:

Phone: (650) 302-8870
Email: fujhome@msn.com
Address: 680 Cayman Lane
Foster City, CA 94404

How to Make a Report -

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

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

Foster City Little League Accident Reporting Form

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 being allowed in a game or practice.)

Type of incident and location:

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

Foster City Little League

Important Do's and Don'ts for Injuries

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.
- Assist those who require medical attention – and when administering aid, remember to ...
 - LOOK for signs of injury (Blood, Black-and-blue deformity of joint etc.).
 - LISTEN to the injured, 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 area for signs of swelling, or grating of broken bone.
- Have your players' medical clearance forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

Don't ...

- Administer any medications.
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed.
- 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 any present or potential safety hazard to the Director of Safety immediately.

Foster City Little League Safety Policies and Procedures

Safety first!
Be alert!
Check playing field for hazards
Players must wear proper equipment
Ensure equipment is in good shape
Maintain control of the situation
Maintain discipline
Be organized
Know players' limits and don't exceed them
Make it fun!

- Responsibility for safety procedures belongs to every adult member of Foster City Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league-approved managers and/or coaches are allowed to practice teams.
- Only league-approved managers and/or coaches will supervise batting Cages.
- Managers and designated coaches will have training in First Aid.
- Every field will have a first-aid kit and an additional kit will be located at the concession stand.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.

Foster City Little League Safety Policies and Procedures (continued)

- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects by home coach and umpire.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as “in play.”
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. Any bad equipment must be destroyed or made unusable to stop children from attempting to “save it” from waste.
- Responsibility for keeping bats and loose equipment off the field of play should be that of the team’s manager and designated coaches.
- Foul balls batted out of playing area will be returned to the scorekeeper and not thrown over the fence during a game.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators, (i.e., playing catch, swinging bats etc.)
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games.

Foster City Little League Safety Policies and Procedures (continued)

- Headfirst slides are not permitted except when a runner is returning to a base.
- 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” for their children.
- On-deck batters are not permitted.
- Managers will only use the official Little League balls supplied by FCLL.
- Once a ball has become discolored, it will be discarded. □
- All male players will wear athletic supporters or cups during practices and games.
- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear chest protectors.
- All catchers must wear a mask, “dangling” type throat protector, chest protectors with neck collar, shin guards and catcher’s helmet, during practice, pitcher warm-up, and games. Note: Skullcaps are not permitted. The entire catcher’s equipment must meet Little League specifications and standards.
- Catchers must wear a catcher’s mitt (not a first baseman’s mitt or fielder’s glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing full catcher’s gear and an athletic cup as described above.

Foster City Little League Safety Policies and Procedures (continued)

- Managers and coaches may not warm-up pitchers before or during a game.
- Shoes with metal spikes or cleats are not permitted. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- Managers will never leave an unattended child at a practice or game.
- Never hesitate to report any present or potential safety hazard to the FCLL Safety Officer immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.
- No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.

Foster City Little League Code of Conduct

- **Speed Limit is 5 miles per hour** in roadways and parking lots while attending any Foster City Little League function. Watch for small children around parked cars.
- **No alcohol or drugs allowed** on the premises at any time. □
- **No playing in construction areas** at any time.
- **No playing in the parking lots** at any time.
- **No playing on and around** lawn equipment, machinery at any time.
- **Use Crosswalks** when crossing roadways. Always be alert for traffic.
- **No profanity please.**
- **No smoking within twenty feet** of the dugouts and concession stands.
- **No swinging bats or throwing baseballs** at any time within the walkways and common areas of a Foster City complex.
- **No throwing** rocks.
- **No climbing** fences.
- **No horse play** in walkways at any time.
- **No swinging** on dugout roofs.
- **No pets** are permitted on the playing field at any time. This includes dogs, cats, etc.
- **Observe all posted signs.** Players and spectators should be alert at all times for foul balls and errant throws.
- **During games**, players must remain in the dugout area in an orderly fashion at all times.
- **After each game, each team must clean-up trash** in dugout and around stands.
- **All gates to the field must remain closed** at all times. After players have entered or left the playing field, gates should be closed and secured.
- **Bicycle helmets must be worn** at all times when riding bicycles on the premises as well as to and from the premises.
- **There is no running allowed** in the bleachers.

Failure to comply with the above may result in expulsion from the Foster City Little League field or complex.

Foster City Little League Fundamentals Training

Foster City Little League provides mandatory fundamentals training to all its coaches and managers in all divisions through Preparing Legends. This organization is staffed by former collegiate and professional Major League baseball players. Many of them are current coaches at local colleges/universities in Northern California. They specialize in programs and clinics that can be specifically designed to teach those coaching players starting from 6 years old.

For 2008, the clinics were held on February 9. It was mandatory for all coaches to participate. Additional training at the player level was held on March 30 and April 20.

Foster City Little League First Aid Training

Mandatory first aid training will be conducted in April 2008 for those coaches who have not attended first aid training within the past three years.

Foster City Little League Positive Coaching Alliance Training

Foster City Little League provides mandatory coaching philosophy training to all its coaches and managers in all divisions through Positive Coaching Alliance. An additional class is held for the player's parents to attend at their option.

For 2008, the Double Goal Coach I class was held on January 29. The Double Goal Coach II class was held on February 27. The parent's class was held on February 28.

A fire extinguisher is in plain sight at all time in concession stands

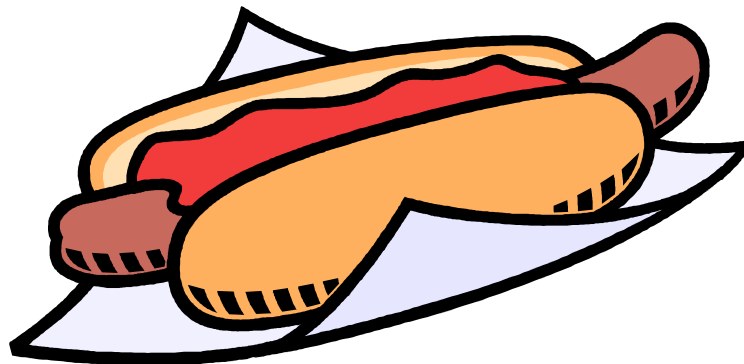


Think **PASS!**

1. **P**ull Ring
2. **A**im at Base of Fire
3. **S**queeze Lever
4. **S**weep Side to Side

Foster City Little League Concession Stand Safety

- No Person under age of fifteen will be allowed behind the counter in the concession stand.
- People in the concession stand will be trained in safe food preparation.
- Cooking equipment will inspected periodically and replaced when needed.
- Food not purchased by FCLL to sell in concession stand will not be cooked prepared or sold in the concession stand.
- CO2 tanks will be secured with chains so they stand upright and can't fall over. Report damaged tanks and valves to supplier.
- Cleaning chemicals are stored in locked closet.
- A certified fire extinguisher suitable for grease fires is in plain sight at all times – PASS POSTER is posted in concession stand.
- All workers and volunteers are instructed in use of fire extinguisher.
- At least one CPR trained worker is on duty at all times.
- A fully stocked first aid kit is placed in the concession stand.
- The concession stand entrance will not be locked while people are inside.



Keep It Clean: Concession Stand Tips

'12 Steps to Safe and Sanitary Food Service Events'

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

1. Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. *Complete control over your food, from source to service, is the key to safe, sanitary food service.*

2. Cooking. Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. *Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.*

3. Reheating. Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*

4. Cooling and Cold Storage. Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.*

5. Hand Washing. *Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.* The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene. Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling. Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. *Touching food with bare hands can transfer germs to food.*

8. Dishwashing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. *Ideally*, dishes and utensils should be washed in a four-step process:

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

9. Ice. Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. *Ice can become contaminated with bacteria and viruses and cause foodborne illness.*

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

11. Insect Control and Waste. Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

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

(Remember: Training your concession stand volunteers is one of the 12 requirements for a qualified safety plan. Safety plans must be postmarked by May 1, 2000.)

This Little League Volunteer Application is required to be completed for all adult volunteers.



Little League® Volunteer Application - 2008

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ Date _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone _____ Business Phone _____
 E-mail Address: _____
 Date of Birth _____
 Occupation _____
 Social Security # (optional; mandatory upon request) _____
 Employer _____
 Address _____
 Special professional training, skills, hobbies: _____
 Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

Do you have children in the program? Yes No If yes, list full name and what level? _____

Special Certification (i.e. CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes No

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s): Yes No

If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes No

If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)

League Official Coach Umpire Field Maintenance

Manager Scorekeeper Concession Stand Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name _____	Phone _____
_____	_____
_____	_____

As a condition of volunteering, I give permission for the Little League organization to conduct a background check on me, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

Local League Use Only:

Background check completed by league officer _____

System(s) used for background check (minimum of one must be checked):
 Sex Offender Registry Criminal History Records *Choicepoint

**Please be advised that if you use Choicepoint and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from Choicepoint in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.*

Only attach to this application copies of background check reports that reveal convictions of this application.

Foster City Little League Communicable Disease Procedures

While risk of one athlete infecting another with HIV/AIDS or the hepatitis B or C virus during competition is close to non-existent, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for guarding against transmission of infectious agents should include, but not be limited to the following:

- A bleeding player should be removed from competition as soon as possible.
- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the player may re-enter the game.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluid is anticipated (latex gloves are provided in First Aid Kit).
- Immediately wash hands and other skin surface if contaminated with blood with antibacterial soap (Lever 2000).
- Clean all blood contaminated surfaces and equipment with a 1:1 solution of Clorox Bleach (supplied in the concession stands and club house). A 1:1 solution can be made by using a cap full of Clorox (2.5cc) and 8 ounces of water (250cc).
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact with others until the condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

Foster City Little League Safety Reminder

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.