



2024

**SIERRA FOOTHILLS LEAGUE SAFETY MANUAL
FOR MANAGERS, COACHES AND VOLUNTEERS**

PLAY HARD - PLAY SAFE!

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I. POLICY STATEMENT

Sierra Foothills Little League (SFLL) is a non-profit organization run by volunteers whose mission is to provide an opportunity for the children of Meadow Vista, Christian Valley, Applegate, Weimar, Colfax, Dutch Flat & Alta to learn the game of baseball in a safe and friendly environment.

II. CRITICAL CONTACTS

1. PLACER COUNTY SHERIFF:

Emergency: 911
Non-Emergency: (530) 889-7800

2. COLFAX FIRE DEPARTMENT:

Emergency: 911
Non-Emergency: (508) 346-2323

3. SIERRA FOOTHILLS LITTLE LEAGUE SAFETY OFFICER:

Mindy Shirk
916-765-0735
safety@sierrafoothillsllb.com

4. SIERRA FOOTHILLS LITTLE LEAGUE PRESIDENT:

Andy Shirk
(916) 765-5890
SFLLPresident@sierrafoothillsllb.com

III. SAFETY OFFICER RESPONSIBILITIES

Safety Plan and First Aid Kits

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the Season. The Concession Stands will always have a First Aid Kit and a Safety Manual in plain sight. The First Aid Kit will contain the necessary items to treat an injured player until professional help arrives, if needed.

Safety Officer 2024 Mindy Shirk on File with Little League International

The most significant part of the responsibility for this position is to develop and implement the leagues safety program as well as review everything the league does with an eye toward safety. Safety is of primary concern when placing players in the appropriate skill level.

Other safety requirements include:

- Attend the District 11 (D11) safety meetings and provide ASAP safety plan with all requirements.
- Conduct a background check including a search of the Department of Justice (DOJ) nationwide sex offender registry for all league volunteers.
- Maintain a copy of the league insurance policy and copies of all injury reports.
- Coordinate safety/first aid training for all managers and coaches, provide first aid kits for each team and field, and maintain a stock of first aid supplies for these kits.
- Distribute the 2024 ASAP safety plan to all managers and other volunteers.
- Ensure that each team receives its Safety Manual and its First-Aid Kit at the beginning of the season.
- Check all fields and list any areas needing attention.
- Act immediately in resolving unsafe or hazardous conditions once a situation has been brought to his or her attention.
- Track all injuries and near misses in order to identify injury trends.
- Make sure that safety is a monthly board meeting topic and allow experienced people to share ideas on improving safety.
- Submit ideas to help promote or improve the Safety Plan.

IV. VOLUNTEERS

a. Requirements

- All Teams will require a minimum of one Manager or Coach to have attended a required D11 approved Sierra Foothills Little League will provide a coaches meeting on February 13, 2024 at Mountain Mikes Pizza, Meadow Vista CA at 6:00pm.
- All Teams will be required to have one Manager or Coach attend a First Aid training.

- All volunteers must complete a Little League Volunteer Application which is available online at <https://www.teamsideline.com/sites/sfllb/form/3200/Volunteer-Application> .
- All volunteers agree to comply with the Sierra Foothills Little League Code of Conduct and Safety Code contained herein.
- All volunteers agree to permit background checks deemed appropriate by the Board of Directors of Sierra Foothills Little League.
- **All volunteers must have filled out a 2024 Volunteer Application and been cleared with the applicable background checks before participating in any Little League activity.**
- No person who has failed to fill out a Volunteer Application will be allowed to interact with any Sierra Foothills Little League team during team games or practices.

b. REQUIREMENT 15

SFLL will register all data of players, managers, and coaches into the Little League data center at: www.littleleague.org by April 10, 2024..

c. Managers and Coaches

- The manager is the person appointed by the president of SFLL to be responsible for the team or the players at practice and or games.
- The manager shall always be responsible for the teams conduct as well as observing the official rules of the league.
- The manager is also responsible for the safety of his or her players and he or she is ultimately responsible for the actions of the coaches.
- The manager must always have a first aid kit and safety manual on hand.
- The manager must have medical release forms on hand at all practices and games. A copy of the medical release form is provided in the appendix of this safety manual.
- The manager must attend mandatory coaches' clinics and first aid training given by SFLL or other outside agencies.
- The manager is required to cover the basics of safe play with his or her team prior to the first practice.
- Encourage players to bring water bottles and sunscreen, especially as the weather begins to get warm.

- Encourage players to wear protective cups during practices and games.
- Most importantly, provide all players with a safe and fun experience!
- **Conditioning and Stretching**
Conditioning and stretching our intricate parts in preventing accidents. It is important that all teams in every division begin their practice with a warm-up and stretching session.

The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.

These drills also help develop the strength and stamina needed by the young athlete to compete with minimum accident exposure.

- **Hydration**
Good nutrition is important for young athletes. Often the important nutrient needed is water, especially when they're physically active. When children are physically active, their muscles generate heat thereby increasing their body temperature. As their body temperature rises, they're cooling mechanism (sweat) kicks in. When sweat evaporates the body is cooled. Unfortunately, children get hotter than adults during physical activity and their bodies' cooling mechanism is not as efficient as adults. If liquids aren't replaced children can become overheated. We usually think about the hydration in the summer months when hot

temperatures shorten the time it takes for children to become overheated. However, keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate so the body does not cool as quickly.

Managers and coaches should schedule water breaks every 15 to 30 minutes during practices on hot days and should encourage players to drink between every inning.

d. Volunteer Applications

All managers and coaches are required to complete the Little League volunteer application form and a background check. These applications are used to provide background and experience information used for manager selection. At the end of each season, SFLL will request parents to complete a valuation of each manager/coach. These surveys are reviewed and considered for manager/coach selection in the subsequent year. The league safety officer will also use the information submitted on the volunteer application to conduct background screens for possible sex offenders.

e. Concessions

The league concession manager (concessionmanager@sierrafoothillsllb.com) is

experienced in all areas of safe food preparation and storage. Our snack bar volunteers will be instructed to use proper hand hygiene during food preparation and service.

Food Safety Basics are attached to the Appendix

V. SIERRA FOOTHILLS LITTLE LEAGUE CODE OF CONDUCT

The Board of Directors of Sierra Foothills Little League has mandated the following Code of Conduct. All Coaches and Managers are required to read this Code of Conduct.

1. Speed limit is 5 miles per hour on roadways and parking lots while attending any Little League function. Watch for small children around parked cars. Park in designated parking areas only.
2. Alcohol is not allowed in any parking lot, field or common area within the Little League Complex during Little League Games.
3. No playing in parking lots at any time. No playing on or around lawn equipment.
4. Always be alert for traffic.
5. No swinging bats or throwing baseballs at any time within the walkways and common areas of the Little League fields.
6. No throwing breaking pitches in minor league play and/or in practice for minor league play.

7. No throwing balls against dugouts or against back stops.
8. No horseplay in walkways at any time and no climbing fences. During games players must always remain in the dugout area in an orderly fashion .
9. There is no on deck circle or position in league play.
10. Observe all posted signs.
11. Players and spectators should always be alert for foul balls and errant throws.
12. After each game, each team must clean up trash in its dugout and around the stands.
13. No profane, obscene or vulgar language may be used.
14. It is recommended that all male players wear a cup. All catchers **must** wear a cup.
15. Catchers must wear a face mask when warming up a pitcher.
16. Verbal abuse of umpires, players, managers or coaches will not be tolerated.
17. Intentional or repeated violation of Little League or Local Rules will not be tolerated.

The Board of Directors will review all infractions of the Sierra Foothills Little League Code of Conduct. Depending on the seriousness or frequency, the Board may assess disciplinary action up to and including expulsion from the League.

VI. SIERRA FOOTHILLS LITTLE LEAGUE SAFETY CODE

The Board of Directors of Sierra Foothills Little League has mandated the following Safety Code. All managers and coaches are required to read this Safety Code and familiarize their players and volunteers with the Code.

1. Responsibility for safety procedures belongs to every adult member of Sierra Foothills Little League. The Safety Code will be distributed to all volunteers.
2. Each player, manager, coach, umpire and volunteer shall use proper reasoning and care to prevent injury to him/her and to others.
3. Only League approved managers and/or coaches are allowed to hold team practices.
4. Only League approved managers and/or coaches will supervise batting cages.
5. **First Aid Kits** are issued to each team manager prior to the season and will be available at all practices and games. Additional First Aid Kits will be located at each Concession Stand. Contact the Safety Officer if you need a new kit or first aid supplies.

6. No games or practices will be held when weather and field conditions are poor, particularly when lighting is inadequate.
7. Play area will be inspected by managers and coaches before practices for holes, damage, stones, glass and other foreign objects. Managers, coaches and umpires shall walk the field for hazards before games. The managers and umpires shall be responsible for agreeing on whether the field is fit for play.
8. All fields shall have bases which disengage from their anchors.
9. Team equipment should be stored within the team dugout behind screened areas and not within the area defined by the umpires as “in play”.
10. During practice and games, all players should be alert and watch the batter on each pitch.
11. During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
12. All pre-game warm-ups should be performed in designated areas and not within areas used by, and thus endangering, spectators.
13. **Equipment should be inspected regularly** to ensure it is in a safe condition while also checking for proper fit. Old and unsafe equipment should be replaced as needed. Managers and coaches shall inspect equipment before each use by players.
14. Batters must wear a protective helmet having the NOCSAE stamp and a warning label during batting practice and games (per Rule 1.16).
15. Except when a runner is returning to a base, head first slides are not permitted.
16. At no time should “horseplay” be permitted on the playing field or in the dugout.
17. All male players should wear cups during games. Managers should encourage that cups be worn at practices too. All catchers **must** wear a cup.
18. All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards.
19. All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during practice, pitcher warm-up and games.
20. Shoes with metal spikes or cleats are not permitted.
21. For Junior and Major League games, catchers must wear a catcher’s mitt.

22. Managers will never leave an unattended child at the conclusion of a practice or a game.

23. Never hesitate to report any present or potential safety hazard to the Sierra Foothills Little League Safety Officer immediately.

24. Managers should make arrangements to have a cell phone available when a game or practice is at a facility that does not have a public phone.

25. No throwing rocks.

26. No climbing fences.

27. No swinging or climbing on dugout roofs.

28. Play shall not begin unless managers and umpires agree on the fitness of the playing field. Thereafter, the umpire in chief shall be the sole judge as to whether play shall be suspended or resumed because of weather, lighting conditions or the unfitness of the playing field. Under Rule 3.10(b), the umpire shall not call the game until at least thirty minutes after play has been suspended. If a major league game is called before it becomes a regulation game, but after one or more innings have been played, it shall resume exactly where it was left off. A regulation game is one where four complete innings have been played or three and one half innings have been played with the home team ahead.

29. All Little League rules shall be enforced at games and practices.

30. Play shall be suspended immediately upon observation of lightning and all players, coaches and umpires shall immediately seek shelter. Play shall not resume until lightning has left the area.

31. The league Safety Officer will be elected at the annual Board elections and his/her name, address and phone number shall be on file with Little League International.

32. Sierra Foothills Little League will remind managers and coaches that they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as an informal catcher for batting practice.

VII. INJURY REPORTING

a. WHAT TO REPORT

An incident that causes any player, manager, coach, umpire, volunteer or spectator to receive medical treatment and/or first aid must be reported to the Sierra Foothills Little League Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of injury.

b. WHEN TO REPORT

All such incidents described above must be reported to the Sierra Foothills Little League Safety Officer within 24 hours of the incident. The Sierra Foothills Little League Safety Officer , Mindy Shirk can be reached at the following:

phone number (916) 765-0735

E-mail address safety@sierrafoothillslb.com

c. 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:

1. The name and phone number of the individual involved.
2. The date, time and location of the incident.
3. As detailed description of the incident as possible.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the person reporting the incident.

d. MANAGER'S RESPONSIBILITY

The manager will fill out the Activities/Reporting Form attached hereto as Exhibit No. 2 and submit it to the Sierra Foothills Little League Safety Officer within 24 hours of the incident.

e. SFLL's SAFETY OFFICER RESPONSIBILITIES

Within 48 hours of receiving the Little League Accident Investigation Form, the Little League's 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. 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 Little League's insurance coverage and the provisions for submitting claims.

VIII. TRAINING

The Sierra Foothills Little League requires first aid training for all coaches and managers.

First Aid training will be held at this year's Managers/Coaches meeting

February 13, 2024 at Colfax Ballpark at 6:00pm.

The Sierra Foothills Little League will also provide **coaching and fundamentals training for all managers and coaches** at a time and location TBD. All managers and coaches will be informed of the availability of reference materials provided by Little League International at its website located at http://www.littleleague.org/Little_League_Online.htm

a. FIRST AID TRAINING

1. Bloody Nose

Control a nosebleed by having the victim lean forward and pinch the nostrils together. Place an ice pack on the back of the neck to help shrink blood vessels, which will help stop the bleeding.

2. Bee Stings

Some people are highly sensitive to bee stings and will have sure signs of an allergic reaction. Always call 911 if an allergic reaction is suspected.

For moderate symptoms try to remove the stinger by gently scraping with a fingernail or business card. Place an ice pack on the sting.

3. Dehydration/Heat exhaustion

Have the patient lay down in a cool, shaded area and elevate their feet. Give them cool water or electrolyte solution every 15 minutes. Patients should rest until they feel well enough.

4. Broken Teeth

If the tooth is broken in half, save the broken portion to bring to the dental office. Control the bleeding in the mouth by gently biting on a towel. This will also help stabilize the tooth.

b. CONCUSSION SAFETY

Concussions can happen to any athlete, even without losing consciousness. Prevention and proper treatment are essential.

How Can I Recognize a Possible Concussion?

To help recognize a concussion, you should watch for the following two things among your athletes:

A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

AND

Any change in the athlete's behavior, thinking, or physical functioning.

Athletes who experience any of the signs and symptoms listed below after a bump, blow, or jolt to the head or body should be kept out of play the day of the injury and until a healthcare professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play.

Signs Observed by Coaching Staff

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy

- Concentration or memory problems
- Confusion
- Does not “feel right” or is “feeling down”

Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. Most people with a concussion will recover quickly and fully. But for some people, signs and symptoms of concussion can last for days, weeks, or longer.

Seek medical care immediately if any of your players experience any of these symptoms after a blow or jolt to the head. Never ignore a concussion.

Nausea or vomiting

Balance problems or dizziness

Double or fuzzy vision

Sensitivity to light or noise

Headache

Feeling sluggish, foggy or groggy

Concentration, amnesia or memory problems, including forgetting game plays

Confusion or disorientation

Ring in the ears

Lack of feeling or emotion

Abnormal sleepiness

In addition, all coaches should review the following website:

<http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>

If a medical professional, Umpire in Chief, the player's coach, the player's manager, or the player's parent has determined a player sustained a possible concussion, the player MUST BE, at a minimum, removed from the game and/or practice for the remainder of that day. The league must ensure that the player's return to full participation is subject to the following:

1. The league's adherence to its respective state/municipal laws.
2. An evaluation and a WRITTEN clearance from a physician or other accredited medical provider.
3. Written acknowledgement of the parents.

IX. CONCESSION STAND SAFETY

1. People working in the Concession Stand will be trained in safe food preparation.
2. Cooking equipment will be inspected periodically and repaired or replaced if need be.
3. Propane tanks will be turned off at the grill and at the tank after use.
4. Food not purchased by Sierra Foothills Little League to sell in its Concession Stand will not be cooked, prepared or sold in the Concession Stand by Sierra Foothills Little League.
5. Cooking grease will be stored safely in containers away from open flames.
6. A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
7. A fully stocked First Aid Kit will be placed in each Concession Stand operated by
Sierra Foothills Little League.
8. The Concession Stand main entrance door will not be locked or blocked while people are
inside when operated by Sierra Foothills Little League.

X. FIELD AND EQUIPMENT SAFETY

1. Facilities and equipment shall be inspected by managers and coaches prior to games or
practices. Playing fields shall be walked by both managers prior to games.
2. The Sierra Foothills Little League Safety Officer, or a designee, shall complete the Annual
Little League Facility Survey each year (a copy of the 2024 Facility Survey is included herein).
3. Equipment shall be inspected periodically by managers and replaced as necessary. Equipment
will be further inspected on a yearly basis by a designee of the Sierra Foothills Little
League Board of Directors and equipment will be replaced as needed.

XI. LIGHTNING SAFETY

Keeping the Game Safe: NOAA Teams With Little League on Lightning Safety Awareness

(A news release from the National Oceanographic and Atmospheric Administration.)

When the thunder that Little Leaguers hear is not the roar of the crowd, it is time to get inside, because lightning may be close behind. That's why the NOAA National Weather Service is teaming up with Little League Baseball and Softball to provide valuable life-saving information regarding the dangers of lightning.

"NOAA is proud to partner with Little League on our effort to educate the public on the dangers of lightning, particularly the coaches, umpires, parents and children who are involved with Little League Baseball and Softball," said retired Navy Vice Adm. Conrad C. Lautenbacher, Ph.D., undersecretary of commerce for oceans and atmosphere and NOAA administrator. "Lightning is an underrated killer, claiming, on average, more lives than either tornadoes or hurricanes."

Little League has been proactive in providing lightning-safety information to officials across the country through their safety newsletter, ASAP (A Safety Awareness Program). In a recent newsletter, Little League included a copy of a "Coach's and Sports Official's Guide to Lightning Safety," developed by the NOAA Weather Service.

"The safety of our players, parents, coaches and spectators is of utmost importance to us," said Stephen D. Keener, president and chief executive officer of Little League International.

"Lightning is one of our greatest concerns on the field, and we appreciate the safety information that NOAA provides to us. We want everyone involved in Little League Baseball to understand the dangers of lightning so that they will take the appropriate action when thunderstorms threaten."

"The bottom line is that if you hear thunder, you need to get inside immediately," said retired Air Force Brig. Gen. David L. Johnson, director of the NOAA National Weather Service. "Lightning can strike up to 10 miles from a thunderstorm, which is about the distance that the sound of thunder can travel and be heard. All thunderstorms produce lightning, and each lightning strike is a potential killer."

Lightning casualties can occur at any time of the year but are most frequent in the late spring and summer thunderstorm season, when people tend to be outside. Annually, about 25 million cloud-to-ground lightning strikes occur in the United States. From 1971 to 2000, lightning killed an average of 73 people each year in the United States and injured hundreds more.

When in doubt during inclement weather always err on the side of caution and get indoors.

XII. TEN COMMANDMENTS OF SAFETY

1. Be alert
2. Check playing field for hazards
3. Wear proper equipment
4. Ensure equipment is in good shape
5. Ensure first aid is available
6. Maintain control of the situation
7. Maintain discipline
8. Safety is a team sport
9. Be organized
10. Have fun!!!

Appendix

- Facility Survey
- Medical Release Form
- Volunteer Application form
- Accident Notification Form
- Activities/Report Tracking Report
- Food Safety Basics

