

# West Sugar Land Little League Safety Policy

## Spring 2016

Charter ID# 343-18-14



**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 manager's and coach's finger tips.

### *West Sugar Land Little League Mission Statement for Safety*

The goal of West Sugar Land Little League is to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens. In the process, we also hope to provide a safe and enjoyable environment for all participants of the league in learning the game of baseball.

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**Dear Board Members, Umpires, Managers, and Coaches,**

Welcome to the WSLLL Safety Manual. This manual will contain a number of valuable resources as they pertain to providing a safe environment for our children while playing the great game of baseball.

We will continue moving towards having a safer Little League here at WSLLL. We will continue to make improvements and to create safety awareness. All fields are equipped with AED's (Automatic External Defibrillators), fully equipped First Aid Kits and electronic lightning detectors.

ASAP (A Safety Awareness Program) is Little League's safety program that has been in place for several years and transmitted to all Little Leagues around the world. It is the base program we use in our League. Our own program is called "Safe at Home" and it covers some specifics of our League. It is our duty and our goal to transmit both programs to everyone involved in our League.

Included in the manual are:

1. Board Member contact information
2. Copy of league insurance coverage face sheet
3. Local hospital information
4. Addresses of each ball field to help facilitate emergency calls
5. Instructions for first aid triage and weather safety tips
6. Instructions on injury reporting and making claims with league insurance
7. Parents' Code of Ethics

Each manager, from T Ball through Junior/Senior, will be required to keep the manual with them for practices and games. You should also keep your copies of each player's emergency contact information sheets in your individual team's binder.

There is a copy of the manual available, without the players' information, at each venue's equipment shed or concession stand. This manual is also available at our website.

All managers will be responsible for signing out the manuals, verifying they have agreed to abide by the codes of conduct, and to assume responsibility of forwarding these codes to the parents of the players on their team.

The manual should be self-explanatory. If there are any questions, or concerns, please do not hesitate to contact the league safety officer.

Let's have a great season!

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### Board Members

Name	Position	Email	Phone #
Chris Foss	President	<a href="mailto:chriswslll@outlook.com">chriswslll@outlook.com</a>	281-686-0864
Victoria Foss	Treasurer	<a href="mailto:wslllfinancial@outlook.com">wslllfinancial@outlook.com</a>	832-865-4979
Joe Guzman	UIC	<a href="mailto:jguzman1976@earthlink.net">jguzman1976@earthlink.net</a>	281-467-5921
Chris Winkler	Player & Coaching Development/Commissioner Majors	<a href="mailto:chjwinkler@me.com">chjwinkler@me.com</a>	832-472-5978
Michael Golden	Uniforms	<a href="mailto:mlgolden67@gmail.com">mlgolden67@gmail.com</a>	713-702-0399
Rich Christie	Scheduling Manager/Equipment	<a href="mailto:rchristie@slb.com">rchristie@slb.com</a>	281-844-8129
Wade Watassek	Exec VP   Director of Sponsorships Commissioner TB/Machine Pitch A, AAA Commissioner - Intermediate	<a href="mailto:wadewslll@yahoo.com">wadewslll@yahoo.com</a>	281-460-7300
Brandon Climie	Fields	<a href="mailto:brandonclimie@gmail.com">brandonclimie@gmail.com</a>	713-253-4771
Sarah Johnson	secretary	<a href="mailto:scrldj@hotmail.com">scrldj@hotmail.com</a>	7138701520
Asad Abbasi	Player Agent / Comm Minors/Varsity	<a href="mailto:abbasi1@gmail.com">abbasi1@gmail.com</a>	281-704-6540
Jon Beer	Player Agent / Commissioner Intermediate, Majors, MP, TeeBall	<a href="mailto:jonbeer@comcast.net">jonbeer@comcast.net</a>	303-618-9321
Trevor Linhart	Concession	<a href="mailto:tkathome08@gmail.com">tkathome08@gmail.com</a>	832-655-2132
Baldemar Deciga	Information and creative Director / Website	<a href="mailto:jbdeciga@gmail.com">jbdeciga@gmail.com</a>	832-865-1246
Tracy Golden	Special Events / Team Mom & Volunteer Cor	<a href="mailto:tracylgolden@gmail.com">tracylgolden@gmail.com</a>	713-702-0398

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CERTIFICATE OF LIABILITY INSURANCE				DATE 12/21/15					
<b>Keystone Risk Managers, LLC</b> 1995 Point Township Drive Northumberland, PA 17867				CERTIFICATE # 3431814-1					
				9 43 18					
ADDITIONAL NAMED INSURED:				INSURERS AFFORDING COVERAGE:					
WEST SUGAR LAND LL CHRIS FOSS 16 PECAN GORGE CT  SUGAR LAND TX 77479				INSURER A:	LEXINGTON INSURANCE COMPANY				
				INSURER B: (Non-Liability)	NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA				
				INSURER C:	AIG SPECIALTY INSURANCE COMPANY				
COVERAGES									
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
NR	LTS	ADDL	INSUR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YYYY	POLICY EXPIRATION DATE MM/DD/YYYY	LIMITS	
				GENERAL LIABILITY				EACH OCCURRENCE	\$1,000,000
		X		OCCURRENCE	011225814	1/01/2016	1/01/2017	GENERAL AGGREGATE	\$2,000,000
		X		INCL. PARTICIPANTS	Property Damage Deductible: \$250			PRODUCTS/COMPOUND AGGREGATE	\$1,000,000
		X		SEXUAL ABUSE				SEXUAL ABUSE OCCURRENCE	\$1,000,000
				MEDICAL PAYMENTS				SEXUAL ABUSE AGGREGATE	\$2,000,000
								ANY ONE PERSON	
			X	DIRECTORS & OFFICERS	19330955	1/01/2016	1/01/2017	EACH LOSS	\$1,000,000
								AGGREGATE	\$1,000,000
			X	CRIME COVERAGE	011408717	1/01/2016	1/01/2017	EACH LOSS	\$35,000
					Crime Deductible: \$250 Property/\$1,000 Money			AGGREGATE	NONE
			X	SPORTS EXCESS ACCIDENT	SR69105434	1/01/2016	1/01/2017	As in Master Policy Med. Max. \$100,000 Def. \$50	As in Master Policy Excess
"X" INDICATES COVERAGE SELECTED FOR ADDITIONAL NAMED INSURED									
ADDITIONAL INSURED									
Who is an insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:									
1. Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule unless performed by the above named Little League and 2. That part of the ball field or other premises not being used by the above named Little League									
NAME AND ADDRESS OF PERSON OR ORGANIZATION:									
1. NEW TERRITORY RESIDENTIAL COMMUNITY ASSOCIATION									
INSURED					CANCELLATION				
Little League Baseball Risk Purchasing Group, Inc. 539 U.S. RT. 15 HIGHWAY South Williamaport, PA 17702					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES TO THE ABOVE NAMED LITTLE LEAGUE BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER OR THEIR REPRESENTATIVE WILL MAIL 30 DAYS WRITTEN NOTICE TO THE DESIGNATED PERSON OR ORGANIZATION AT THEIR LAST KNOWN ADDRESS TO US.				
					 AUTHORIZED REPRESENTATIVE				

2015-16 Insurance Certificate



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#### When to Call 9-1-1

If the victim:

1. is or becomes unconscious.
2. has trouble breathing.
3. has chest pain or pressure.
4. has pressure or pain in the abdomen.
5. is vomiting or passing blood.
6. has seizures, a severe headache, or slurred speech.
7. appears to have been poisoned.
8. has injuries to the head, neck, or back.
9. has possible broken bones.
10. A conscious victim may request you not call an ambulance. If you have any doubt at all however, call 9-1-1.
11. If you observe: a fire or explosion, downed electrical wires, presence of poisonous gas, vehicle/vehicle, or vehicle/bicycle collisions, victims who cannot be moved easily.

#### How to Call 9-1-1

- Give the dispatcher only necessary information. Most dispatchers will ask:
- Your exact location or address (see “Addresses and Phone Numbers” section of this Manual).
- The telephone number from which you are calling.
- Your name.
- What happened.
- How many people are involved.
- The condition of the injured person.
- What help (first aid) is being given.
- Do not hang up. The dispatcher may be able to tell you how to care for the victim.
- Continue to provide care until the ambulance arrives.
- Station somebody at the park entrance to flag down the ambulance and show them where to go.

### PARK ADDRESSES FOR EMERGENCY PERSONNEL

Field Locations					
Field	NT Club	Cunningham Creek	Sports Complex	Tee Ball	Junior/Senior
Address	1200 Walker School Sugar Land, TX 77479	354 Cunningham Creek Blvd. Sugar Land, TX 77479	5350 New Territory Blvd Sugar Land, TX 77479	5350 New Territory Blvd Sugar Land, TX 77479	4525 New Territory Blvd Sugar Land, TX 77479

Local Hospital Locations and Addresses		
<b>Memorial Hermann Sugar Land Hospital</b>	17500 W Grand Parkway South Sugar Land, TX 77479	<b>281-725-5000</b>
<b>Methodist Hospital-Sugar Land</b>	16655 Southwest Freeway Sugar Land TX 77479	<b>281-274-7000</b>
<b>Oak Bend Hospital</b>	1512 Main Street Richmond TX 77469-3232	<b>281-344-8885</b>
<b>Texas Children’s Hospital</b>	6621 Fannin Street Houston, Texas 77030	<b>832-824-5454</b>

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### *Duties & Responsibilities*

#### **President**

1. Ultimately responsible for all actions taken
2. Present a report of the condition of WSLLL at the Annual Meeting
3. Responsible for the conduct of WSLLL in strict conformity to the Policies, Principles, Rules and Regulations of Little League Baseball International, as agreed to under the conditions of charter issued to the WSLLL by that organization
4. Conduct the affairs of the WSLLL and execute the policies established by the Board of Directors
5. Communicate to the BOD such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of WSLLL
6. Continue a long term facility plan for safety improvements along with Safety Officer and all other board members
7. Investigate complaints, irregularities and conditions detrimental to WSLLL and report them to the BOD as circumstances warrant
8. Collect volunteers applications for screening; will destroy all applications properly (except for the ones that action was taken – maintain on file)
9. Delegates authority to League Safety Officer (LSO) and/or safety committee

#### **League Safety Officer (LSO)**

1. Be responsible to create awareness, through education and information
2. Actively look for opportunities to provide a safer environment for youngsters and all participants of Little League Baseball
3. Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting. The following suggestions may be utilized:
  - a. **Education:** Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians and all volunteers
  - b. **Compliance:** Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities

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- c. **Reporting:** Define a process to assure that incidents are recorded, information is sent to league/district and national officers, and follow-up information on medical and other data that is available
4. Coordinates and updates safety manual
5. Updates the safety manual on an annual basis
6. Maintains a log of communications regarding league safety
7. Coordinates MANDATORY safety clinic for all managers and umpires
8. Schedule CPR and First Aid Classes
9. Oversees the Team Safety Officers / Team Safety Representatives
10. Distributes ASAP News newsletters within league
11. Facilitates understanding of appropriate documentation of injury/accident, insurance handling, etc.
12. Assist in allocating funds for safety equipment
13. Perform a Facility Survey of all fields in the League in conjunction with the VP of fields. Facility survey includes the following:
  - a. Annual LL Lightning Safety Audit for lighted fields
  - b. Complete a long-range facility plan for safety improvements
  - c. Inspect fencing/netting (used as protection for spectators from foul balls)
  - d. Inspect back guard rails and side rails on bleachers
  - e. Annual inspection of AED's and electronic lightning detectors

#### **Team Safety Officers (TSO) – Team Safety Representatives**

1. Managers designate a parent to be the TSO liaison to the LSO  
Manager becomes TSO if no other team parents are able
2. Aid in the collection of team's members volunteer application to LSO and/or League's President
3. Helps manager/coaches maintain team safety manual
4. Keeps player emergency contact information
5. Responsible for accident reporting and field/equipment safety
6. Maintain first aid kit
7. Assist with field inspection prior to practices and games



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### Field VP/Auxiliary

1. Make sure safety manuals are accessible in a visible location at each of the fields and concession stands; replace if lost or stolen, or updated
2. Keep concession stands in good standing
3. Perform bi-weekly inspection of concession stands and report it to President and League Safety Officer
4. Train volunteers in safe food handling and preparation procedures
5. Make sure signs at each of the fields are posted regarding codes of conduct, safety

### Team Manager

1. Responsible for his/her team's actions and safety on the field.
  - a. Do not leave the field until every team member has been picked up by a known family member or designated driver.
2. They are accountable for the conduct of all team members, coaches, and parents. As such, the following is a list of managerial requirements enforced by the league to ensure the safety of everyone involved.
  - a. Complete Little League Volunteer Application form and pass mandatory background check.
  - b. Attend mandatory Coaching Clinic(s) and First Aid training session(s).
    - **at least one representative from each team must attend both of these functions each year.**
    - **coaches and managers are required to attend training at least once every three years.**
    - **training sessions will be held at the club facility and at the club baseball field and occur at the beginning of each fall and spring season. dates of the training will be posted on the website, [www.wslll.com](http://www.wslll.com), and all managers and coaches will be notified prior to the beginning of the season as to the specific dates and times held.**
    - **Dates for manager and coach meetings are as follows:**

#### **Spring 2016 Season**

<i>February 18<sup>th</sup></i>	<i>Umpire Training</i>
<i>April 2<sup>nd</sup></i>	<i>Opening Day</i>
<i>May 16<sup>th</sup></i>	<i>Closing Ceremonies</i>

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- c. Sign out the **Safety Manual** and the **First-Aid Kit**, each supplied by West Sugar Land Little League, before the first practice of the season
- d. Make sure the basics of safe play with all team members, coaches, and parents is covered before starting the first practice, and maintain safety measures during each practice or game.
- e. Encourage players to maintain healthy habits:
  - eat healthy
  - stay hydrated appropriately, including water breaks at practices
  - utilize sunscreen and insect repellent
  - wear athletic cup and the proper uniform
  - leave watches, rings, pins or metallic items at home
  - refrain from climbing fences and standing on dugout benches.
- f. Encourage parents to:
  - **observe** all posted signs.
  - **remain** alert at all times for foul balls and errant throws.
  - **refrain** from using alcohol, tobacco, or profanity in the parking lot, field, or common area.
  - **dissuade** all horseplay on bleachers, common areas, or parking lots.

**IF A MANAGER KNOWINGLY DISREGARDS SAFETY, HE OR SHE WILL BE REQUIRED TO APPEAR BEFORE THE WSLLL BOARD OF DIRECTORS TO EXPLAIN HIS OR HER CONDUCT**

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# SAFE AT HOME

## *WSLLL Recommendations for Standard Operating Procedure*

The following points are our League's recommendations to keep a safe environment at all times during any practice or game played in any of our fields or by any of our teams somewhere else. It includes guidelines for all managers, coaches, board members and anyone involved in our league's activities:

- 1) All coaches, managers, and board members must apply for a background check, including photo identification. Any person that does not provide his/her volunteer application will not be allowed in the fields during practices and/or games even if it is to be pro active with his/her son or daughter as well as not being able to help in the concession stands (see sample below – PDF version is available on the league website):

**Little League Volunteer Application -2015**  
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: \_\_\_\_\_

Social Security # (mandatory with First Advantage or upon request): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

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 (CPR, Medical, etc.): \_\_\_\_\_

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

Driver's License#: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been convicted of or pled guilty to any crime(s) involving or against a minor? Yes  No

If yes, describe each in full: \_\_\_\_\_

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? 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 background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), 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 \_\_\_\_\_

If Minor/Parent 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 \_\_\_\_\_ on \_\_\_\_\_

System(s) used for background check (minimum of one must be checked):

Sex Offender Registry  Criminal History Records  \*First Advantage

\*Please be advised that if you use First Advantage and there is a name match in the five states where only name search searches can be performed you should notify volunteers that they will receive a letter directly from First Advantage 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.

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- 2) Ensure appropriate access to the Safety Manual, Medical Release Forms, and First-Aid Kit during all practices and games. In addition, it is strongly recommended every team have access to a cell phone during practices and games.
- 3) There should be spare First-Aid Kits will be available at the concession stand at the Club and Cunningham Creek fields, and in the sheds at the Sports Complex and Junior/Senior fields. Please be aware however, that a concession stand is not present at every field, and those fields that do have a concession stand may not have corresponding hours of operation.
- 4) Inspect all equipment, both supplied by the league and personally owned by team members, before every practice or game. Make sure it is in working order. Damaged equipment should be prevented from being reused. Return damaged league owned equipment directly to WSLLL.
  - i) **Helmets:**
    - (a) **Cracks** - Any crack in the helmet (typically develop first over the ear flap) significantly reduces the strength of the helmet.
    - (b) **Paint** - Paint makes the plastic helmet brittle, and susceptible to shattering.
    - (c) **Chin straps** - If the helmet has a strap, ensure a proper fit.
  - ii) **Gloves:**
    - (a) Check for loose or broken stitching
  - iii) **Bats:**
    - (a) Check for cracks.
  - iv) **Field:**
    - (a) **At least one manager or coach from either team playing, and an umpire (if it is prior to a scheduled game) are required to walk the field for inspection.**
    - (b) **Lighting** Report any concerns about poor lighting, which can significantly reduces player ability to see a batted or thrown ball.
    - (c) **Mud, holes, rocks, glass, fire ant hills, and other foreign objects** Either remove the debris, or notify the WSLLL Vice President of Fields of the hazards. Position the players away from any hazards you observe on the field.
    - (d) **Bases** Should be anchored (except for sliding practice). Home plate should be flush to the ground. ALL BASES USED BY WSLLL ARE DISENGAGEABLE.
    - (e) **Fences:** check that all fences have the protective pipe on top (yellow on fair and green on foul)
- 5) Only players, managers, coaches, and umpires *that submitted a volunteer application* are permitted on the playing field or in the dugout during games.

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- 6) Enforce the “no on-deck” rule for batters. No player should handle a bat on the field unless under the direct supervision of a Manager, Coach, or approved Assistant. Handling of a bat in the dugout is strictly prohibited.
- 7) All warm-up drills should be performed within the confines of the playing field, and not within walkways or common areas frequented by spectators. Players should be spaced so that no one is endangered by wild throws or missed catches. No player should be behind another.
- 8) All male players on the field must wear a protective cup regardless of position.
- 9) Make sure catchers wear helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter (males) for all practices and games. The catcher may wear only a helmet and mask with a throat guard to warm a pitcher up (applies between innings and in the bullpen). Managers and Coaches may not warm up pitchers before or during a game.
- 10) Make sure players carry gloves, bats, helmets, and other equipment off the field, to the dugout or behind the screen. No equipment should be left lying on the field, either in fair or foul territory.
- 11) If a child is ill or injured, do not continue to play that child. Rather, attend to them. Notify parents if a child has been injured, no matter how small or insignificant the injury may appear to be.

WSLLL rules for pitching are based on pitch counts as written in the Little League Handbook. Please refer to the LL handbook for the specific details.

## ***MAXIMUM RECOMMENDED PITCHES PER GAME***

\*\*\*\*\*American Sports Medicine pitch count guidelines (**not the rules**, but suggestions to reduce risk for injury):

<b>Age</b>	<b>Max. pitches/game</b>	<b>Max. games/week</b>
<b>8-10</b>	52	2
<b>11-12</b>	68	2
<b>13-14</b>	76	2
<b>15-16</b>	91	2
<b>17-18</b>	106	2

## ***Accident Reporting Procedures***



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#### **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 President or 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 President or Safety Director within 48 hours of the incident. The President is Elias Garcia and the Safety Officer is Jeff Lange.

#### **How to Make the 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:

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

#### **Safety Officer Responsibilities**

Within 48 hours of receiving the incident report, the 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; and
- 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 WSLLL insurance coverage and the provisions for submitting any claims.

If the extent of an injury is more than minor in nature, the President/Safety Officer shall periodically call the injured party to:

- check on the status of any injuries, and
- 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).

#### **Filing Claims with Little League Insurance**

**Warning:** Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball.

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West Sugar Land Little League's insurance program is designed to afford protection to all participants at the most economical cost to the local league. **It is used to supplement other insurance carried under a family policy or insurance provided by parent's employer.** If there is no other coverage, CNA Little League insurance, which is purchased by the league and not the parent, takes over and provides benefits, after a **\$50 deductible per claim**, for all covered injury treatment costs, except for the Travel Sickness Benefit, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

If your child sustains a covered injury while taking part in Little League Baseball or Softball, here is how the insurance works:

1. **File claim initially under insurance carried by the family:** Blue Cross, Blue Shield or any other insurance protection available.
2. **Should your family insurance plan not fully cover the injury treatment, the Little League CNA Insurance policy will help pay the difference, after a \$50 deductible per claim,** except for the Travel Sickness Benefit, up to the maximum stated benefit. This includes any deductibles or exclusions in your own insurance.
3. **If you child is not covered by any family insurance, the Little League Insurance Policy becomes primary and will provide benefits for all covered injury treatment costs within Usual & Customary guidelines of CNA, after a \$50 deductible per claim,** except for the Travel Sickness Benefit, up to the maximum benefit of the policy.
4. **Treatment of dental injuries can extend beyond the normal 52-week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later.** Maximum dollar benefits are **\$1,500** for eligible dental treatment after the normal 52-week period subject to the \$50 per claim deductible.

Deferred Dental Treatment for Claims or Injuries Occurring in 2006: If the insured incurs injury to sound, natural teeth and necessary treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, including but not limited to, the physiological changes occurring to an insured who is a growing child, **we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense** incurred for the deferred dental treatment. **Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23<sup>rd</sup> birthday.**

We hope this brief summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

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### *Weather*

Southeast Texas is recognized for its hot, humid weather, accompanied by sporadic late afternoon showers, particularly in the spring. WSLLL urges all coaches to USE COMMON SENSE. If playing conditions become unsafe, stop your practice. No practice is worth endangering the children.

#### Lightning and Thunder

On average, 200 people are struck and killed by lightning in the USA every year. Lightning can strike as far as 10 to 15 miles away from a storm. The average lightning strike is five to six miles long, and achieves current levels of 400 kA, temperatures of 15,000°C, and voltages in the hundreds of millions. Ground-based items such as fences, trees, blades of grass, and people emit varying degrees of induced electric activity which can act as a lightning rod.

Many people rely on the "Flash/Bang" technique (the sound of thunder will take five seconds to travel one mile) to measure their distance from lightning. You must be aware that, on average, thunder can only be heard over a distance of only three to four miles. By the time you hear thunder, you are already well within the reach of a lightning strike.

Our League now has electronic lightning detectors. They are located in the equipment shed of each field.

When inclement weather is close or imminent, please designate a "lightning monitor" to be aware of the lightning detector's indications. If lightning is detected by detector, please advise managers and umpires so they can stop the game immediately. Remember that only the umpire can officially stop the game due to weather.

The following lightning safety measures are strongly recommended:

**When a visible lightning strike has been spotted or a thunder is heard, you should:**

1. suspend all games and practices immediately
2. stay away from metal including fencing and bleachers
3. get EVERYBODY to clear the outdoor facility and walk (not run) to their vehicle
4. ensure everybody remains in their vehicle until at least 30 minutes after the last visible lightning strike. It would be best to cancel the games altogether, to eliminate risk of injury/catastrophe.
5. If park patrons refuse to leave the facilities, they do so at their own risk.
6. **\*\* There will be a board member available at all scheduled league games. The board member, along with the umpire in charge, has the authority to**

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**cancel the game if risk is deemed to be too high. In the event of a short storm, for example, with only one lightning strike viewed or a thunder heard and only one 30 minute delay, the coaches, after discussion with the umpire and board member, may agree to continue this game or cancel and reschedule at a later date.**

7. Allow activities to resume once given the ALL CLEAR sign.
8. If park patrons return to the facilities prior to the “All Clear” signal, they do so at their own risk.

#### Hot Weather

The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time they are 18 years old! Sun screen, preferably with a sun protection factor (SPF) of at least 15, should therefore always be used to protect from damaging ultra-violet light.

Encourage your players to drink water before going on, and after coming off, the field.

During day games, try to use at least two catchers.

If a player looks distressed while standing in the sun, remove that player from the field and get them in the shade immediately.

If a player should collapse as a result of heat exhaustion, call 9-1-1 immediately. Get the player to drink water, and cool them down until the emergency medical team arrives.

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### *Health & Medical Procedures*

#### First-Aid Kits

- First Aid Kits will be furnished to each team at the beginning of the season.
- The First-Aid kit must be taken to all practices and games, and any other WSLLL event where a child's safety may be at risk.
- Contact the WSLLL Safety Officer to replenish materials in your First-Aid kit.
- Your Safety Manual must be returned to WSLLL at the end of the season.
- Additional First-Aid kits will be available in the concession stands. Materials from these kits may not be used to replenish your team kit, but will instead only be used in emergencies.

#### Good Samaritan Laws

“Good Samaritan Laws” were developed to encourage people to assist in emergency situations. They give legal protection to people who act in a “reasonable and prudent” manner while providing emergency care to ill or injured persons. The laws assume a “Good Samaritan” will do their best to save a life or prevent further injury, and require common sense and a level of skill that does not exceed the individual’s scope of training.

#### REASONABLE AND PRUDENT actions include:

1. **Know your limitations.** “Good Samaritan Laws” do not apply in cases when a rescuer is grossly or willfully negligent or reckless, or when the rescuer abandons the victim after initiating care.
  - Recognize the ABC’s of emergency care (Airway, Breathing, Circulation).
  - Determine IF the player has an adequate airway and room to breathe.
  - Determine IF the player is actively breathing on his own
  - Determine IF the player has a carotid artery pulse (gently press on the side of the neck to feel the pulse)
2. **Call 9-1-1 immediately.** Preferably from a cell phone near the injured person. This is the most important help you can provide. Perform whatever First-Aid you can and wait for the paramedics to arrive.
3. **Attain permission to give care.** You must tell the victim who you are, how much training you have, and how you plan to help. You may have to calm and soothe an excited victim. Do not provide care to a victim who refuses your offer. If the victim is an infant or child, permission must be obtained from a supervising adult. If the condition is serious, permission is implied if a supervising adult is not present. For unconscious victims, permission is implied.
4. **Access the injury.** Find out what happened and where it hurts. Talk to the victim. Notice if he appears drowsy or confused.



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- DO NOT MOVE the injured player in a situation of a head or neck injury or collapse. You take the risk of extending or worsening the injury sustained unless you are appropriately educated/skilled in managing these types of injuries.
- IE, do NOT roll over the injured player to talk to him prior to assessment of injury.
- Check the victim from head to toe for signs of injury. Examine the scalp, face, ears, nose, and mouth. Look for cuts, bruises, odd bumps, or depressions. If you are not sure if something is out of shape, check it against the other side of the body.
- Look for a medical alert tag on the victim's wrist or neck.
- Feel gently and carefully the injured area for signs of swelling or grating of broken bone.
- Watch for changes in consciousness and the victim's breathing. Breathing that is not normal includes gasping for air; making rasping, gurgling, or whistling sounds; breathing unusually fast or slow; and breathing that is painful.
- Notice how the skin looks (reddish, bluish, ashen) and feels (with the back of your hand feel the forehead and note if damp, dry, cool, or hot.)
- Re-ask the victim about the areas that hurt, and request they move each part of the body that doesn't hurt.
- Ask the victim to shrug their shoulders, take deep breaths (for chest and abdomen), move fingers, hands, arms, hips and legs. Watch the victim's face, and listen for signs of pain.
- If, after the head to toe check, there are no other signs of injury and the victim can move their body without pain, have them rest sitting up.
- When the victim feels ready, help them stand up.

#### Checking an Unconscious Victim

- Call 9-1-1 immediately.
- Look, listen, and feel for breathing (approximately five seconds).
- DO NOT MOVE the player from his position unless you are skilled in managing potential neck injuries. **ASSUME ALL UNCONSCIOUS PERSONS HAVE A NECK INJURY UNTIL PROVEN OTHERWISE.**
- **IF IT HAS BEEN DETERMINED THAT THE NECK IS STABLE, AND THE PLAYER IS EITHER ALREADY LYING ON BACK OR SAFELY PUT INTO A POSITION ON HIS BACK TO ACCESS HIS AIRWAY, YOU MAY INITIATE THE FOLLOWING STEPS:**
  1. Tilt head back, lift chin and pinch nose shut.
  2. Look, listen, and feel for breathing for another five seconds.

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3. If victim is not breathing, give two slow breaths into the victims mouth.
4. Check pulse for five to ten seconds.
5. Check for severe bleeding.

### **NEGLIGENT AND RECKLESS actions include:**

*Move a victim.* Moving a victim may cause additional harm to a spinal cord injury.

*Transport victim to hospital.* On average, a professionally trained emergency response technician will arrive within five to seven minutes of your 9-1-1 call. Transporting a victim by yourself will only delay receipt of professional help.

*Administer medications.* This should only be done by a parent or legal guardian.

*Provide food or beverage (other than water).*

*Hesitate giving aid.*

**Talk to your team afterwards about the situation if it involves them.  
Often players are upset and worried when another player is injured.  
They need to feel safe and understand why the injury occurred.**

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## CONCESSION STAND GUIDELINES

# Concession Stand Tips

# SAFETY FIRST

### Requirement 9

#### 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,

Ind., 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 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. Wash 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 1/2 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.

#### 13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*

4 January-February 2004

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### *Volunteers Must Wash Hands*

#### HOW



#### WHEN

**Wash your hands before you prepare food or as often as needed.**

**Wash after you:**

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.  
Remove all jewelry, nail polish or false nails unless you wear gloves.

**Wear gloves.**

when you have a cut or sore on your hand  
when you can't remove your jewelry

**If you wear gloves:**

- ▶ wash your hands before you put on new gloves

**Change them:**

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture. Cooperating: UMass Extension provides equal opportunity in programs and employment.





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## BARBEQUE & GRILL SAFETY GUIDELINES

### Question of the Month

## Make league's barbecues safe

### Keep food safe from bacteria, check grill for problems

#### Barbecue Safety

Safely transporting food, precooking and preventing cross-contamination are the major ingredients of barbecue safety.

#### Chill Foods to Stop Bacteria

When transporting food, either from the grocery store or to a picnic area, keep it cool to minimize bacterial growth. Pack meat, poultry, salads and other perishables in an insulated cooler with ice.

Marinade is a savory acidic sauce in which a food is soaked to tenderize and add flavor. Always marinate meats in the refrigerator, not on the counter. Reserve a portion of the marinade that hasn't touched raw meat for a dip or basting sauce. Don't reuse marinade

used on raw meat or poultry unless it has been boiled first to destroy any bacteria.

#### Take Care With Meat Items

Meats and poultry may be precooked on the stove, microwave or oven to reduce grilling times. If foods are partially precooked, place immediately on the grill to finish cooking. Never partially cook meats and poultry and wait to finish cooking later. If meats and poultry are completely cooked ahead of time and chilled, they may be reheated on the grill to provide a barbecued flavor.

If take-out foods such as fried chicken or barbecued beef will be reheated on the grill, and they won't be reheated/eaten within two hours of purchase, buy them ahead of time and chill thoroughly.

#### Keep Foods Separate, Clean Up Often

Don't use the same platter and utensils for raw and cooked meats and poultry. Be sure there are plenty of clean utensils and platters to allow separate handling of raw foods and cooked foods. Pack clean, soapy sponges, clothes and wet towelettes for cleaning surfaces and hands. There is an antibacterial soap on the market now that does not need water and would be ideal to carry on a picnic for cleaning platters and utensils.

#### Cook Foods Thoroughly

Cook everything thoroughly. Rare or medium meat or poultry can harbor harmful bacteria. Fish should always be

"Can you give us some advice on barbecue safety? Every Saturday we have a barbecue during the ball games. Are there guidelines for sanitizing utensils between each use, maintaining food (such as hamburger beef and tomatoes) to ensure we keep PHFs out of the temperature danger zones, using and storing propane tanks, and any other barbecue safety info?"

Douglas Polgar, safety officer  
Sierra Little League,  
Sunnyvale, Calif.

fully cooked. For greatest safety, ground meat should reach 160° F on a meat thermometer, and poultry should reach 180° F for doneness. Since grilled food often browns very fast on the outside, make a "sample cut" to visually check for doneness. The juices should run clear and meat should not be pink, although meat color is not accurate (check Page 3).

Based on current research findings, eating moderate amounts of grilled meats, fish, and poultry, cooked thoroughly without charring, does not pose a health problem.

#### Resources:

- USDA Consumer Information Publication.1996. "Barbecue Food Safety".
- Food Safety and Inspection Service, USDA Food Safety Publications.1996.  
<http://www.fsis.usda.gov/OA/pubs/barbecue.pdf>
- USDA Meat and Poultry Hotline: 1-800-535-4555  
Material written by Mary Abgrall and Scottie Misner, May 1998. Part of Food Safety Tips, College of Agriculture, University of Arizona. Document located at <http://ag.arizona.edu/pubs/health/foodsafety/az1069.html>

#### Grilling Safety

According to the Insurance Information Institute, backyard barbecues result in more than 2,000 fires and even three deaths each year. Most problems happen when you fire up a grill that hasn't been used for several months.

**Gas grill:** check it over thoroughly before using it. Check for leaks, cracking or brittleness, and clean out the tubes that lead into the burner — look for blockages from spiders or food waste.

Make sure the grill is at least 10 feet from any buildings or trees. And never leave the grill unattended.

**Charcoal grill:** use starter fluid sparingly and never put it on an open flame. And it's always best to have a fire extinguisher nearby... it can stop a fire before it spreads.

Also, be careful if you pick up gas canisters... never leave them in a hot car. The heat could cause some of the gas to leak out.

(Also, see the April, 2000 ASAP News for more food tips.)



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### *Coaching Skills and Drills*

The intention of this manual is not to provide an exhaustive list of specific coaching techniques, nor to provide with how to coach. Rather, a list of informative websites with good tips is provided below:

[http://www.baseball-links.com/links/Coaching\\_and\\_Instruction/](http://www.baseball-links.com/links/Coaching_and_Instruction/)

[www.webball.com](http://www.webball.com)

[www.eteamz.com](http://www.eteamz.com)

[www.qcbaseball.com](http://www.qcbaseball.com)

[www.onlinehittingacademy.com](http://www.onlinehittingacademy.com)

[www.youthbaseballcoaching.com](http://www.youthbaseballcoaching.com)

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### *Park Guidelines & Regulations*

**Speed Limit 5 mph** in roadways and parking lots while attending any WSLLL function. Watch for small children around parked cars.

**No Alcohol allowed** in any parking lot, field, or common areas within a WSLLL complex. **ZERO TOLERANCE FOR ALCOHOL CONSUMPTION. ANY OBSERVED ALCOHOL CONSUMPTION IS GROUNDS FOR BEING ASKED TO LEAVE THE FIELD.**

**No Playing in parking lots** at any time.

**No Playing on bleachers.**

**Use Cross walks** when crossing road ways. Always be alert for traffic.

**No Profanity allowed. ZERO TOLERANCE FOR PROFANITY. ANY DIRECTLY OBSERVED PROFANITY MAY BE GROUNDS FOR BEING ASKED TO LEAVE THE FIELD.**

**No Swinging Bats** or throwing baseballs at any time within the common areas of a West Sugar Land Little League Baseball complex.

**No throwing balls** against dugouts or against backstop. Catchers must be used for all batting practice sessions.

**No throwing rocks.**

**No climbing fences.**

**No pets** are permitted at West Sugar Land Little League Baseball games or practices.

**Only a player on the field** and at bat, may swing a bat (Age 5 - 12). Juniors (Age 13 and 14) and Seniors (Age 15 and 16) on the field at bat or on deck may swing a bat. Watch area around you when swinging bat while in the on deck position.

**Observe all posted signs.** Players and spectators should be **Alert** at all times for **Foul Balls** and **Errant Throws**.

**During game,** 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 and each dugout must remain closed** at all times. After players have entered or left the playing field or dugout, gates should be closed and secured.

***Failure to comply with the above may result in expulsion from the field or complex!!!***

***West Sugar Land Little League Baseball does not limit participation in its activities on the basis of disability, race, color, creed, or national origin.***

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### *Parents Code of Ethics*

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics:

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.

I will place the emotional and physical well being of my child ahead of my personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.

I will remember that the game is for youth - not adults.

I will do my very best to make youth sports fun for my child.

I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

I will help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.