



The Reno Continental Little League Safety Plan 2023

Dear Managers, Coaches, Umpires, Volunteers and Parents,
The goal of this manual is to help make the 2023 season as accident free as possible. This manual was compiled based on many of the guidelines set forth by A Safety Awareness Program (ASAP), which is sponsored by Little League. Introduced in 1994, ASAP has already increased Little League's overall safety awareness and reduced injuries as well as reduced insurance costs for participating leagues. This manual clearly lays out the safety expectations of everyone in our organization. Please read it carefully cover to cover, as it will familiarize you with safety fundamentals. You are also urged to use the manual as a powerful reference guide throughout the season. I welcome any feedback or suggestions that you have to further improve safety within our league.

Sincerely,
Jeff Heinzen, Safety Officer, RCLL



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Reno Continental Little League Board of Directors 2023

President- Steve O'Brien, rcllpresident@gmail.com

Vice President- Travis Clark, rvicepresident@gmail.com

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Uniforms - Tom Rammel tomrammel@yahoo.com

Safety Officer- Jeff Heinzen, jeffheinzen@hotmail.com

Scheduling Coordinator- Kevin Sargent sargent1@charter.net

Fields and Facilities - Kurt Jameson, jameson3321@outlook.com and Jeff Heinzen, jeffheinzen@hotmail.com

Equipment Manager- Kurt Jameson, jameson3321@outlook.com

Fundraising events and Capital Improvements- Cory Miller, corymiller@firstam.com and Chad Felix, chad.felix@stewart.com

At Large- Ryan Dolan, ryan@dolanautogroup.com and Mike Smith, mikeplumbs@gmail.com



Emergency Numbers

Police/fire/medical 911

***First give exact location - Jack Tighe Baseball fields at 325 Burris Ln – southeast field

RPD on Neil Road 775-689-2960

Washoe County Animal Control 775-353-8900

Poison Control 1-800-222-1222

*** When calling the poison center, have the following information ready:

Symptoms

Name and phone number

Age and weight of victim

Name of product and ingredients

Amount of product involved (overestimate rather than underestimate)

Time of incident

Any first aid measures already performed

City of Reno Parks and Recreation 775-334-2262

REMSA 775-858-5700

***For non emergency transportation only

NV Energy 775-834-4444



Reno Continental Little League Safety Mission Statement

It is the responsibility of Reno Continental Little League (RCLL), the Board Members, all volunteers, and the parents of the players to ensure each child is given every opportunity to play, grow, and thrive in a safe environment. Every participant in RCLL has the right to enjoy an experience that is fun and enriching without being careless. It is the intent of RCLL to accept the moral responsibility for the safety of all the participants who make the Little League a positive experience.



Safety terms

A clarification of the terms essential to an understanding of a basic accident-prevention program in Little League Baseball.

1. **ACCIDENT** is an unexpected or unforeseen event happening suddenly and violently, with or without human fault, and producing at the time objective symptoms of an injury.
2. **CORRECTIVE ACTION** is the positive steps or measures taken to eliminate, or at least minimize, the occurrence an accident.
3. **CASE** is used in the general sense, such as: accident case, injury case, claim case or insurance case.
4. **HAZARD** refers to a condition or a situation that could cause an accident.
5. **INJURY** is a sudden and tangible happening of a traumatic nature, producing an immediate or prompt result which is established by medical evidence.
6. **INSURANCE CLAIM** refers to the right of a parent, as in the case of accident insurance to have eligible medical expenses resulting from an accidental injury connected with a game or scheduled practice paid by the appropriate insurance company
7. **TYPE OF ACCIDENT** is a phrase used to describe an unintentional, sudden incident that can be identified so effective counter measures may be taken. Examples are: struck by, tripped, fell, collision with, caught between, etc.
8. **AN UNSAFE ACT** refers to unintentional human failure or lack of skill that can lead to an accident. It is one of the two general accident causes, the other being an unsafe condition.
9. **AN UNSAFE CONDITION** is an abnormal or faulty situation or condition which may cause an accident. Its presence, particularly when an unsafe act is committed, may result in an accident



SAFETY CODE FOR RENO CONTINENTAL LITTLE LEAGUE

1. Responsibility for procedures should be that of an adult member of the Reno Continental Little League.
2. Managers, coaches and umpires should have training in first aid. First Aid Kits will be provided to every manager in their equipment bag and will be available at the playing fields.
3. No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
4. Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
5. Dugouts and bat racks should be positioned behind screens.
6. Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
7. Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose.
8. A procedure should be established for retrieving foul balls batted out of the playing area.
9. During practice and games, all players should be alert and watching the batter on each pitch.
10. During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
11. Equipment should be inspected regularly. Make sure it fits properly.
12. Batters must wear approved protective helmets during batting practice, as well as during games.
13. Catchers must wear catcher's helmet, mask, throat protector, long model chest protector, shin guards, and protective supporter with a cup. This applies any time a catcher is receiving a pitch from a pitcher whether during games, practices, or warming up a pitcher.
14. All male players at the farm level and higher must wear a protective supporter with a cup during all practices and games.
15. Except when runner is returning to a base, head first slides will not be permitted.
16. During slide practice bases should not be strapped down and should be located away from the base anchoring system.
17. At no time should "horse play" be permitted on the playing field.



18. Parents of players who wear glasses should be encouraged to provide “safety glasses.”
19. Players should not wear watches, rings, pins or other metallic items.



Safety Officer

By unanimous action of the 1965 Little League International Congress and subsequent ratification of the Board of Directors, it was resolved that every chartered Little League shall appoint a Safety Officer. The Reno Continental Little League (RCLL) has appointed a Safety Officer to create, implement and enforce the safety plan for the league. RCLL has also dedicated a portion of its funds to the annual safety budget. The officer is a member of the Board of Directors for RCLL and is on file with Little League International. The safety officer writes, modifies, and enforces the Safety Code of Conduct as well as the Safety Manual. In addition to that, the Safety Officer manages the portion of the budget set aside for safety education, promotion and enforcement. Both items are reviewed and approved by RCLL Board of Directors. The ultimate responsibility for ensuring compliance of the safety plan lies with the Safety Officer. The Safety Officer holds a number of responsibilities and duties within the league. Primarily the Safety Officer is responsible for creating safety awareness through education and information to managers, coaches, parents and players. Another primary goal of the Safety Officer is to provide a safer environment for all the participants of RCLL by providing a process that assures incidents are recorded, information is disseminated amongst the league, district and national offices, and follow-up information is made available. The Safety Officer will also solicit suggestions on new ways to enhance safety from the players, parents and volunteers. Additionally, the Safety Officer is responsible for the purchase, storage, replenishing, and distribution of the league's First Aid and Safety Equipment. Similarly, the Safety Officer will assist in securing and allocating funds for safety equipment. Each team will be periodically visited by the safety officer to ensure that safety regulations are being followed. The Safety Officer will fill out and submit the 2023 ANNUAL Little League Facility Survey, submit RCLL's 2023 Safety manual and registration form to Little League International and the Nevada District 1 Safety Officer. The Safety Officer for the 2023 season is Jeff Heinzen. Mr. Heinzen is RCLL's primary point of contact for safety matters within the league. Mr. Heinzen's contact information has been made available to all members of the board, as well as all volunteers, coaches, managers, umpires, and parents. Mr. Heinzen's contact information can be found in the safety manual, as well as being accessible via the RCLL website.



The Safety Manual

The safety manual has been published and is available to all RCLL participants both in print, and via the internet. A complete copy is kept in the concessions stand for all volunteers. In addition to that, a copy of the manual has been sent to the Little League District Safety Officer for District 1 in Nevada and Little League International. Every member of RCLL is encouraged to take an active role in promoting safety. Applicable sections of the safety manual have been emailed to the appropriate staff. For example, the safety manual section relating to concessions has been emailed to the concession workers for personal review, with an additional hard copy stored in the concession stand. Equipment policies have been provided to the facilities crew. First aid policies and reporting sheets have been distributed to the coaches, managers, and umpires. Certain guidelines have been printed and laminated so that they can be carried to the areas where the volunteer's duties are performed and kept in readable condition. All volunteers and parents have been made aware of the minimum standards for the league's safety plan as laid out in Appendix A. A suggestion sheet has also been handed out to encourage feedback on ways to improve any and all aspects of the safety plan. See Appendix B for copy of suggestion sheet.



Volunteers

The volunteers in RCLL are a valuable asset. Their commitment and contributions are appreciated greatly by the Board, fellow volunteers, the players and their parents. RCLL is equally committed to giving the volunteers every chance to be successful in their duties. Every volunteer must complete and pass a criminal back ground check.

Coaches, Managers and Umpires

RCLL appreciates all the coaches, managers, and umpires who freely give their time and energy to help our children learn not just the basics of baseball, but the basics of character and values as well. Coaches, managers, and umpires are selected based on their skill level, background, ability to lead and be trusted. RCLL holds these volunteers to a very high standard, and has many expectations for these fine community members. They will be given several trainings which help them excel both in coaching and keeping the players safe. All mangers and coaches will be required to attend an annual safety training session delivered by the safety officer prior to the start of the 2023 season. This training was held on February 26th, 2023 at 12:30pm.

Any manager who fails to do so will not be permitted to coach his or her team until the training is completed. The training will comprehensively cover safety procedures and administration of first aid. Training will also involve evaluating head injuries and concussion management. Training has been provided to volunteers on recognizing dangerous weather conditions, and the prescribed methods for canceling or postponing a game. The coaches and managers from each team will also attend a mandatory training on the fundamentals of coaching. The training will cover how to teach fundamentals to little league players, proper warm up techniques, how to run safe practices and games, as well as effective coaching strategies. Coaches and managers are also educated on the importance of wearing safety glasses and helmets while operating pitching machines. The coaches and managers are asked to watch for kids that might need their eyes checked. They will learn to identify a player that continually misses the ball, indicating there could be a problem with his/her eyes. All the training will have a basis in safety, further promoting the safety plan for RCLL. Coaches have also been instructed not to leave the fields until every player is picked up. The



umpires have also received specific training in an umpire clinic before the season. The umpires will be walked through the fields and will be made aware the proper places to stand to keep from blocking a player's view explained and demonstrated. The attendance of each participant for each training session will be recorded and tracked using a sign in sheet. The sheet will be collected and stored by the President to ensure compliance. If a manager or coach has not completed the required training they will not be allowed to participate in the season until training is completed. Finally, every volunteer and hired worker in RCLL shall fill out a 2023 Little League Volunteer Application form and undergo a background check which will include a national check for prior sex offenses and other offenses such as domestic batteries, child abuse, and drug charges. This background check will be done using First Advantage. If a volunteer receives a confirmed conviction on their background check for a sex, battery, or drug charge, their volunteer application will be denied. If lesser offenses are found on the volunteer's criminal record, the situation and application will be reviewed by the members of the board on a case by case basis. All volunteers agree to hold harmless from liability the local Little League, Little League Baseball Inc, the members of the RCLL board, or any other person that may provide or be made aware of the volunteer's criminal information. See appendix C for volunteer application form.



Concessions

The Concessions Stand is an important piece of RCLL. It provides needed funds for the league, as well as meeting the needs of hungry and thirsty participants. In addition to that, the concessions stand provides a central location for the lost and found, a meeting point for children and parents, and a place to find up to date information and notices pertinent to the league. In order to ensure maximum effectiveness of this tool, safety rules have been adopted and are constantly enforced.

Concession Rules

1. The concession stand will be managed by a licensed catering company.
2. The contracted catering company will follow safe food preparation and storage guidelines as mandated by the Washoe County Health department.
3. Cooking equipment will be inspected periodically and repaired or replaced as needed.
4. Cleaning chemicals must be stored in a locked container.
5. A certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
6. All concession stand workers are to be instructed on the use of fire extinguishers.
7. The Concession Stand main entrance door will not be locked or blocked while people are inside.
8. No glass bottles will be sold or served from the concession stand.
9. No person under the age of eighteen will be allowed behind the counter in the concession stand.
10. 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 food borne illnesses from temporary events can be traced back to lapses in temperature control.
11. Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve.
12. Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!



13. 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.

14. Wiping cloths are to be stored in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). The solution should be changed every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

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

In order to enhance safety at the concession stands, a cell phone will be required at all times in case of an emergency. Concession workers will be trained in how to make a 911 call for maximum effectiveness. A sheet will be provided to the concession workers as a tool to assist the workers in recalling suspect information and giving the description to law enforcement in the event of a robbery. See appendix D for suspect description sheet. See appendix E for Concession stand guidelines as recommended by Little league ASAP.



The Field

RCLL plays baseball at the Jack Tighe Memorial Park located at 325 Burris Ln in Reno, Nevada. These fields are owned and maintained by the City of Reno. The fields are central to the district RCLL serves, and is approximately 300 yards from the nearest fire station, which is directly north of the fields. Of the four available fields, RCLL utilizes fields 1, 2, and 3. Field 2 is in the southwest corner of the complex, also referred to as the Farm Field. It has (20 feet) high fences keeping the spectators safe from foul balls. The dugouts at Field 2 are fence enclosed. The field has functional lights. Directly to the east of Field 2 is Field 1, also known as the Majors Field or Turf Field. Field 1 has (20 feet) high fence covering the backstop and bleacher seating area. The field also has functional lighting. The annual LL lighting safety audit has been conducted. There is a safety rail on the back of each set of bleachers. To the southeast of the complex is Field 3, also known as the Rookie Field. Field 3 is used exclusively for the youngest players in the league. This is because the field has no lighting, partially enclosed dug out, and low fencing. The low fencing is acceptable only for the youngest players who are not capable of hitting or throwing far enough to cause any harm to each other, spectators, or the vehicles in the area. Prior to each practice, a coach or manager from the teams playing are required to walk the field and inspect for defects and hazards. Similarly, prior to each game the umpires will be required to also walk the field to check for hazards and defects in the fields and fences. These hazards can include, but are not limited to:

1. Unsafe field conditions such as holes, ditches, rough or uneven spots, slippery areas and long grass.
2. Foreign objects like stones, broken glass, old boards, pop bottles, rakes, etc.
3. Incomplete or defective screen, including holes, sharp edges and loose edges.
4. Wire or link fencing should be checked regularly for similar defects which could injure a participant.
5. Board fences should be free of protruding nails, loose boards, and splintered wood.



6. Forty (40) feet in the center section of the outfield fence should be painted a dark color and kept free of signs to provide a contrast with balls thrown toward home.
7. The warning track should be well defined and not less than 10 feet wide.
8. Bat rack and on-deck circle should be behind the screen.
9. The backstop should be padded and painted green for the safety of the catcher.
10. The dugout should be clean and free of debris.
11. Dugouts and bleachers should be free of protruding nails and wood slivers.
12. Home plate, batter's box, bases and the area around the pitcher's rubber should be checked periodically for tripping and stumbling hazards.
13. Material used to mark the field should be a nonirritating white pigment (not lime).
14. Safety should be the major factor when making a decision on canceling a practice or game because of bad weather or darkness.

The preceding list has been turned into laminated cards and will be given to the coaches, managers and umpires. The coaches and managers will be given a check off list of items to carefully inspect and document the condition of the field and fences. Issues that can be fixed prior to the start of practice and games will be fixed. Issues requiring a more lengthy remedy will be addressed by the coaches, managers, umpires and Safety Officer on a case by case basis. If need be, the game will be moved to another field, or time, until the hazard is completely removed or remedied. See appendix F for field safety check off list.

Parking is available at Jack Tighe Memorial fields in three locations. One designated parking area is directly north of, and adjacent to field 4. The second designated parking lot is located between fields 2 and 3. The third parking area is directly west of field 1. RCLL has placed "slow: kids at play" signs near the two entrances to the park. It is recommended to participants that they park close to the field they will be playing or watching at in order to reduce foot traffic across the parking lot. Car pooling is also greatly encouraged in order to reduce the amount of vehicle traffic. The board of directors for RCLL continually reviews and evaluates a long range facility plan for safety and improvements.



Equipment

The Equipment Manager is a board member for the RCLL. This position is being filled by Kurt Jameson. The equipment is stored by the managers of each team, and is used exclusively for the RCLL team's games and practices. All equipment used in the RCLL has been purchased with safety in mind. All the equipment is age appropriate and designed to encourage proper technique, reducing risk of injury or strain. It is expected that proper and age appropriate equipment is to be used at all times. This includes warm ups. To minimize the potential for injury RCLL has implemented using certain pieces of equipment. For example, break-away bases are being used in the fields. Reduced impact balls are being used at the Rookie division. Warning tracks are used in the outfield to protect outfielders, as well as protective fence tops. All male players are required to wear protective plastic cup supporters at the farm, minor, and main levels. Constant attention must be given by managers, coaches and umpires to the possible lack or poor fit of personal protective equipment. This would include helmets, masks, catcher's pads and safe shoes. Prior to each game and practice, the equipment is inspected by the manager or coach of each team, and the umpire. Inventory is also tracked. This is to ensure that only the approved equipment is being used by the players. All equipment will be used only as designed. Loose equipment such as bats, gloves, masks, balls, helmets, etc., must be kept off the ground. Bats should be inspected for orderly storage, secure grips and freedom from cracks. Only approved little league bats may be used. A list of approved little league bats can be found on the Little League website: <https://www.littleleague.org/playing-rules/bat-information/>. Cracked or broken bats will never be used. Coaches, managers and umpires are expected to enforce these rules aggressively to minimize the chances of a player or participant using a piece of equipment in a manner for which it was not designed. Volunteers conducting the inspection of the equipment will be given a form to track equipment needs and condition. The forms will be collected and maintained by the Safety Officer. In the event a piece of equipment is deemed unusable, it will be completely destroyed, making it unsalvageable. In this way, children will not be tempted to salvage it from the trash and use unsafe equipment.



First aid

First aid is the immediate, necessary, temporary, emergency care given for injuries. Two well stocked first aid kits will be kept in the equipment sheds located at fields 2 and 3. First aid kits will be given to each manager as part of their equipment bag. In addition all managers will be given a safety/first aid card during their training session at the start of the season. Those cards will also be located next to each first aid kit in the equipment sheds and in all dugouts. See appendix H for copy of safety card. In the event of an emergency, the next of kin will be notified immediately by the team mother, coach, or manager. Managers are responsible for having at least one other adult present at all practices to assist in an emergency. Should an accident occur, one adult will provide assistance to the injured person while the other contacts emergency medical personnel.

Coaches and managers are also required to talk to the rest of the team when an injury occurs. This is because the players are upset and worried when another player is injured. They need to feel safe and understand why the incident occurred. This turns an accident into a learning experience and opportunity for empowerment for the other players.



Weather

The greatest, although the least frequent, hazard in connection with weather conditions is exposure to lightning. Chances of surviving being struck by lightning are so slight that managers and umpires must not take any chances on continuing a practice or game when an electrical storm is approaching. At the first indication of such a storm, everyone should leave the playing field. When lightning is detected in the area, one of our concession stand employees will sound a horn signifying an immediate halt to play and evacuation of the fields. See Appendix G for lightning safety flier information. The RCLL season ends in early June. As a rule, the weather does not reach dangerous temperatures until much later in the summer. Parents who are aware that their children are sensitive to higher temperatures are expected to make that information available to the child's coach, and bring ice and a cold rag for their child. In the event of a heat injury, or temperatures in excess of 90 degrees, players will rest after the second and fourth inning for a full ten minutes.



Players

The RCLL players are our sons and daughters. Their safety and well being is our primary concern. The physical well being of players who are accepted into the little league program is essential to avoid the hazard of unsafe personal conditions. Starting in 2012 RCLL started a Concussion Safety policy to deal with head injuries. Please see Appendix J. If a player has any other injury or illness that prevents them from participating in three consecutive games then a medical release must be obtained before returning to play. If this final medical checkup is for evaluation of the player's recovery from an injury covered by "accident insurance," the cost can be charged against the original claim. Each practice will include safety training for the players on subjects like safe sliding, bat handling and proper use of safety equipment. The lessons will be taught by the coaches and managers, and reinforced throughout practice and games. The players are also required to use the "buddy system". That means that no player is to go anywhere without another person. The "buddy" will be a trusted adult or another player who can escort the player or sibling of a player to retrieve an item from a participant vehicle, to go to the snack bar, or to use the restroom. The players are made aware that going to these places alone is dangerous and leaving the fields prior to dismissal is forbidden with out proper consent from coach, manager or parent. Players are not allowed to wear any jewelry that is not secured close to the skin. Personal jewelry, badges, pencils, etc., can be a hazard to the wearer and should not be permitted. Corrective glasses should be of the sports type and equipped with "industrial" safety lenses. Shatterproof, flip-type sun glasses are good protection against losing a fly ball in the sun. Players with long hair are required to keep their hair pulled back so that it does not interfere with their vision. Choral chanting, continuous razzing, and the use of name calling are strictly prohibited. Positive chanting is allowed as long as it is not disruptive to the game. Any player warming up a pitcher must be in full catcher's equipment, including shin guards, chest protector, face mask, and helmet. **No adult is allowed to warm-up a pitcher at any time.**



Parents

The parents of the RCLL players are paramount to the success of the program. Their time, generosity, and commitment to their child make RCLL an outstanding and competitive program. All parents are given information on RCLL rules, regulations, Board members, meeting minutes, and safety regulations. Parents are also expected to be sober, polite, and emulate good sportsmanship whenever they are in contact with the players. Furthermore, the parents are aware that no alcohol is allowed on the fields at any time under any circumstances. Parents are also expected to keep their child home if they are too unhealthy or contagious to play. If the parent becomes aware of a contagious illness that their child has contracted, this must be reported to a coach, manager or Safety Officer so that information on identifying and treating the illness can be shared with the parents of other players. Under no circumstances will the identity of the ill child or parent be revealed to anyone outside of the initial reporting circle. RCLL parents can help promote safety by keeping a watchful eye out for their children who are not playing. The ultimate responsibility lies with the parents to know the whereabouts of their children at all times. If a missing child situation arises, a Code Red will be implemented immediately. An air horn located in the concession stand will be sounded. Two long blasts will signal an emergency. All play will be stopped. All board members at the park will seal off the exits immediately.

The parents are asked to be responsible for making sure players and spectators keep their fingers out of the fencing. In addition to that, all parents will be given the number to animal control so that when a stray or unattended dog is noticed in the park, the parents can call animal control to come retrieve the dog and coordinate how to keep the dog separate from the players. Also, parents will be advised to not bring pets to the fields. A player's ability to play with confidence greatly reduces the chances of injury. Parents are also asked to discuss taking rides from friends with their children and to set up a code word. The code word is a word or phrase that parents share with their child. No one is to know this word other than the parents and the child. If a parent can't pick up their child from ball practice, they may send someone else to bring the child home. The child should only go with that person if he or she knows the magic word.



Parent Code of Conduct

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship.

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.



11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.



Accident reporting

Accident reporting is essential for an effective safety plan. Care of an ill or injured individual will always be the first consideration. Any accident or near miss must be reported to the Safety Officer and League President within 48 hours. The league Safety Officer will then investigate the accident or near miss, and submit a report to the District Safety Officer. Accident and near miss reporting forms will be available at the concessions stand, in the safety manual passed out to every volunteer, and made available for download on the internet. A thorough investigation should be made to find the cause(s) of an accident and action started to prevent reoccurrence. An insurance claim should be filed when outside medical attention is required. The claim should include the person's name, league name and number, date of injury, and city and state of residence. Bills should be itemized to show dates and type of treatments. Any player under the care of a doctor should be required to bring a note from the doctor to the manager releasing the player to play ball before being allowed to return to the lineup. Good judgment must be used in deciding which accidents to analyze. The severity of an injury should not be the only basis of deciding to determine reasons for an accident and what can be done to reduce the chances of its reoccurrence. The possibility of a similar and more severe accident occurring should be our main reason for getting at the causes and taking suitable corrective action. Near misses must also be evaluated and tracked to avoid future injuries. Should three or more player injuries occur specific to one team, the Safety Officer shall meet with the Board of Directors to review and determine if any action is needed. See appendix I for accident reporting sheet.



League Registration Data

Starting in 2013 the RCLL Player Agent will submit to Little League International all Player Registration data as well as Coach and Manager Data. This will be submitted to the Little League Data Center at www.littleleague.org.



Appendix A

ASAP minimum standards for safety manual

Requirement 1: Make sure your league has an individual named as Safety Officer

Requirement 2: Compile all the materials following into a booklet and give to volunteers and parents

Requirement 3: Post and distribute emergency numbers and Emergency Plan

Requirement 4: Require Volunteer Applications and Background Checks

Requirement 5: Provide coaches and managers with fundamentals training

Requirement 6: Require training in first-aid for coaches

Requirement 7: Require field inspections before games and practices

Requirement 8: Complete Annual Little League Facility Survey

Requirement 9: Have written safety procedures for concession stand including food handling essentials guideline

Requirement 10: Require regular inspection and replacement of equipment
Safety Procedures

Requirement 11: Have a method to report and track injuries
Accident Notification and Tracking Form

Requirement 12: Provide teams with well equipped First Aid Kits

Requirement 13: Enforce the rules

Requirement 14: Complete Qualified Safety Program Registration Form



Requirement 15: Submit League Player Registration Data, Coach and Manager Data to the Little league Data Center



Appendix B

Safety Suggestion Sheet

Thank you for taking the time to suggest a safer practice! It is hard to know how many lives your suggestion will impact, but the time you took to share your thoughts with us is truly appreciated.

Your Suggestion:

- 1. The safety suggestion for 2023 for Reno Continental Little League was to install pre-fabricated public restrooms for the Jack Tighe park. The existing public restrooms attached to the snack shop have been out of service for many years due to bad plumbing. The league rented portable restrooms and placed them near the snack shop and rookie field during this time. The portable restrooms became a safety issue in recent years as the homeless population in the area increased. Locks on the restrooms were easily broken, soiled clothing, bedding and drug paraphernalia were often found inside the portable restrooms, posing a risk for players, families and spectators. The new pre-fabricated public restrooms feature manual deadbolts and electronic locks for better access control.*
- 2. Also, to make the fields at Jack Tighe Park safer for players, families and spectators, we continue to make repairs to chain link fencing on backstops, foul lines and batting cages.*

Sketch details:

Your name: Jeff Heinzen

Contact Information: jeffheinzen@hotmail.com, 775-848-5491

Date: March 22, 2023



Appendix C

Volunteer Application Form – See RCLL website to download and fill out 2023 Little League Volunteer application form.



Appendix D

Suspect Description Form

In the event you are harmed or robbed, the dispatcher is going to first get your location so they know where to send help. You are located at Tighe Memorial Park – 325 Burris Ln in Reno. Give specific location within the complex, ie: concession stand or south east field. The second thing you will be asked is for a suspect description in the following order:

Name:

Race:

Male/Female:

Age:

Height:

Weight:

Hair:

Facial Hair:

Eyes:

Hat/Glasses:

Shirt/Jacket:

Pants:

Shoes:

Was the suspect carrying anything?

Did they have any weapons?

Suspect vehicle description:

Year:

Color:

Type of vehicle: Sedan? 2 door? 4 door? SUV? Truck?

Plates: State:

Dents, stickers or any other remarkable characteristics about vehicle?



Appendix E

Concession Stand Guidelines

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 food borne 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 Un-refrigerated for too long has been the number ONE cause of food borne illness.

5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing food borne 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 food borne 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.

EVENTS THAT MAY REQUIRE IMMEDIATE CLOSURE OF FOOD FACILITY

Fire, sewage back-up, lack of hot/cold running water, lack of electricity, utility interruptions & inability to clean & sanitize, etc.

Notify the Health Department immediately: 775-328-2434

Safety Officer: Jeff Heinzen, 775-848-5491



Appendix F

Field Safety and equipment Check List

All umpires, managers, and coaches are responsible for checking field safety conditions before each game

Field Conditions	Yes No	Catchers Equipment	Yes No
Backstop OK	___ ___	Shin guard OK	___ ___
Home plate OK	___ ___	Helmets OK	___ ___
Bases (secure)	___ ___	Face mask OK	___ ___
Bases OK	___ ___	Throat protector OK	___ ___
Pitchers mound OK	___ ___	Catchers Mitt OK	___ ___
Batters Box Level	___ ___	Chest protector OK	___ ___
Batters box marked	___ ___		
Grass surface (even)	___ ___		
Gopher holes	___ ___		
Infield Fence OK	___ ___	Safety Equipment	Yes No
Outfield fence OK	___ ___	First aid kit	___ ___
Foul lines marked	___ ___	Medical release forms	___ ___
Dirt needed	___ ___	RCLL Safety Manual	___ ___
		Injury report forms	___ ___
Dugouts	Yes No	Players Equipment	Yes No
Fencing OK	___ ___	Batting helmets OK	___ ___
Bench OK	___ ___	Jewelry removed	___ ___
Roof OK	___ ___	Bats OK	___ ___
Bat Racks OK	___ ___	Shoes OK	___ ___
Trash cans	___ ___	Uniforms checked	___ ___
Clean up needed	___ ___	Players plastic Cup	___ ___
Spectator Areas	Yes No		
Bleachers OK	___ ___		
Parking area safe	___ ___		
Protective screens OK	___ ___		
Bleachers clean	___ ___		

Name of person completing checklist _____

Date _____



Appendix G

What to do if someone is struck by lightning

Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention. Call for help. Have someone call 9-1-1 or your local ambulance service. Medical attention is needed as quickly as possible. Give first aid. Cardiac arrest is the immediate cause of death in lightning fatalities. However, some deaths can be prevented if the victim receives the proper first aid immediately. Check the victim to see that they are breathing and have a pulse and continue to monitor the victim until help arrives. Begin CPR if necessary. If possible, move the victim to a safer place. An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice. Listen to NOAA Weather Radio for the latest forecast and for any severe Thunderstorm WATCHES or WARNINGS. Severe thunderstorms produce winds of 58 mph or greater, or hail 3/4 of an inch or larger in diameter. A severe thunderstorm WATCH is issued when conditions are favorable for severe weather to develop. A severe thunderstorm WARNING is issued when severe weather is imminent. National Weather Service personnel use information from weather radar, satellite, lightning detection, spotters, and other sources to issue these warnings. Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside. NOAA WEATHER RADIO IS THE BEST WAY TO RECEIVE FORECASTS AND WARNINGS FROM THE NATIONAL WEATHER SERVICE. Lightning Safety Awareness Week is the last full week of June. For additional information on lightning or lightning safety, visit NOAA's lightning safety web site:

<http://www.lightningsafety.noaa.gov>

or contact us at: National Weather Service P.O. Box 1208 Gray, Maine
04039 GYX 0301

This safety guide has been prepared to help coaches and sports officials recognize the dangers of lightning and take appropriate safety precautions.



Appendix H

RCLL MANAGERS SAFETY CARD

A. Pre-game/Practice Safety

1. Check the field for Safety. Attempt to correct problems such as filling a pothole with dirt and making the infield as even as possible. If the field is unplayable and your team is scheduled for a practice please reschedule the practice and notify the Safety Officer or League President as soon as possible. In the event of a game the Umpires will determine whether to cancel the game or not.
2. Check Weather Conditions. If you can see lightning or hear thunder immediately get the players to a safe location such as the dugout or a car.
3. All male players at the farm level and higher must wear a protective cup. This can be checked by the player tapping over their genitalia and hearing a knocking sound. **NO CUP THEN NO PLAY.**

B. On Field Injuries – First Aid Kits are located in equipment sheds next to the major and farm fields. In addition all managers are required to have and maintain a First Aid Kit in their equipment bag. These kits will be provided by RCLL.

1. **Head Injuries.** These are likely to be the most dangerous and frequently involve a pitched or batted ball. Play should be halted immediately and the player evaluated.
 - a. If the player is unconscious immediately check to see if he is breathing and if not immediately point to someone and tell them to call 911. Then ask if anyone knows CPR. If so that individual takes over until the paramedics arrive on scene. If not begin CPR per the instructions on the back side of this card.
 - b. If the player loses consciousness for any length of time they need to be transported to the ER immediately.
 - c. A player that doesn't lose consciousness needs to be monitored for the following symptoms: Headache, Nausea, Vomiting, eye pain, double vision, confusion, memory loss, or acting strangely. If any of those symptoms occur the player needs to be transported to the ER immediately.
2. **Dental Injuries.** Please attempt to locate knocked out teeth as soon as possible. Rinse off the teeth with water and if possible place the tooth back into its socket and if not place it in cup of saline water provided next to first aid kit in the equipment shed. The player needs to be then transported to the ER with the tooth immediately.
3. **Injuries to Joint/Bones.** Apply Ice for pain control and inflammation. If the area appears broken it probably is. In that event have the player transported to the ER.
4. **Cuts/Lacerations.** Attempt to stop the bleeding with pressure applied through a bandage. Please use latex gloves when touching a bleeding player. The bleeding must be stopped before the player can return to play. If the bleeding can't be stopped or the cut appears to be deep send the player to the ER.

C. Incident/Accident Report Form. Needs to be filled out immediately after the injury and submitted to the Safety Officer within 48 hours.

Safety Officer: Jeff Heinzen, 775-848-5491, jeffheinzen@hotmail.com



Appendix I

Incident/Injury Tracking Report

League Name: Reno Continental LL. League ID: 428-01-08. 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) T-Ball (5-6) Farm (7-9) Minor (9-12) Main(10-12)
C) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

D) Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other : _____

Type of injury: _____

Was first aid required? Yes No If yes what: _____

Was professional medical treatment required? Yes No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

A) On Primary Playing Field B) Adjacent to Playing Field C) Off Ball Field
 Base Path: Running *or* Sliding
 Hit by Ball: Pitched *or* Thrown *or* Batted
 Parking Area Car *or* Bike
 Collision with: Player *or* Structure *or* Concession Area *or* Walking
 Grounds Defect Volunteer Worker League Activity
 Seating Area Travel:
 Other: _____ Customer/Bystander Other: _____

Please give a short description of incident:

Could this accident have been avoided? How: _____

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

Prepared By/Position: _____ Phone Number: _____

Signature: _____

Date: _____



Appendix J

Concussion Policy

Reno Continental Little League Concussion Prevention, Treatment and Management Policy

The 2011 Nevada Legislature enacted AB 455 which requires youth sports organizations to adopt a policy concerning the prevention and treatment of injuries to the head which may occur during a youth's participation in competitive sports, including, without limitation, a concussion of the brain.

A concussion is a brain injury that results from a bump, blow or jolt to the head or body which causes the brain to move rapidly in the skull and which disrupts normal brain function. The Centers for Disease Control and Prevention of the United States Department of Health and Human Services estimates that as many as 3.8 million concussions occur each year in the United States which are related to participation in sports and other recreational activities. Athletes who continue to participate in an athletic activity while suffering from a concussion or suffering from the symptoms of an injury to the head are at greater risk for catastrophic injury to the brain or even death. Ensuring that a Little League player who sustains or is suspected of sustaining a concussion or other injury to the head receives appropriate medical care before returning to baseball activity will significantly reduce the child's risk of sustaining greater injury in the future.

THEREFORE, Reno Continental Little League hereby adopts the following policy for purposes of prevention, treatment and management of injuries to the head that may occur during a player's participation in the Little League program, including, without limitation, a concussion of the brain:

1. Prior to a team's first practice each season, every manager, coach and adult assistant shall:
 - a) Familiarize themselves with the CDC publication "Heads Up – Concussion in Youth Sports – A Fact Sheet for Coaches". In addition head injuries and concussions will be discussed by the League Safety Officer at the mandatory manager's safety meeting.
 2. If a Little League player sustains, or is suspected of sustaining, an injury to the head while participating in any Little League game or event the player must:
 - a. Be immediately removed from the game or event; and
 - b. May only return to Little League activity if the parent or legal guardian of the player provides a signed statement from a provider of health care indicating that the youth is medically cleared for Little League participation and the date on which the player may return to participation.
 3. The Little League player and his or her parent or legal guardian must sign the statement below acknowledging that they have read and understand the terms and conditions of the policy, and agree to be bound by the policy.



Reno Continental Little League
Concussion Prevention, Management and Treatment Policy

Player and Parental Acknowledgement

We, the undersigned, acknowledge that we have been provided with a copy of the Reno Continental Little League Concussion Prevention, Management and Treatment Policy, and that we have read and understand the policy, or it has been read to us and we understand the same. We hereby agree to follow all procedures set forth in said Policy at all times during which our son or daughter participates in Little League activities and events.

Dated: _____

Player

Dated: _____

Parent/Legal Guardian

Parent/Legal Guardian