



BYLAWS

These Bylaws govern the Board of Directors and must be in compliance with the regulations and responsibilities listed in the Southwest Little League Constitution.

WHEREAS members of the Board of Directors must be active and participate in a majority of meetings, field work and hosted events of District 42. No Director shall be absent for more than two (2) consecutive meetings or events without prior notice.

RESOLVED that if a director must be absent for a meeting or event, he/she must clear the absence with the President or Vice President within 72 hours of the scheduled meeting or event. Emergency absences due to unforeseen circumstances must also be reported before the commencement of the meeting or event.

WHEREAS Directors must have all fees paid in full including but not limited to registration fees before Opening Day. Directors must also provide original purchase receipts in order to be reimbursed for any items purchased for the League. Directors are encouraged to obtain and secure a sponsorship or raffle item for the good of the League.

BE IT FURTHER RESOLVED that in accordance with Article V, Section 5, the Board of Directors shall have the duty and power to discipline, suspend or remove any League Board of Director, Officer, or Committee Member with the procedure set forth in Article III, Section 4 including but not limited to the aforementioned regulations.

GROUND RULES

Managers

All Managers must submit a Volunteer Application for background check and sign and abide by Manager and Coach Expectations.

Managers should always represent the League and their team with integrity, leadership, and good sportsmanship.

Managers are responsible for their coaching staff, team players, and team parent's actions, participation, and conduct during practices and both home and away games.

Managers must have a valid reason and obtain permission from the President or Vice President prior to canceling a practice, as this helps us maximize field availability. Assistant Coaches can run practices/games in the absence of the Manager so long as the Managers Committee has approved the Assistant Coach.

Only the President and/or Vice President can cancel games.

Coaching Staff

Coaching staff includes but is not limited to managers, assistant coaches, and team moms.

Managers can select their own assistant coaches and team moms; however, the Managers Committee must also approve each coaching staff request. The Managers Committee makes all final coaching staff decisions.

Coaching Staff must submit a Volunteer Application for background check and sign and abide by Manager and Coach Expectations. Managers and coaching staff must attend mandatory meetings.

Discipline

The Managers Committee will investigate all mismanagements and claims against any managers, member of the coaching staff or individual. In the event that mismanagements and/or claims are found valid, disciplinary actions will be taken accordingly:

- First offense is verbal and/or written warning
- Second offense is a one (1) game suspension
- Third Offense is termination of Coaching Staff responsibilities

Any violation of the Code(s) of Conduct is an automatic suspension and possible termination.

MANAGER & COACH ROLES

Manager Role

Traditionally the manager handles parent communication and team organization.

Responsibilities include, but are not limited to the following examples:

Family communication and collection of necessary data.

Tracking both player and coach availability for practices and games.

Game preparation, **TO INCLUDE FIELD PREP FOR ALL EARLY HOME GAMES**, and clean-up.

Batting order, fielding rotation plan, and pitching rotation.

Recruiting other volunteers like team parent, scorekeepers, and pitch counters.

Understand and apply current Little League rules.

Monitor pitch counts and rest days for all pitchers.

Ensure minimum playing time for all players.

Create a safe environment for children to learn, grow, and make mistakes.

Coach Role

Traditionally the coach focuses more on coaching skills than on parent communication and team organization, including hitting, defense, pitching, catching, conditioning, etc.

Help organize a practice schedule.

Assess talent and identify areas to focus on during practice.

Fill in for the manager as needed or as agreed upon.

While there can be multiple assistant coaches, typically there is one "official" coach paired with the manager for team player draft purposes.

Southwest Little League Board of Directors approved these Bylaws on TBD
Southwest Little League Membership ratified these Bylaws on TBD.

President (*Print*)

President's Signature

Date

SOUTHWEST LITTLE LEAGUE MANAGER & COACH EXPECTATIONS

Spring & Fall 2024

The Manager (or Acting Manager) is the person appointed by the league to be responsible for the team's actions on the field. The manager shall always be responsible for the team's conduct, observance of the official rules and communication with the umpires. The actions of players, managers and coaches must be above reproach. The coaching staff must set a good example for the players and parents to follow in regards to good sportsmanship, respect toward coaches, umpires, teammates and the opposing team. Anyone who is involved in a verbal or physical altercation or an incident of unsportsmanlike conduct is subject to disciplinary action by the league.

Coaches should help all players on the field regardless of team affiliation. Coaches are encouraged to engage parents in assisting with the different tasks and coaching assignments necessary on game day (scorekeeping, pitch counts, snacks, team gear etc).

As Manager/Coach I will:

Attend league meetings, as required. Your attendance is important to keep everyone informed. Your ideas are valued and needed to help the league prosper.

Spend the time necessary with my team at practices and games. Recommended amount of practices are two per week. Games are generally two per week.

Participate in league functions (work days at the fields, fundraisers, promotions, picture days, clinics, manager/coach meetings and the draft if needed).

Handle the administrative requirements of the team (filling out accurate team rosters, maintaining medical release forms, and required tournament paperwork as needed).

Attend league and/or district coaching, rules and safety clinics. (Be willing to learn more about the game and how to teach young people the proper and safe way to play Baseball).

Be responsible for safeguarding use of all equipment, facilities and uniforms.

Teach players and parents fair play, good sportsmanship and respect for the opponent and the umpires.

Work with all league personnel to benefit the program.

Learn and abide by the local rules, Little League rules and regulations and the ground rules on the field(s) on which my team will be playing.

Strive to win, but understand that "winning is not everything."

_____ (signature)

_____ (date)



County of San Diego

DEPARTMENT OF PARKS AND RECREATION

BRIAN ALBRIGHT
DIRECTOR
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Administrative Office (858) 694-3030
www.sdparks.org

COACHES CODE OF CONDUCT

I hereby pledge to live up to my responsibility as a County of San Diego volunteer coach by following the Code of Ethics adopted from the National Alliance for Youth Sports.

- I will place the emotional and physical well-being of my players ahead of my personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
 - I will comply with recommendations for cancelling play during unsafe weather conditions (ie. excessive heat, lightning, etc.).
 - I will do my part to foster a positive environment for my players by providing an environment free from bullying and harassment.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
 - I will follow league procedures for head injuries by immediately removing an athlete from an athletic activity for the remainder of the day if he/she is suspected of suffering a head injury, informing their parents/guardians of the suspected injury, and will prohibit the athlete from participating until cleared by a licensed health care provider.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to all my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

I hereby pledge to adhere to this Coaches Code of Ethics and fully understand if I do not uphold them, I will be held accountable for my behavior, leading up to the dismissal of my volunteer position, as outlined in the accountability and enforcement policies enforced by the County of San Diego.

Coach's Name Printed

Signature and Date





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DIRECTOR
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PARENT/GUARDIAN CODE OF CONDUCT

I hereby pledge to live up to my responsibility as a parent/guardian in youth sports activities at the Tijuana River Valley Sports Complex by following this Code of Conduct, partially adopted from the National Alliance for Youth Sports.

- I will place the emotional and physical well-being of players ahead of my personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my part to provide a safe playing situation for my child and other players.
- I will lead by example in demonstrating fair play and sportsmanship to all players, coaches, parents, and referees.
- I will refrain from using foul language and from taunting opposing players and coaches during games and practices.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will remember that I am a youth sports parent/guardian, and that the game is for children and not adults.

I hereby pledge to adhere to this Parent/Guardian Code of Ethics and fully understand if I do not uphold them, I will be held accountable for my behavior, leading up to the dismissal from all youth sports activities at the Tijuana River Valley Sports Complex.

Childs Name/ Age

Parent/Guardian Signature

Date





UMPIRE POLICY

General

Umpires shall be confirmed at least 72 hours in advance of a game.

Home Plate Umpire shall meet with both Managers prior to the start of the game to go over ground rules, game times, supplemental rules etc. In the case of language difference, each team may designate a translator if required (may be an Assistant Coach or player).

Home Plate Umpire for Majors Division and above may only be adult umpire. High school varsity umpires may be designated as base umpires in these divisions.

Home Plate Umpire for Minor A Division may be a high school varsity umpire.

Home Plate Umpire for Minor B Division and below may be a high school junior varsity umpire.

Rates

All umpires are entitled to one complimentary water and one complimentary snack per game.

Adult umpires are entitled to a \$50 rate per game.

High school umpires must complete 15 games in exchange for volunteer hours prior to being entitled to collect a \$20 rate per game. In addition varsity umpires may collect an additional \$5 per game with proof of current CPR certification.

Performance Review

Any performance review (both positive or negative) shall be directed to the Umpire in Chief, or Vice President if office is vacant. Reviews should be forwarded by managers after every game in order to maintain a roster of acceptable umpires.



ACTIVE SHOOTER HOW TO RESPOND



October 2008

Emergency Numbers

EMERGENCY SERVICES: 9 -1 -1

LOCAL EMERGENCY INFORMATION LINE: _____

LOCAL POLICE DEPARTMENT: _____

LOCAL FIRE DEPARTMENT: _____

LOCAL HOSPITAL: _____

LOCAL FBI FIELD OFFICE: _____

FACILITY SECURITY: _____

FACILITY ADDRESS: _____

FLOOR: _____ SUITE/ROOM: _____

OFFICE #: _____ EXT. _____

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- If you are in a hallway, get into a room and secure the door
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

**CALL 911
WHEN IT IS SAFE TO DO SO!**

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide out

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

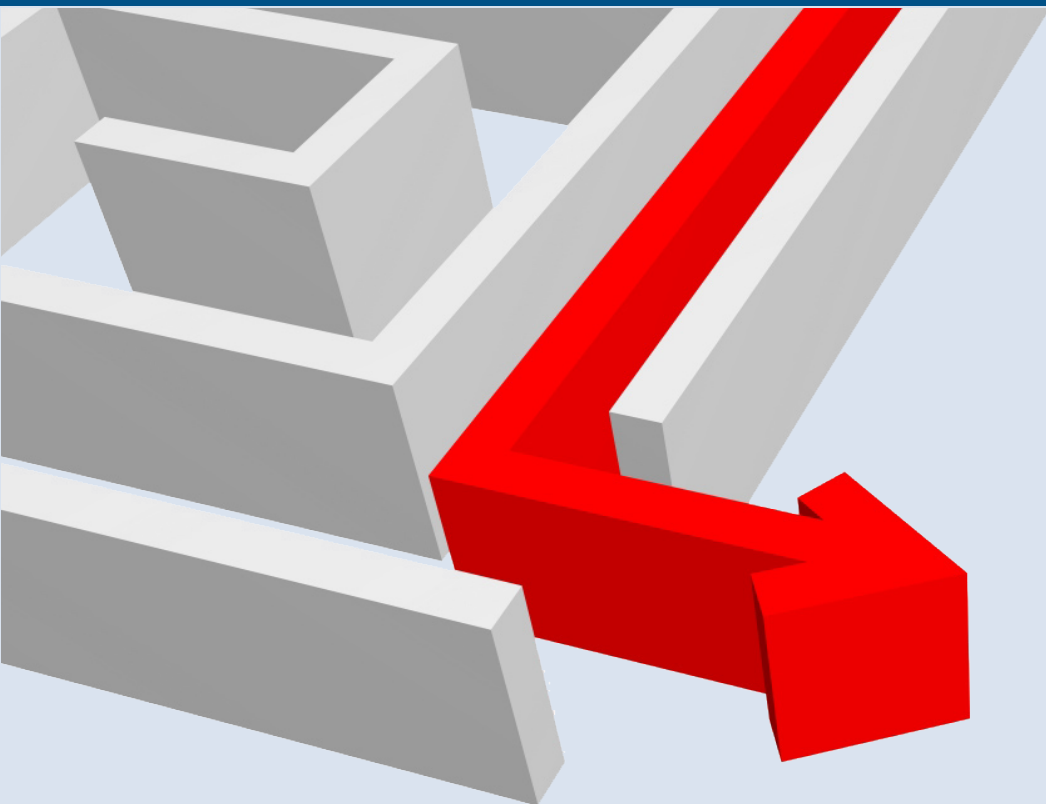
If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions



HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

TRAINING YOUR STAFF FOR AN ACTIVE SHOOTER SITUATION

To best prepare your staff for an active shooter situation, create an Emergency Action Plan (EAP), and conduct training exercises. Together, the EAP and training exercises will prepare your staff to effectively respond and help minimize loss of life.

Components of an Emergency Action Plan (EAP)

Create the EAP with input from several stakeholders including your human resources department, your training department (if one exists), facility owners / operators, your property manager, and local law enforcement and/or emergency responders. An effective EAP includes:

- A preferred method for reporting fires and other emergencies
- An evacuation policy and procedure
- Emergency escape procedures and route assignments (i.e., floor plans, safe areas)
- Contact information for, and responsibilities of individuals to be contacted under the EAP
- Information concerning local area hospitals (i.e., name, telephone number, and distance from your location)
- An emergency notification system to alert various parties of an emergency including:
 - Individuals at remote locations within premises
 - Local law enforcement
 - Local area hospitals

Components of Training Exercises

The most effective way to train your staff to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
 - Evacuating the area
 - Hiding out
 - Acting against the shooter as a last resort
- Calling 911
- Reacting when law enforcement arrives
- Adopting the survival mind set during times of crisis

Additional Ways to Prepare For and Prevent an Active Shooter Situation

- Preparedness
 - Ensure that your facility has at least two evacuation routes
 - Post evacuation routes in conspicuous locations throughout your facility
 - Include local law enforcement and first responders during training exercises
 - Encourage law enforcement, emergency responders, SWAT teams, K-9 teams, and bomb squads to train for an active shooter scenario at your location
- Prevention
 - Foster a respectful workplace
 - Be aware of indications of workplace violence and take remedial actions accordingly

For more information on creating an EAP contact the U.S. Department of Labor, Occupational Health and Safety Administration, www.osha.gov.



PREPARING FOR AND MANAGING AN ACTIVE SHOOTER SITUATION

Your human resources department and facility managers should engage in planning for emergency situations, including an active shooter scenario. Planning for emergency situations will help to mitigate the likelihood of an incident by establishing the mechanisms described below.

Human Resources' Responsibilities

- Conduct effective employee screening and background checks
- Create a system for reporting signs of potentially violent behavior
- Make counseling services available to employees
- Develop an EAP which includes policies and procedures for dealing with an active shooter situation, as well as after action planning

Facility Manager Responsibilities

- Institute access controls (i.e., keys, security system pass codes)
- Distribute critical items to appropriate managers / employees, including:
 - Floor plans
 - Keys
 - Facility personnel lists and telephone numbers
- Coordinate with the facility's security department to ensure the physical security of the location
- Assemble crisis kits containing:
 - radios
 - floor plans
 - staff roster, and staff emergency contact numbers
 - first aid kits
 - flashlights
- Place removable floor plans near entrances and exits for emergency responders
- Activate the emergency notification system when an emergency situation occurs

Reactions of Managers During an Active Shooter Situation

Employees and customers are likely to follow the lead of managers during an emergency situation. During an emergency, managers should be familiar with their EAP, and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate staff and customers via a preplanned evacuation route to a safe area

Assisting Individuals with Special Needs and/or Disabilities

- Ensure that EAPs, evacuation instructions and any other relevant information address to individuals with special needs and/or disabilities
- Your building should be handicap-accessible, in compliance with ADA requirements.



RECOGNIZING POTENTIAL WORKPLACE VIOLENCE

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons and violent crimes

MANAGING THE CONSEQUENCES OF AN ACTIVE SHOOTER SITUATION

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties
- Assessing the psychological state of individuals at the scene, and referring them to health care specialists accordingly
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter

LESSONS LEARNED

To facilitate effective planning for future emergencies, it is important to analyze the recent active shooter situation and create an after action report. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing EAP
- Describing and defining a plan for making improvements to the EAP

References

Safety Guidelines for Armed Subjects, Active Shooter Situations, Indiana University Police Department, April 2007.

Safety Tips & Guidelines Regarding Potential “Active Shooter” Incidents Occurring on Campus, University of California Police.

Shots Fired, When Lightning Strikes (DVD), Center for Personal Protection and Safety, 2007.

Workplace Violence Desk Reference, Security Management Group International, www.SMGICorp.com

How to Plan for Workplace Emergencies and Evacuations, U.S. Department of Labor, Occupational Health and Safety Administration, OSHA 3088, 2001.



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POINT OF REUNION

Sunset Ave

Sunset Ave

Sunset Ave

Sunset Ave

Tijuana River Valley Sports Complex

TheBorderCourse!
Temporarily closed

FIELD #4

FIELD #1

FIELD #5

Southwest Little League

FIELD #3

FIELD #2

POINT OF REUNION