

TRABUCO CANYON LITTLE LEAGUE

DISTRICT 68, California



SAFETY MANUAL

2025 EDITION

For Managers and Coaches

League ID # 405-55-21

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TRABUCO CANYON LITTLE LEAGUE

Introduction

The purpose of this safety manual is to provide Managers and Coaches with guidelines and instructions on providing a safe playing environment for all players participating in the Trabuco Canyon Little League (TCLL) program. This manual is to be used throughout the season as a guide and reference to prevent injuries and to ensure the safety of all players, including the response to emergency situations and in applying first aid. Additionally, the manual is to be used as a training document to ensure that all Managers and Coaches understand and follow the TCLL safety policies. All Managers **MUST** keep a copy of the safety manual with them during practices and games. A copy of the manual was distributed to the managers via e-mail with instructions to print a copy and to bring the copy to all practices and games. The safety manual is also available online at the TCLL website www.tcll.org. A copy of the safety manual is also available in the snack bar. A copy of the safety manual will be submitted to the District.

Safety Officer

TCLL has designated a League Safety Officer (LSO) position, which is a member of the Board, as part of the League's commitment to ensure an ongoing focus in providing a safe environment for all players and visitors to the TCLL baseball fields. The LSO will work to ensure safe practices and correcting unsafe behavior and/or field and equipment hazards. The 2025 TCLL LSO is Alexander Chen (714) 932-6659 or safety@tcll.org.

TCLL Emergency Phone Numbers

President	Matthew Sullivan	(714) 469-1985
Safety Officer	Alexander Chen	(714) 932-6659
Fields/Facilities	Mike Cohen	(310) 422-9192

Other Emergency Phone Numbers

REMEMBER IN AN EMERGENCY SITUATION YOUR FIRST CALL IS 911

Orange County Sheriff (non-emergency)	(949) 770-6011
Orange County Fire Authority (non-emergency)	(714) 573-6000
Poison Control/Snake Bite	(800) 222-1222

ALL MANAGERS AND COACHES SHOULD HAVE A PLAN FOR MAKING EMERGENCY NOTIFICATIONS. WHEN DIALING 911 FOR EMERGENCIES FROM A CELL PHONE, IDENTIFY YOUR LOCATION AS WAGON WHEEL SPORTS PARK, 30901 OSO PARKWAY, TRABUCO CANYON. BE SURE TO GIVE ADDITIONAL DETAILS AS NEEDED TO AIDE RESPONDERS: FIELD NUMBER, BATTING CAGES, SNACK SHACK.



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Emergency Safety Procedures and First Aid

The following safety procedures are intended to assist Managers and Coaches in dealing with injured players and/or spectators. Every situation is different and may require onsite judgement in dealing with an injured person. However, these procedures cover basic emergency practices.

Medical Release Forms

Managers **MUST** always have these medical release forms with them during practice or games. Please be sure that the parent/guardian has completed these forms with all relevant information to be used in case of a medical emergency.

In Case of a Medical Emergency

1. Give First Aid and have someone call 911 immediately if an ambulance is necessary. Severe injuries, neck, or head injury, and not breathing are some examples. Always use extreme caution when treating an injured player. Wear medical gloves when treating a bleeding type of injury. **When in doubt, call 911 and access the EMS system.**
2. Notify parents/guardians immediately if they are not at the scene.
3. Within 48 Hours:
 - Notify TCLL League Safety Officer (LSO) by telephone at (916) 479-3366
 - Complete an Incident/Injury Tracking Report Form and deliver by email to LSO or your Division Representative.
4. Talk to your team about the situation, whether it directly involves them or not. This is an opportunity to educate them about avoiding accidents. Players are often upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
5. Talk to anyone in TCLL, such as the LSO, President or a TCLL Board Member who might provide helpful information on avoiding the circumstances surrounding the accident.

REMEMBER.... Safety is everyone's job. Prevention is the key to reducing the occurrence of accidents. Report all hazardous conditions to the TCLL LSO or a Board member immediately. Do not play with unsafe playing equipment. Be sure your players are always appropriately equipped, especially catchers and batters. Check your team's equipment often to ensure that the equipment is properly maintained and safe to use.

TCLL Safety Code

OUR GOALS ARE EDUCATION AND PREVENTION!

- ✓ All Board Members, Managers, Coaches, Umpires and/or anyone who will have direct interaction with the children on behalf of the TCLL program **must complete** the California Live Scan DOJ and FBI fingerprint background checks as well as all background checks required by Little League International.
- ✓ Arrangements should be made in advance of all games and practices for addressing medical needs and engaging emergency medical services.



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- ✓ At least one volunteer from each team (Manager, Assistant Coach, Team Mom) will be required to take an online course in CPR & First Aid. A copy of course certificate must be emailed to Safety Officer. safety@tcll.org List of some accredited courses are provided here (<https://www.nationalcprfoundation.com/courses/>) OR (<https://www.redcross.org/take-a-class>)
- ✓ Diamond Leader training is now required for all managers and coaches. **available at:** <https://www.littleleague.org/university/articles/diamond-leader-training-program/>
- ✓ Managers must have access to first-aid kits during all practices and games.
- ✓ All Managers attend the league's Managers meeting and trainings. These clinics cover basic and advanced techniques for coaches, as well as safety issues for the kids.
- ✓ All Managers attend the umpire clinic.
- ✓ No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- ✓ Inspect play area frequently for holes, damage, stones, glass, and other foreign objects. Complete the annual Little League Facility Survey.
- ✓ Only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.
- ✓ Responsibility for keeping bats and loose equipment in the dug outs should be that of a player assigned for that purpose.
- ✓ Establish a procedure for retrieving foul balls batted out of the playing area.
- ✓ During practice and games, all players should be alert and watching the batter on each pitch.
- ✓ During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- ✓ Equipment will be evaluated by the Equipment Manager prior to distribution to division representatives.
- ✓ Division managers will distribute equipment once volunteer background checks have been successfully completed.
- ✓ Managers are to inspect equipment regularly and make sure it is in proper working condition. Immediately remove all damaged equipment and return to the Equipment Manager for replacements. The Equipment Manager must destroy all damaged equipment to stop children from attempting to "save it" from waste.
- ✓ Batters must wear approved protective helmets during batting practice and games.
- ✓ Catchers must wear catcher's helmet, mask, throat protector, long model or short model chest protector, shin-guards, and protective supporter *always, including* in warming up pitchers between innings and in the bullpen.
- ✓ Headfirst slides are prohibited, except when runner is returning to a base.
- ✓ During sliding practice bases should not be strapped down.
- ✓ "Horse play" is not permitted on the playing field at any time.
- ✓ Parents/guardians of players who wear glasses are encouraged to provide "safety glasses".
- ✓ Players must not wear watches, rings, pins, or other metallic items.
- ✓ All fields are equipped with breakaway bases.
- ✓ All managers and coaches are mandated to attend the rules and mechanics clinics every year.
- ✓ A coach or manager from each team must have had the first aid training/clinic within the past two years.
- ✓ A safe playing environment depends on proper player, parent, and spectator behavior. TCLL is committed to providing a safe and positive environment for all players. **All players and parents/guardians must read, acknowledge, and agree to follow the TCLL Code of Conduct.**



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First Aid Kits

Prior to the start of the season, all Managers are instructed on the location of the first aid kits containing: ice packs, antibiotic ointment, alcohol pads, tape, ibuprofen tablets, insect sting relief pad, gauze, assorted bandages, scissors, finger splint, butterfly wound closures and first aid booklet. All Managers must have access to the sheds containing the First Aid Kits; access shall be available during all practices and games. If supplies are low, please contact the TCLL LSO (safety@tcll.org) or replenish items at the Snack Shack. "Safety Kit" marked containers are stocked with quick guide CPR & First Aid laminated cards are in both equipment sheds between Fields 1&2 and 3&4 and are also located in the Snack Shack. In addition, each manager will be provided with a First Aid Kit. Replacement pieces available in the Snack Shack. A copy of our league "Safety Plan" along with the near miss/accident forms are available in both equipment shed marked "Safety" containers. If you are traveling to a non-TCLL location a first aid kit will be provided. Bags of ice are available in the snack bar, as well as instant cold packs in each of the sheds. Salene Solution is available in the snack bar in case someone loses a tooth.

Basic First Aid

First aid is the initial care of the injured or sick. It is the care administered by a manager or coach as soon as possible after an accident. It is this prompt care and attention that sometimes means the difference between life and death, or between a full or partial recovery. First aid has limitations - not everybody is a doctor - but it is an essential and vital part of the total medical concept. **FIRST AID SAVES LIVES!** Ask any paramedic or doctor who works in the emergency medical field.

Legislators in almost every state in the country have passed GOOD SAMARITAN LAWS which are intended to protect good people who offer first aid help to others. For the protection to apply the person:

- must be a volunteer.
- must have consent.
- must act in good faith without being negligent or reckless.
- must provide the level and type of care expected of a reasonable person.

All coaches must attend the American AED CPR Association's online CPR/AED/First-Aid Class available at <https://www.aedcpr.com/online-cpr-aed-first-aid/>. The agenda includes:

- First Aid Basics: Covers basic first aid concepts, responsibilities of first responders, scene safety, universal precautions, and EMS.
- Medical Emergencies: Respiratory, choking, asthma, allergies, use of Epi-pen, heart attack, diabetes, and fainting.
- Injury Emergencies: External bleeding, internal bleeding, wounds, head/neck/spinal trauma, burns and electrical injuries.
- Environmental Emergencies: Animal bites, insect stings, snake bites, heat emergencies, cold emergencies, frostbite, poisoning.
- Roles and Responsibilities of First Aid Rescuers



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Managers shall be aware of the following:

Bleeding	<p>Apply firm pressure directly to wound until bleeding has stopped. Do not stop the blood flow to uninjured areas. Use the medical gloves provided with your First Aid kit when treating this type of injury. Apply antibiotic cream and bandage to wound.</p> <p>If bleeding continues and cannot be stopped with direct pressure: SEE A PHYSICIAN!</p>
Puncture Wounds	<p>Remove dirt and debris. Clean wound thoroughly; apply antibiotic cream and bandage.</p>
Breaks and Sprains	<p>Immobilize with a splint. A rolled-up magazine wrapped with an ace bandage will work well. Tongue depressors work well for finger splints. Apply ice to keep swelling down.</p> <p>If break or severe sprain: SEE A PHYSICIAN!</p>
Head Injury	<p>If player remains conscious: Observe for changes in level of consciousness, symptoms of concussion: headache, blurred vision, dizziness, nausea, or vomiting.</p> <p>If followed by unconsciousness: Check for breathing and pulse. If no pulse or breathing, start CPR.</p> <p>CALL FOR EMERGENCY ASSISTANCE (911).</p>
Loss of tooth	<p>Hold the tooth by the crown (the top), not the root. Rinse the tooth immediately with saline solution or milk. Do not nib or scrub the tooth to remove dirt. Give the player a gauze pad to gently bite down on, which will help control bleeding and ease the pain. See a dentist right away, within 20 minutes if possible. Do not replace the tooth or place anything in the mouth of a drowsy or unconscious player.</p> <p>SEE A DENTIST IMMEDIATELY!</p>
Neck or Spinal Injuries	<p>Minimize the movement, carefully remove any loose clothing, treat visible any other injuries, maintain body heat, look for symptoms of shock, if movement is required “log roll” and use assistance, always maintain the players head in line with the shoulders.</p> <p>CALL FOR EMERGENCY ASSISTANCE (911).</p>
Eye Injury	<p>Floating objects in the eye can be removed by flushing the eye with saline or water. If the object cannot be removed in this manner, the player should seek medical attention. If a player is hit by an object, immediately apply ice to the affected area, do not apply pressure.</p> <p>SEE A PHYSICIAN!</p>
Burns	<p>For major burns, dial 911 for emergency medical assistance. Until an emergency unit arrives, follow these steps: Don't remove burnt clothing. However, do make sure the victim is no longer in contact with smoldering materials or exposed to smoke or heat. Check for signs of circulation (breathing, coughing or movement). If there is no breathing or other sign of circulation, begin cardiopulmonary resuscitation (CPR). Don't immerse large severe burns in cold water. Doing so could cause shock. Elevate the burned body part or parts. Raise above heart level, when possible. Cover the area of the burn. Use a cool, moist, sterile bandage; clean, moist cloth; or moist towels.</p> <p>For minor burns, including first-degree burns and second-degree burns limited to an area no larger than 3 inches (7.5 centimeters) in diameter, take the following action: Cool the burn. Hold the burned area under cold running water for at least five minutes, or until the pain subsides. Don't put ice on the burn. Cover the burn with a sterile gauze bandage.</p>

ALWAYS NOTIFY FAMILY MEMBERS OF AN ACCIDENT OR INJURY!



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When treating an injury, remember:

Protection

Rest

Ice

Compression

Elevation

Concussion Protocol

All volunteers will be required to complete the HEADS UP Concussion in youth sports training program, available at <https://www.cdc.gov/headsup/youthsports/training/index.html>.



OUR PASTIME'S FUTURE.

SIGNS AND SYMPTOMS

Athletes who experience any of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

Signs Observed by Coaching Staff	Symptoms Reported by Athlete
Appears dazed or stunned	Headache or "pressure" in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can't recall events prior to hit or fall	Confusion
Can't recall events after hit or fall	Does not "feel right" or is "feeling down"

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For more information and safety resources, visit: www.cdc.gov/Concussion.

ACTION PLAN

If you suspect that an athlete has a concussion, you should take the following four steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says they are symptom-free and it's OK to return to play.



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Sudden Cardiac Arrest

All volunteers will be required to complete the Eric Paredes Safe a Life Foundation's Sudden Cardiac Arrest Training, available at <https://epsavealife.org/sca-prevention-training/>.

AED Device

"AED" stands for automated external defibrillator. An AED is provided in the Snack Shack when the Snack Shack is open. As you enter the side door of the shack, the AED unit is housed in a white metal cabinet with a glass window. The container is on the shelf above the coffee maker. We strongly encourage all volunteers to be certified First Aid and AED, HOWEVER, OUR LEAGUE REQUIRES THAT AT LEAST ONE VOLUNTEER FROM EACH TEAM BE TRAINED IN FIRST AID AND CPR.

Major Incident Response Guidelines

Earthquakes

In the event of a major earthquake, people who are outdoors are vulnerable to injury from falling objects. In most playing field locations, the safest location is in the center of the field. Before an incident, survey the environment for overhead power lines and lighting standards. Be sure to identify a location that would minimize exposure to these falling objects. Players should be instructed to stay with the coaching staff until the player's parent(s) or guardian(s) take responsibility. The parent or player needs to be sure that the manager is aware of the player's status.

Power Failure

A power failure has a more significant effect if it occurs during darkness. A manager should have a flashlight, or another lighting device, in his equipment bag to deploy in the event of a lighting failure. The manager should instruct his players to stay with them until the player's parent(s) or guardian(s) come to take responsibility for the player.

Active Shooter / Terrorist Incident

Terrorist-type incident vary in how they occur. The basic human instinct is to react in fright or fear (freeze). In the event of an active shooter (someone with a gun who is discharging it in proximity of other), players should be instructed to run in a direction away from the perpetrator. Players should be instructed that when the shooting stops and the sirens of the responding emergency personnel stop (meaning that they are on scene and neutralizing the threat) then the players are to assemble at the emergency assembly location (TCLL Snack Shack) so that the manager can account for all their players. The manager will be able to arrange for the safe reuniting of the player with his parent(s) or guardian(s).

In almost every type of incident, the team's manager can be of the most assistance by being able to account for his players. Have player list and the parent's contact information readily available at all practices and games. Be prepared to administer first aid and summon the necessary emergency response personnel.



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Evacuation Procedures

If the need arises for evacuating the fields and TCLL facilities, the following procedures apply.

- Players should be instructed to stay with the coaching staff until the player's parent(s) or guardian(s) take responsibility.
- Players should be calmly escorted along the one of the two evacuation routes marked below.
 - The primary evacuation route is marked in blue and evacuates towards the Wagon Wheel Sports Park parking lot. Teams and players should assemble on the sidewalk of Oso Parkway, away from the street and away from fire lanes.
 - The secondary evacuation route is marked in red and evacuates through the softball fields towards Wagon Wheel Elementary School. Teams and players should assemble on the sidewalk of Oso Parkway, away from the street and away from fire lanes.



- The manager shall account for all their players. The manager will be able to arrange for the safe reuniting of the player with his parent(s) or guardian(s).

Communicable Disease Procedures

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk of other blood borne infectious disease that can be transmitted. Use the medical gloves provided with your First Aid kit when treating a bleeding injury. Procedures for reducing the potential for transmission of infectious agents should include the following:

- ✓ Bleeding must be stopped; the open wound covered and if there is any excessive amount of blood on the uniform it must be changed before athlete may participate.



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- ✓ Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- ✓ Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hand immediately after removing gloves.
- ✓ Clean all blood contaminated surfaces and equipment with a disinfectant before competition resumes.
- ✓ Athletic trainers/coaches with bleeding or oozing skin should refrain from all direct contact.

COVID-19 Safety Procedures

The 2020 COVID-19 pandemic has fundamentally changed how youth sports. It is critical to follow all federal, state, and local guidelines regarding the safety and procedures to stay safe from COVID-19 and its variants. Please see the CDC website for more details on how to protect yourself from the spread of COVID-19. It is important for everyone to play a role in preventing the spread of COVID-19.

Please remember to do the following as often as necessary (this list not limited to, but including):

- Wear a mask if you are not vaccinated (Optional).
- Thoroughly wash hands often.
- Promote social distancing where applicable.
- Use hand sanitizer / wipes if sharing equipment.

Identifying and Communication of a Positive Test: If a manager, coach, board member, parent, or player tests positive, it is critical to alert the players (if you are a coach or manager) or the manager and coaches (if you are a player or parent). If you test positive, please follow the CDC guidelines for quarantining to prevent the spread to others. Please use your best judgment to limit contact until all symptoms are gone. And if a player, manager, coach, or board member is not feeling well, please refrain from attending a practice, game, or event until in better health. Together, we can take steps to minimize the exposure and spread of COVID-19.

Abuse Awareness Training

Current law (California AB506) and TCLL require that all youth sport volunteers with consistent contact with children (defined as 16 hours/month or 32 hours/year) trained in abuse and reporting. **TCLL's Abuse Awareness Training Program and Requirements are detailed in Attachment 1.**



Accident and Injury Reporting

What to Report

An accident/injury that causes any player, manager, coach, umpire, other volunteer, or spectator to receive medical treatment and/or first aid **MUST** be reported to the LSO.

When to Report

All such accidents/injuries described above must be reported to the LSO within 48 hours of the accident/injury.

How to Report

When reporting accidents/injuries you must complete the Incident/Injury Tracking Report Form. You can find copies of this report on the TCLL website at www.tcll.org. Please complete this report within 48 hours of the incident/accident. The completed Incident/Injury Tracking Report Form will be submitted to the LSO by email at safety@tcll.org. The LSO will forward forms to the League President and to the District Safety Officer Dan Bamsey (dbamsey@district68.com).

Call all accidents, injuries, or “near misses’ and safety concerns to: League Safety Officer at (916) 479-3366 or Email at safety@tcll.org
<i>When calling, or email please leave the following information:</i>
Your Name and Phone Number
Team Name and Division
Injured Player’s Name (if applicable)
Date and Time of Accident/Incident/Safety Hazard
Location Accident occurred or Safety Hazard was noted
Description of Accident/Incident/Safety Hazard
Names of witnesses
NOTE: If a player is actually injured, in addition to calling you must Complete an Incident/Injury Tracking Report Form. Submit this report to the League Safety Officer within 48 hours.



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Medical Release after Injury

Any player under the care of a doctor as the result of an injury sustained during a Little League practice or game **MUST** bring a note from the doctor or parent to the manager releasing the player to play ball before being allowed to return to the lineup or to participate in practice. You must always keep this release with your team medical releases.

TCLL Insurance

TCLL insurance is supplemental to the player's own insurance policy. Claims must be filed with the LSO.



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Maintenance & Field Safety Checklist

The field maintenance manager shall have discussed the proper procedures for maintaining the fields and use of all tools i.e., rakes, soil compactors, soil draggers and tractor. **No one under the age of 16 and without a valid driver's license is permitted to drive the tractor.** Please notify **Russ Henry / Mike Cohen** with any field situation that may create a safety issue at (fields@tcll.org).

TO ENSURE SAFE PLAY BEFORE EACH GAME, ALL UMPIRES, MANAGERS AND COACHES ARE RESPONSIBLE FOR CHECKING FIELD CONDITIONS PRIOR TO THE START OF PLAY.

<u>Field Conditions</u>	<u>Repairs Needed</u>	
	<u>Yes</u>	<u>No</u>
Backstop repair needed		
Home plate secure		
Bases are secure		
Pitcher's mound		
Batter's box level		
Batter's box marked		
Grass surface uneven		
Dugout fence repair		
Outfield fence repair		
Foul lines marked		
Sprinkler condition		
Coaches box marked		
Dirt needed		
<u>Dugouts</u>	<u>Repairs Needed</u>	
	<u>Yes</u>	<u>No</u>
Fences need repair		
Bench needs repair		
Bat racks		
Clean up needed		
<u>Spectator Areas</u>	<u>Repairs Needed</u>	
	<u>Yes</u>	<u>No</u>
Bleachers Need Repair		
Bleachers Need Cleaning		
<u>Safety Equipment</u>	<u>Repairs Needed</u>	
	<u>Yes</u>	<u>No</u>
First Aid Kit		
Medical Release Forms		
Injury Report Forms		
Ice for Injuries		

NOTE: Replacement Ice Packs or other First Aid supplies may be obtained, as needed, by e-mailing the League Safety Officer at safety@tcll.org or calling Jason Hamilton at 916-479-3366.



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<u>Player's Equipment</u>	<u>Repairs Needed</u>	
	<u>Yes</u>	<u>No</u>
Batting helmets OK		
Jewelry removed		
Bats inspected (no white bats)		
Shoes checked		
Uniforms checked		
No Athletic supporter		

NOTE: USABat Standard bats must be used in the Little League Major Baseball Division and below. Either USABat Standard bats or BBCOR bats must be used at the Intermediate (50/70) Baseball and Junior League Baseball Divisions. At the Senior League Baseball Division, all bats must meet the BBCOR standard. The approved USABat list available at <https://usabat.com/> will be enforced for all types of bats as appropriate by division of play.

<u>Catcher's Equipment</u>	<u>Repairs Needed</u>	
	<u>Yes</u>	<u>No</u>
Shin guard OK		
Helmets OK		
Face mask OK		
Throat protector OK		
Catcher's cup		
Chest protector		
Catcher's mitt		

Ensuring Safe Conditions

Traveling to and from the field

Parking Lot Safety	<ul style="list-style-type: none"> • Parking is restricted to designated areas. NO PARKING IN FIRE LANES, VIOLATORS WILL BE TOWED WITHOUT NOTICE. • Remind adults to drive slowly and be alert. • All passengers use a seat belt in the car. • Players who are walking to and from the field should be reminded not to hitch rides, use crosswalks protected by lights whenever possible, and to remain alert. • Walk...do not run in the parking lot when leaving the baseball fields.
Transporting Players	<ul style="list-style-type: none"> • Always have an adult present while a player is waiting to be picked up. • Always ensure that the player is picked up by a responsible adult.
Bicycle Safety Reminders	Remind Players To: <ul style="list-style-type: none"> • Make sure bicycles are in good condition. • Use of helmets is a state LAW! • Ride defensively. • Observe all traffic regulations (lights, stop signs, etc.) • Keep to the right, ride in single file. • Have a white light (headlight) for riding at night and red reflector on back of bike. • Use proper hand signals. • Give pedestrians the Right-of-Way. • Watch for cars pulling out into traffic. • Do not carry other riders. • Slow down at intersections. • Do not weave in and out of traffic.



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Fields and Equipment

Field Conditions	<ul style="list-style-type: none"> • Check the field before practices and games for holes, rough or uneven spots, slippery areas, long grass, foreign objects (glass, cans, and trash). • Do not allow players to “dig” holes in the field with their cleats.
Weather Conditions	<ul style="list-style-type: none"> • No games or practices should be held when weather or field conditions do not allow for safe play. • Safety should be the major factor when deciding on canceling a practice or game. • Before Daylight Savings Time, the umpire and managers must strictly observe the curfew time. • The greatest hazard in connection with weather conditions, although the least frequent, 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.
Equipment / Personal Gear	<ul style="list-style-type: none"> • Check for proper fit. • Ensure protective equipment is in good repair. • ALWAYS use the appropriate helmets, masks, catcher’s chest protector, shoes, cup supporters. • Encourage players who wear glasses to obtain safety glasses. • Inspect player’s gloves to ensure it is in good repair. • Check for metal cleats which are not allowed. • Check for personal, watches, badges, pencils, etc. which are not allowed.
Hitting Devices	<p>Remind Managers and Coaches on the following safe practices when using hitting devices:</p> <ul style="list-style-type: none"> • Always wear a batting helmet during hitting drills. • Always make sure that there are no other players immediately in the area or behind a fenced area to avoid accidental injury. • Always provide adult supervision. • Always explain and demonstrate safe hitting procedures with players.
<p>Damaged or unsafe equipment should be brought to the attention of the equipment manager (equipment@tcll.org) for repair or replacement.</p>	

NOTE: Please refer to TCLL.org for the current status of field conditions. Status will be updated during inclement weather or for any other closures.



TRABUCO CANYON LITTLE LEAGUE

Coach Training and Protocols

Well-trained coaches applying consistent trainings and protocols will enhance player safety at practices and games.

Coach Trainings

All coaches will be required to complete the Little League Diamond Leader training program, available at: <https://www.littleleague.org/university/articles/diamond-leader-training-program/>.

Additionally, TCLL will host regularly schedule coaches’ meetings and trainings to ensure that we are providing a uniform, consistent, sage, and productive experience for all players. Trainings will cover the Fame and Practice Safety Protocols detailed below.

The following training are scheduled for 2025:

- January 25: Jerome Williams Coaching Clinic (Mandatory for at least one Coaches per team)
- February 26: Rules Clinic (Mandatory for Coaches to attend at least one)

Game and Practice Safety Protocols

Coaching	<ul style="list-style-type: none"> • All league activities must have at least two coaches always present. • If an “official” coach is unavailable, recruit a parent to help.
Attitude	<ul style="list-style-type: none"> • An attitude of alertness, hustle, and enthusiasm should be modeled. • Good sportsmanship and courtesy are necessary for a safe environment and should be taught by example. • The use of PRAISE and RECOGNITION will inspire an attitude of self- confidence and a desire to excel. • A POSITIVE APPROACH to good training is the most effective weapon against accidents caused by unsafe acts.
Warm-up Drills and Heat Stress Prevention	<ul style="list-style-type: none"> • Warm-up Drills are a MUST! Stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination, and alertness and helps develop the strength and stamina needed by the average player to compete with minimum accident exposure. Warm-up skills are most effective when the motions are patterned after natural baseball movements such as reaching for a ball, running, and similar footwork. • Safety in ball handling drills: all unauthorized people should remain off the field during the drills. • Stress KEEPING YOUR EYE ON THE BALL! • Throwing and catching drills should be set up with players in two lines. facing one another. • Random throwing should be permitted only to designated players. • Always wear a helmet during all hitting drills. • Talk about higher air temperatures and the need to keep cool. • Keep players in the shade whenever possible. • Hydrate players the night before games. • Drink fluids throughout games.



TRABUCO CANYON LITTLE LEAGUE

Safe Ball Handling– Throwing and Catching	<ul style="list-style-type: none"> • Practice drills with fly balls beginning with easy and moving to more difficult as the player’s judgment and skill improves. • Teach players not to lose sight of ball from the time it leaves the bat, glove in position, body relaxed, move forward to the ball. • Wear baseball caps at all practices - allows player to get used to catching a ball with a hat on. • Teach players how to track the ball in the sun to avoid injury.
Player-to- Player Collisions	<p>Teach players to avoid collisions by:</p> <ul style="list-style-type: none"> • Calling out for fly balls. • Avoiding contact with opposing players whether offensively or defensively. • Practice field situations where player collision is likely to occur. • Review Little League Rules associated with player-to-player collisions.
Sliding Safety	<p>To prevent injuries while sliding, the following should be practiced:</p> <ul style="list-style-type: none"> • A correct slide is a safe one. • In Majors and below there will be NO METAL SPIKES! • Bases should not be anchored down during sliding <u>practice</u>. • Sliding pads are recommended. • Headfirst sliding is not permitted. In Majors and below runners will be called out for headfirst slides when moving forward on the bases.
Retrieving Balls	<ul style="list-style-type: none"> • Persons who have been specifically assigned to that duty should retrieve balls that go out of the park. • Such persons should be individuals that can be relied on not to endanger themselves by climbing fences or scrambling for possession of a ball.
Keep Dug-outs Clear	<ul style="list-style-type: none"> • Players are responsible for picking up of bats and proper placement in the dugout. • Players are responsible for clearing up loose playing equipment in the dug-out.
Batter Safety	<ul style="list-style-type: none"> • Best defense = alert, confident concentration on the ball. • Well-fitted helmet is a MUST! • Teach batters the proper way to move out of the way of the ball. • Bunting - be sure player holds the bat correctly. • Run outside the foul lines from home to first and third to home.
Batting Safety	<ul style="list-style-type: none"> • Practice not throwing the bat. Call the batter out during practice if a bat is thrown. Make sure grips on bats are not slippery. • NO ON DECK BATTERS ALLOWED for major divisions and below! Only current batter will be allowed out of the dugout. • Never leave bats lying around. No bats should ever be left on the field. • Make sure there is only one ball in play (being batted) at a time and that all players are alert and aware that the ball is “live”. • The player, usually a catcher, assigned to catching balls for the coach hitting infield warm-up and outfield fly balls is required to wear an approved catcher’s mask and helmet. • All players and adults should be trained to walk around the on-deck circle whether it is in use or not.
Catcher Safety	<ul style="list-style-type: none"> • Catchers have more accidents than any other player; the greatest risk of injury is to ungloved hand - teach catcher to keep ungloved hand out of the way. • High fly balls: Mask off, find the ball, drop the mask. • Keep a safe distance from batter and bat. • Best protection is to KEEP YOUR EYE ON THE BALL! • Catcher must wear a protective helmet when a coach is conducting pregame infield drills. • In the minor divisions and above, only players and coaches may warm up a pitcher before or during a game. A catcher’s mask must be always worn in either the bullpen or on the field.
Paying Attention	<ul style="list-style-type: none"> • Use idle time to practice basics of skillful and safe play. • Put a time limit on drills. • Limit total practice time to no more than two hours or less if interest begins to lag.



TRABUCO CANYON LITTLE LEAGUE

Control Horseplay	<ul style="list-style-type: none">• No horseplay allowed.• Team play requires 100% cooperation among all players.
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NOTE: The TCLL website (www.tcll.org) will have a variety of safety bulletins posted during the regular season. Please refer to this site regularly to be informed on safe practices and/or safety bulletins concerning an unsafe practice or unsafe field condition.

Gameday Protocols

Before the Game

Umpires and Managers/Coaches Meet at the Plate:

- Introduce plate umpire, base umpires, managers and coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss sportsmanlike conduct by players
- Discuss pitch count rule
- Clarify calling the game due to darkness or weather
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks
- Get two game balls from home team
- Managers inspect equipment for damage and to meet regulations
- Umpires inspect equipment for damage and to meet regulations
- Ensure games start promptly (on time). Note when game started

During the Game

Umpires and Managers/Coaches:

- Help speed play by having players (especially catchers) prepared and ready to take the field with two outs
- Make sure catchers are wearing proper equipment
- Encourage everyone to think Safety First
- Continue to monitor field for safety and playability
- Pitchers warming up in foul territory must have a spotter with a glove and catcher with helmet, chest protector, and glove
- Keep game moving - eight pitches or one minute to warm up the pitcher between innings
- Make calls loud and clear, signaling each call properly
- Umpires should be in position to make the call
- No arguing of **any** calls made by the umpire



TRABUCO CANYON LITTLE LEAGUE

Safe Food Handling/Preparation & Safety

The Snack Shack Manager is Brittany Huffman and can be reached at snackshack@tcll.org.

Basic Protocols

For any foodservice activities, the following protocols shall be observed, as applicable:

- ✓ All team moms will attend a “Team Parent Meeting” discussing safe food handling procedures and site safety while working in the concession stand.
- ✓ All team volunteers will be advised on safe food handling procedures and site safety prior to working in the concession stand by the onsite manager.
- ✓ All concession stand volunteers/workers must wash their hands prior to handling any food.
- ✓ Use a two-person system; one volunteer handles the money while the other handles the food.
- ✓ People working in the concession stand will be a minimum age 16.
- ✓ Cooking equipment will be inspected periodically and repaired or replaced if need be.
- ✓ Propane tanks for portable BBQ will be turned on and ignited per manufactures instructions.
- ✓ Propane tanks for the portable barbeque will be turned off after use.
- ✓ Food not purchased by TCLL to sell in its concession stands will not be cooked, prepared, or sold in the concession stands.
- ✓ Latex gloves will be worn when handling food that is not protected by manufactures wrapping.
- ✓ Cleaning chemicals must be stored in a locked container.
- ✓ A Certified Fire Extinguisher suitable for grease fires must be always placed in plain sight.
- ✓ All concession stand workers are to be instructed on the use of fire extinguishers.
- ✓ A fully stocked First Aid Kit will be placed in each Concession Stand.
- ✓ The concession stand main entrance door will not be locked or blocked while people are inside.
- ✓ A copy of the safety manual **MUST** be maintained in the snack bar.
- ✓ Emergency Phone Numbers are posted in the snack bar.
- ✓ BBQ Safety:
 - No one under the age of 16 years old is allowed to operate the BBQ or grill food.
 - Be careful of lose fitting clothing while barbecuing.
 - If the BBQ does not light within 10 seconds, turn off gas and wait a couple of minutes for the gas to dissipate.
 - If any leaks are noted on or around the propane tank, do not use. If a leak does occur while the BBQ is in use, turn off burners immediately, If the tank is leaking and cannot be shut off, move the tank to an open area, away from any ignition source and call the Fire Department.
 - Make sure the BBQ is routinely maintained and cleaned, accumulation of grease can cause a large fire usually contained within the grill but dangerous to the cook!
 - Make sure a fire extinguisher is nearby. If a small food flares up does occur, it is best to use a spray bottle with water in it than pouring water in the grill.



BBQ and Grilling Activities



SAFETY TIPS

- » Propane and charcoal BBQ grills should only be used outdoors.
- » The grill should be placed well away from the home, deck railings and out from under eaves and overhanging branches.
- » Keep children and pets at least three feet away from the grill area.
- » Keep your grill clean by removing grease or fat buildup from the grills and in trays below the grill.
- » Never leave your grill unattended.
- » Always make sure your gas grill lid is open before lighting it.

CHARCOAL GRILLS

- » There are several ways to get the charcoal ready to use. Charcoal chimney starters allow you to start the charcoal using newspaper as a fuel.
- » If you use a starter fluid, use only charcoal starter fluid. Never add charcoal fluid or any other flammable liquids to the fire.
- » Keep charcoal fluid out of the reach of children and away from heat sources.
- » There are also electric charcoal starters, which do not use fire. Be sure to use an extension cord for outdoor use.
- » When you are finished grilling, let the coals completely cool before disposing in a metal container.

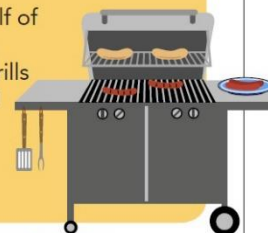
PROPANE Grills

Check the gas tank hose for leaks before using it for the first time each year. Apply a light soap and water solution to the hose. A propane leak will release bubbles. If your grill has a gas leak, by smell or the soapy bubble test, and there is no flame, turn off the gas tank and grill. If the leak stops, get the grill serviced by a professional before using it again. If the leak does not stop, call the fire department. **If you smell gas while cooking, immediately get away from the grill and call the fire department.** Do not move the grill.

If the flame **goes out**, turn the grill and gas off and wait at least **15 minutes** before re-lighting it.

FACTS

- ❗ July is the peak month for grill fires.
- ❗ Roughly half of the injuries involving grills are thermal burns.



www.nfpa.org/education



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169



TRABUCO CANYON LITTLE LEAGUE

The Orange County Fire Authority says...

- ✓ Be sure the barbecue grill is in a safe place away from tables and other places where people gather. Keep items that will burn a safe distance away in all directions.
- ✓ Provide proper clearance around barbecues. Be sure to check above the barbecue for patio covers, awnings, hanging plants and other combustibles that could ignite.
- ✓ Use only approved barbecue fluids, following the manufacturer's instructions and recommendations.
- ✓ NEVER USE GASOLINE. Once the barbecue has been ignited, never add more fuel to the fire.
- ✓ Never use a gas or charcoal grill inside a house or tent. The fumes create carbon monoxide which become highly toxic in an enclosed area.
- ✓ Never leave a heated barbecue unattended. Children should always play far away from a heated barbecue grill.
- ✓ Allow charcoal briquettes 48 hours to cool before disposing.
- ✓ Propane and natural gas barbecues are very popular. Like any gas-fired appliance, they can be dangerous if not used properly.
- ✓ Never store briquettes outside where they can get wet. When they dry, they become a flammable solid creating a fire hazard.



General Concession Tips

Concession Stand Tips

SAFETY FIRST

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 steam 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 OC/16081-001 780513 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.



Handwashing

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.





TRABUCO CANYON LITTLE LEAGUE

Volunteers

Board Members, Managers, Coaches, Umpires, and all parents/guardians that will have a direct, consistent contact with the players as well as any person who works in any capacity for the league MUST complete the Little League Volunteer Application, located on the TCLL website. The TCLL LSO reviews all completed volunteer forms with searches through California Live Scan DOJ and National FBI fingerprint databases as well all required databases to satisfy Little League International Background Check requirements. Any “hits” will be reviewed by a committee created by the President of the league. If an individual declines to have a fingerprint background check, he or she will no longer be considered for any league involvement.

The volunteer form is in the forms section below on the TCLL website.

TCLL Board of Directors 2025

<u>Position</u>	<u>Name</u>	<u>League Email</u>
President	Matthew Sullivan	president@tcll.org
Vice President	Phillip Dominguez	vp@tcll.org
Secretary	Gabrielle Roosevelt	secretary@tcll.org
Co-Treasurer	Brady Geissbuhler	treasurer@tcll.org
Co-Treasurer	Robert Delgado	treasurer@tcll.org
League Information Officer	Jason Hamilton	cio@tcll.org
Safety Officer	Alexander Chen	safety@tcll.org
General Counsel	Kevin Roosevelt	counsel@tcll.org
Player Agent - AA, AAA, Majors, Juniors	Jonathon Powell	upperdivisionagent@tcll.org
Player Agent - T-Ball, Minor A, Single A	Dean Robbins	lowerdivisionagent@tcll.org
Umpire In Chief	Larry Romaldo	chiefumpire@tcll.org
Sponsorship & Fundraising	Nik Richie	fundraising@tcll.org
Snack Shack Manager	Brittany Huffman	snackshack@tcll.org
Marketing & PR Manager	Nik Richie	marketing@tcll.org
Master Scheduler	Joe Benefield	schedules@tcll.org
Fields & Facilities Co-Manager	Steve Koolhaas	fields@tcll.org
Fields & Facilities Co-Manager	Mike Cohen	fields@tcll.org
Team Parent Coordinator	Beth Sullivan	teamparentcoordinator@tcll.org
All-Stars & Tournament Co-Director	Kevin Roosevelt	tournaments@tcll.org
All-Stars & Tournament Co-Director	John Breber	tournaments@tcll.org
Division Representative - AA, AAA, Majors, Juniors	Jason Dunlop	upperdivisionrep@tcll.org
Division Representative - T-Ball, Minor A, Single A	Steve Koolhaas	lowerdivisionrep@tcll.org
Fall Ball Coordinator & Player Development	Larry Romaldo	fallball@tcll.org
Uniforms Coordinator	Danielle Breber	uniforms@tcll.org
Equipment Manager	Jason Dunlop	equipment@tcll.org
Year Book Manager	Dana Orisini	
Game Changer Manager	Steve Koolhaas	



League Player Registration Data for Players, Coaches and Managers

League Player Registration Data or Player Roster Data, which also includes Coach and Manager Data, **MUST** be submitted separately through the LLB Data Center on or before March 1, 2024. Player agents shall complete this requirement.

Forms

The following forms are included in this safety manual for reference and should you require the use of them during them during the season:

Little League Medical Release Form

All Managers **MUST** have this medical release form completed and with them at all practices and games.

Little League Accident Notification Claim Form

This form **MUST BE COMPLETED** immediately following an incident, accident, or injury for detail documentation purposes whether a person wants to file a claim for an injury in which their primary insurance coverage does not cover the cost of the medical expenses. Otherwise, the Coach or Manager should provide a copy of the completed form to the Safety Officer at or safety@tcll.org.

Little League Claim Form Instructions

Individuals wishing to make an insurance claim should complete the form and mail in as instructed on the form.

Near Miss Form

The near miss form is to be used whenever a potential accident might/could have occurred.

TCLL Incident/Injury Tracking Report Form

As indicated above, the Little League Baseball Incident/Injury Tracking Report and Accident Claim Form **SHALL** be used for reporting. This local league incident form is included herein for reference purposes and may be used only if the Little League form is unavailable.



TRABUCO CANYON LITTLE LEAGUE



LITTLE LEAGUE® BASEBALL AND SOFTBALL MEDICAL RELEASE



NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or International Tournament Affidavit.

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent(s)/Legal Guardian Name: _____ Relationship: _____

Parent(s)/Legal Guardian Name: _____ Relationship: _____

Player's Address: _____ City: _____ State/Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

PARENT OR LEGAL GUARDIAN AUTHORIZATION: Email: _____

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, E.R. Physician).

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____

If Parent(s)/Legal Guardian cannot be reached in case of emergency, contact:

Name Phone Relationship to Player

Name Phone Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication (i.e. Diabetic, Asthma, Seizure Disorder).

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. _____

Authorized Parent/Legal Guardian Signature

Date: _____

FOR LEAGUE USE ONLY:

League Name: _____ League ID: _____

Division: _____ Team: _____ Date: _____

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.

Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.



TRABUCO CANYON LITTLE LEAGUE

LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS



Accident & Health (U.S.)

Send Completed Form To:

Little League, International
539 US Route 15 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claim Contact Numbers:
Phone: 570-327-1674 Fax: 570-326-9280

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. **Limited** deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name		League I.D.		
PART 1				
Name of Injured Person/Claimant	SSN	Date of Birth (MM/DD/YY)	Age	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)	
		() ()	() ()	
Address of Claimant		Address of Parent/Guardian, if different		

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> (NOT GAMES)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE(9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	(Submit a copy of your approval from
	<input type="checkbox"/> INTERMEDIATE (90/70) (11-13)	<input type="checkbox"/> OFFICAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	Little League
	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	Incorporated)
	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	Leag
	<input type="checkbox"/> BIG (14-18)			

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date _____ Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)

Date _____ Claimant/Parent/Guardian Signature



TRABUCO CANYON LITTLE LEAGUE

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

For Residents of New York:

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

For Residents of Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

For Residents of All Other States:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)		
Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official		Position in League
Address of League Official		Telephone Numbers (Inc. Area Codes) Residence: () Business: () Fax: ()

Were you a witness to the accident? Yes No
Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards? YES NO
If YES, are they Mandatory or Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date _____ League Official Signature _____



TRABUCO CANYON LITTLE LEAGUE

Little League Baseball & Softball CLAIM FORM INSTRUCTIONS



WARNING — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing. To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross, and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. If no other insurance is in effect, a letter from the parent/guardian or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFIC Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer.

TREATMENT OF DENTAL INJURIES

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, 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 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury is sustained.



TRABUCO CANYON LITTLE LEAGUE

CHECKLIST FOR PREPARING CLAIM FORM

1. Print or type all information.
2. Complete all portions of the claim form before mailing to our office.
3. Be sure to include league name and league ID number.

PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR

1. The adult claimant or parent(s)/guardians(s) must sign this section **if the claimant is a minor**.
2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor.
3. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**
4. It is mandatory to forward information on other insurance. Without that information there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
5. Be certain all necessary papers are attached to the claim form. (See instruction 3.) Only itemized bills are acceptable.
6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response to Little League International. Include the claimant's name, league ID, and year of the injury on the form.

PART II - LEAGUE STATEMENT

1. This section must be filled out, signed, and dated by the **league official**.
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

IMPORTANT: Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.



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NEAR MISS FORM

The near miss form is to be used whenever a potential accident might/could have occurred. This form is to explain the circumstances of the near miss incident and recommend possible steps to eliminate the threat of an accident in the future. Accidents are not accidents if they can be avoided, so please take the time to fill out the form to prevent an accident. Forms are available in the Safety Manual and the Snack Shack.

Name: _____

Date/Time: _____

Brief description of near miss:

Possible remedy to eliminate potential accident (if any):

Thank you for your input. Please have this form forwarded to the league safety officer through the division rep or Snack Shack attendant.



TRABUCO CANYON LITTLE LEAGUE

Safety Awareness Program's Incident/Injury Tracking Report

For Local League Use Only

League Name: _____ League ID: _____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State: _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City: _____

Incident occurred while participating in:

- A.) Baseball Softball Challenger TAD
- B.) Challenger T-Ball Minor Major Intermediate (50/70)
- Junior Senior
- C.) Tryout Practice Game Tournament Special Event
- Travel to Travel from Other (Describe): _____

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

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

Type of injury: _____

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

Was professional medical treatment required? Yes No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

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

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential 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 Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____



TRABUCO CANYON LITTLE LEAGUE

Attachment No. 1: Trabuco Canyon Little League (TCLL) Child Protection Policy

1. POLICY

A. PURPOSE

The purpose of this policy is to explain the requirements of TCLL's program for the prevention of child abuse. Abuse can be physical, emotional, or sexual; it can be bullying or cyber-bullying. TCLL has a zero-tolerance policy for abuse.

Under AB506, TCLL is required to have participants with consistent contact with children (defined as 16 hours/month or 32 hours/year) trained in abuse and reporting. The USA Baseball abuse training referenced in TCLL's Safety Plan (www.sportdev.org) fulfills that requirement. AB506 also strengthens Federal Law by including youth sports volunteers into the mandated reporter category, much the same as medical professionals, and public safety personnel. This purpose of this policy is to protect children as well as to provide assistance and guidelines to people working with them.

B. SCOPE

This Policy applies to any person working with children in any activity sponsored by TCLL. As used in this policy, "children" includes children from infants through elementary school age (through the fifth grade) and youth under the age of 18.

C. TERMS

All TCLL personnel/volunteers working with children at TCLL must be trained in and adhere to TCLL's child protection procedures. For the spring 2025 season, the child abuse prevention training must be done after October 1, 2024. This coincides with the Data Center reset which is done each year in preparation for the new spring season. According to Little League Baseball, these policies apply to the Board of Directors, volunteers, managers, coaches, umpires, spectators, players and hired workers. TCLL will respond immediately with steps and actions in accordance with applicable law and best practices to any reports of child abuse.

2. BACKGROUND INVESTIGATIONS

Background investigations are completed for all persons who will have contact with children or youth as a condition of affiliation with TCLL. This may include volunteers who will only have incidental contact with these vulnerable participants. Any person who may pose a threat to children or youth or an offense against a minor will be prohibited from working with children or youth.

Two sets of background investigations are required by TCLL:

- **AB506 Background Check:** California Department of Justice checks utilizing LiveScan fingerprint Background Check.
- **JDP Background Check** (Little League International): JDP will do all necessary checks required



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by Little League International.

3. TRAINING REQUIREMENT

In accordance with AB506, all TCLL personnel/volunteers who meet the contact definitions described above shall receive abuse training to familiarize them with the nature of child abuse and the guidelines in this policy. This training session is offered through

<https://www.littleleague.org/university/articles/diamond-leader-training-program/>.

All persons completing the training shall be required to submit a certification of completion to the TCLL Safety Officer at safety@tcll.org.

4. CHILD PROTECTION PRACTICES

These child protection practices are intended to provide personnel/volunteers with common-sense guidelines that they can follow without impairing their ability to teach and supervise children. Most of these practices represent current practice and only refresher training will be needed to implement them.

A. SUPERVISION OF PERSONNEL/VOLUNTEERS

The following supervision guidelines apply to all TCLL sponsored or related activities in which personnel/volunteers engage with, supervise or care for children and youth. In order to assure that the policy and procedures for protecting children at TCLL are successful, every person who works with children needs to have knowledge of these guidelines and needs to assist in ensuring that they are observed. Please report any deviation from these guidelines to the TCLL President or TCLL Safety Officer.

B. TWO ADULTS/OPEN POLICY/CLEAR VISIBILITY

At least two screened and unrelated adults shall be present at every function and in each vehicle or other enclosed area during all activities involving children or youth ("Two Adult Rule"). Parents/guardians are encouraged to wait with their children until an adult volunteer is present.

C. BUDDY SYSTEM

Use the "buddy system" for restroom trips. One child should never leave the field alone to go to the restroom. For preschool through second grade, an adult and a child "buddy" from the team should accompany the child. If no adult is available for this purpose, a child from third through fifth grade class should be enlisted whenever possible. For third through fifth grade, the "buddy system" will be used, but no adult need accompany the children.

D. OTHER ISSUES

Physical contact with children should be appropriate and only in the presence of other adults. Do not conduct private meetings with children and one-on-one meetings must be avoided. Always team up with another adult. In counseling or discipline situations, tell others about the meeting and meet in an open space.

5. RESPONDING TO ALLEGATIONS OF CHILD ABUSE



TRABUCO CANYON LITTLE LEAGUE

The goal is that the child abuse prevention policy and procedures in this document will ensure that the following procedures for responding to allegations of child abuse within TCLL will never be needed. These procedures are intended to coordinate with the child abuse reporting procedures required by the State of California.

A. STATEMENT

Any allegation of child abuse involving a child or youth affiliated with TCLL will be taken seriously and promptly investigated. The accuser and alleged victim will be treated with respect and compassion. Their sincerity will not be questioned. Prior to the conclusion of the investigation, no representative of TCLL

will deny or admit that the incident occurred, minimize the seriousness of the incident, or attempt to place blame on any party. Every effort will be made to protect the privacy and confidentiality of all parties involved.

B. PROCEDURES

i. Reporting the Allegations

Any allegation of suspected child abuse shall be reported immediately to the President of TCLL or the Safety Officer with as much detail as possible. The allegation must also be reported to law enforcement as required under the “mandated reporter” law(s) within 24 hours of acknowledgment. As soon as reasonably practical, but in no event more than 24 hours after the initial report, the TCLL President or the Safety Officer will notify TCLL's insurance carrier, legal counsel of the allegation, and to the Orange County Social Services Agency at (714) 940-1000 or (800) 207-4464. A full investigation will then be initiated by law enforcement authorities. The alleged abuser must be kept away from all children until the incident is fully investigated.

ii. Response to Media Inquiries

Allegations of child abuse are likely to generate inquiries from the media and requests for comment by TCLL. The President of TCLL will serve as spokesperson and be the sole voice of TCLL with respect to the allegation. The spokesperson is encouraged to follow the advice of TCLL's legal counsel and insurance carrier in making or refraining from making any public comment on the allegation.

iii. Privacy and Confidentiality

All parties to an accusation of child abuse: accuser, accused, victim, informant, and others, will be treated with dignity and compassion. Their communications will be kept confidential, and their privacy will be respected in all matters related to the accusation and investigation.

THERE WILL BE NO RETALIATION FOR MAKING A GOOD FAITH REPORT OF ACTUAL OR SUSPECTED ABUSE.



TRABUCO CANYON LITTLE LEAGUE

Attachment No. 2: Trabuco Canyon Little League (TCLL) Code of Conduct

As a community-based organization, TCLL mandates that all Players, Coaches, Umpires Parents, and Spectators conduct themselves in a manner that maintains a pleasurable experience for all.

- Foul Language will not be tolerated. Players who use foul language, will be warned once per season. The second violation will result in a one-game suspension. Subsequent violation will result in an end-of-season suspension. Coaches, Umpires, Parents, and Spectators who use foul language will be warned the first time. The second violation will result in being asked to leave the Fields. A subsequent violation will result in the person being banned from the Fields.
- Taunting a player, or another team, is not acceptable. Players who demonstrate a lack of respect for another player, will be warned once per season. The second violation will result in a one game suspension. Subsequent violation will result in an end-of-season suspension. Coaches, Umpires, Parents, and Spectators taunt a player, or another team will result be asked to leave the Fields. A subsequent violation will result in the person being banned from the Fields.
- Volunteer Umpires will be respected for the role that they play in the game. While it is understood that Coaches and Players can ask for a clarification on a rule or a game call, any disrespect to the Umpire will be a warning to the Player or the Bench. The second violation will result in a one-game suspension. Subsequent violation will result in an end-of-season suspension.

If a Youth Umpire is assisting, the Manager must address any questions to an adult only.

Parents and Spectators shall not address umpires. Parents and Spectators can address umpiring concerns to their team manager, but not umpires. Parents and Spectators who disrespect umpires will be warned the first time. The second violation will result in being asked to leave the Fields. A subsequent violation will result in the person being banned from the Fields.

- Violence and aggressive behavior of any sort will not be tolerated. Players who demonstrate violence or aggressive behavior, will be warned once per season. The second violation will result in a one-game suspension. Subsequent violation will result in an end-of-season suspension. Coaches, Umpires, Parents, and Spectators who demonstrate violence or aggressive behavior be asked to leave the Fields. A subsequent violation will result in the person being banned from the Fields.

Rulings regarding Code of Conduct may be appealed to the TCLL President for review.

I have read, understand, and agree to follow this Code of Conduct:

Player Name

Player Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date