SAFETY PLAN

Milpitas National Little League

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Copies of 2023 Milpitas National Little League Safety Manual have been distributed to all team managers. Copies distributed to all MNLL board members; copies available to interested parties upon request. A copy of the plan will be sent to the District for review, after which the Plan will be sent to LLB electronically.

The Safety Officer for 2023 is Ryan Keefe. He is registered with LLB through the Data Center. He is a voting member of the Milpitas Board.

1. Milpitas National Little League Emergency Contacts

President:

Anthony Quinata (408) 230-5931

Safety Officer:

Ryan Keefe (408) 373-0107

Ambulance: Emergency 911

Milpitas Police: Emergency 911

Milpitas Fire: Emergency 911

Fire Station # 2 (Sports Complex) 1263 Yosemite (408) 586-2840

Fire Station # 3 (Dixon Fields) 45 Midwick Dr (408) 586-2850

Safety at Milpitas National Little League

2. Safety Code

- Background checks are required for all non-players who have regular contact with players. All board members, team managers, team coaches are required to complete the Little League Volunteer Application and be finger printed for this purpose.
- Umpires and Team Manager, or representative, are required to inspect the playing field before each game and practice. Any identified potential safety hazard must be resolved prior to start of game/ practice.
- Responsibility of safety procedures should be that of an adult member of the local league. All teams
 are issued a first aid kit. First-Aid Kits are to be available at all practices and games.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Fields should be inspected frequently for holes, damage, glass, and other foreign objects.
- All team equipment should be stored within the team dugout, or behind screens and not within the area defined by umpire as "In Play".
- Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
- Establish procedures for retrieving foul balls batted out of the playing area.
- All players should be alert and watching the batter on each pitch during practice and games.
- Inspect equipment regularly and make sure it fits properly.
- Catcher must wear catcher's helmet, mask, throat protector, shin guards, long model chest protector and protective supporter (Males) for all practices and games. This applies between innings and in the bullpen during games.
- Managers will require all male players to wear protective cups and supporters for all practices and games.
- Head first sliding is prohibited, except when returning to a base. (Except in Junior and Senior Divisions).
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Players must not wear watches, rings, pins or metallic items during games and practices.
- On-deck batters are not permitted. (Except in Junior and Senior Divisions).
- Managers and coaches should have some training or experience coaching. One manager or coach is required to attend Manager's/Coach fundamentals training from each team.
- At least one manager or coach, from each team at Minor, Majors, Juniors, Seniors must attend a
 District 59 sponsored Umpires clinic.
- All team mangers and coaches are required to attend basic first-aid training, at least once every three years.
- Managers and Coaches are not permitted in the stands during games, or allowed to warm up pitchers.

3. COVID-19 Precautions

- Based on guidelines from City and County officials, previous restrictions may be re-initiated.
- anyone with any symptoms of COVID or a positive COVID test shall not participate in activities until they have been cleared per CDC guidelines.
- in the event of a positive COVID result, the Safety Officer will be contacted and contact tracing will be enacted
- in case of increasing COVID numbers, face coverings should be worn at all times by everyone when not playing game on the field
- utilize frequent hand sanitizing
- limit sharing of equipment

4. Code of Conduct

- NO Alcoholic beverages allowed in any parking lot, field or common areas within the Milpitas Little League and Milpitas School District during games or practices.
- NO Smoking allowed within the Milpitas Little League practice or game fields and on Milpitas School District property.
- · NO profanity, Please!
- NO Swinging bats or throwing baseballs at anytime within the bleachers or near snack shack.
- NO climbing fences.
- Reduce Speed to 5 mph in roadways and parking lots while attending Milpitas Little League functions. Always watch for children playing around parked cars.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- After each game, each team is responsible for cleaning their dugout and bleacher areas.
- Don't litter! Use the designated trashcans or recycling bins.

Failure to comply with the above may result in expulsion from the Milpitas National Little League fields or Sports Complex.

4. Emergency Procedures

MEDICAL RELEASE FORMS ARE TO BE WITH THE MANAGERS AT ALL TIMES (SHOULD BE INCLUDED IN TEAM BINDERS).

In case of a medical emergency:

- Give first-aid and have someone call 911 immediately if an ambulance is necessary (i.e. severe injury to head or neck, not breathing Always err on the side of caution).
- There is an AED in the Sports Center if someone has cardiac arrest.
- Notify parents immediately if they are not at the scene.
- Notify league safety officer by phone within 24 hours. (See page two for phone number).
- The District 59 Safety Officer will be notified of any injury involving medical attention.
- Fill out a Milpitas Little League Incident Report Form and deliver it to the safety officer within 24 hours. A copy of this form is included in this manual and are also at the snack shack. If the player requires medical attention, a medical release must be completed by Healthcare provider that the player is OK to return to team, and when. They cannot return to play without a release.
- Talk to your team about the situation and turn it into a learning experience. Often players are upset
 and worried when another player is injured. They need to feel safe and understand why the injury
 occurred.

5. Some Important Do's and Don'ts

<u>Do...</u>

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices. There are extra ice packs in snack shack.
- LOOK for signs of injury (blood, black and blue skin, deformity of joints or bones, etc.)
- LISTEN to the injured person describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- FEEL gently and carefully at the injured area for signs of swelling, or grating of broken bones.
- Managers- have players' "Medical Release Form" with you at all games and practices.

<u>Don't...</u>

- · Administer any medications.
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures (i.e. CPR, etc)
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Safety Officer or President Immediately.

6. Communicable Disease Procedures

While risk of one athlete infecting another with HIV during competition is close to non-existent, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to following:

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in first-aid kit)
- Immediately wash hands and other skin surfaces if contaminated with blood.
- Clean all blood contaminated surfaces and equipment with a solution made from proper dilution of household bleach- CDC recommends 1-100 or the disinfectant before competition resumes
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
- Managers, coaches and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- Follow accepted guidelines in immediate control of bleeding and when handling bloody dressings, mouth guards, and articles containing body fluids.
- Contaminated towels should be disposed of/disinfected properly.

7. Milpitas Little League Board Members

President: Anthony Quinata anthony.quinata@gmail.com **Vice President:** Vince Cabada vincent.cabada@gmail.com Player Agent (Tball/Minor): JoseMartinez jmartinezbaseball7570@gmail.com Gino Garcia **Player Agent (Jr):** gag garcia@hotmail.com Player Agent (Farm/Maj): **Randy Paulsen** randypaulsen@yahoo.com **Secretary:** Elaine Silveria silveria@pacbell.net **Treasurer: Nancy Roberts** nancydo@gmail.com Rvan Keefe **Safety Officer:** ryankeefepac@yahoo.com **Information Officer: Judy Quinata** judy.d.quinata@gmail.com coachridola@yahoo.com **Team Parent Coordinator:** Regina Ridola **Equipment Manager: Jeff Skiver** jeffrevskiver@gmail.com ken.macaulay@comcast.net **Umpire in Chief: Ken Macaulay Coaching Coordinator: David Martinez** gixxerd@aol.com bernadette.cabada@gmail.com **Fundraiser Rep:** Bernadette Cabada **Concession Mgr:** Robin Ridola grass.rridola@gmail.com

Field Safety Check List

All umpires, managers, and coaches are responsible for checking safety conditions before each game. Bad equipment needs to be destroyed before discarding by the Equipment Director. He/She will replace destroyed equipment.

	Repairs no	eeded?		Repairs	needed?
Field Conditions	Yes I	<u>No</u>	Catchers Equipment	Yes	No
Backstop			Shin Guards OK		
Home Plate			Helmets OK		
Bases (Secure)			Face Mask OK		
Bases Repair			Throat Protector OK		
Pitcher's Mound			Catchers Cup (males))	
Batters Box Level			Chest Protector		
Batters Box Marked					
Grass Surfaces (even) No			<u>Players Equipn</u>	<u>ient</u>	Yes
Gopher/Other holes			Batting Helmets OK		
Infield Fence			Jewelry removed		
Outfield Fence			Bats Inspected/USA		
Foul Lines Marked			Athletic Supporters a	nd Cups	
Sprinkler Conditions			Composite Bats Waiv	ver List	

<u>Dugouts</u>	Yes	No	Spectator Area	Yes	No
Fence (needs repair)			Bleachers (need repair)		
Bench (needs repair)			Clean Up Needed		
Clean Up Needed			Fence (needs repair)		
Bat Racks (if available	•)				

8. Concessions

- All personnel working concessions must wash their hands prior to handling any food.
- Persons handling money must wash their hands prior to handling any food items.
- No one will be allowed to work in the snack shack under the age of 16 without adult supervision.
- Proper food temperatures for hot and cold foods shall be posted in the snack shack.
- All counter tops and utensils will be kept clean at all times.
- Use of knives and other tools will be used safely and with care.
- Post a Food Program Official Inspection Report from Santa Clara County, Department of Environmental Health.
- Wash and sanitize all soda dispensing nozzles daily.
- Soak reusable cloth towels in a solution of bleach and water, (1 gallon water per 1 tbs. of bleach) when towels are not in use.
- Make a cleaning schedule and post for all equipment and utensils, floors, garbage containers, etc.
- At closing time, all personnel on duty will properly put away all items that are re-useable sealing them properly. All equipment and utensils will be cleaned properly, dried, and stored.
- Any Problems, health or safety concerns should be brought to the Safety Officer, or any of the Board Members. SAFETY FIRST!

9. Equipment Cart Policy (Golf Carts)

**Our two carts are a great time saver for the volunteers, but use them safely at all times.

- To operate the equipment cart you must be 21 years of age or older and a member in good standing with the Milpitas Little League
- Maximum speed limit while driving the cart is 5 MPH.
- Driving safety rules will be adhered to at all times.
- No players are permitted to ride in or on the cart for the purpose of joy riding.
- If a problem arises with the cart please report it to the Safety Officer and/or a board member.

10. MNLL Parent Code of Conduct

We, the Milpitas Little League, have implemented the following Sport Parent Code of conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league.

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

1. Trustworthiness

3. Respect

5. Responsibility

2. Fairness

4. Caring

6. Good Citizenship

The highest potential of sports is achieved when competition reflects these "six pillars of character." I therefore agree:

- 1. I will remember that children participate to have fun and that the game is for youth, not adults.
- 2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- 3. I will learn the rules of the game and the policies of the league.
- 4. I and/or my guest(s) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice and all league events.
- 5. I and/or my guest(s) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- 6. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
- 7. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 8. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- 9. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- 10. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- 11. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- 12. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
- 13. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my child to win.
- 14. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
- 15. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- 16. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Please note that Milpitas Little League has a zero tolerance policy. Code of conducts will be mandated for each coach and player as well. The guiding principle behind the codes of conduct is to ensure the behavior of everyone involved in MNLLS shall not detract from the children's enjoyment of the sport of baseball/softball. It is our responsibility to make every effort to create a safe, happy, and wholesome atmosphere for each child that participates in the league.

I agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization, or a written warning,
- Game or season suspension with written documentation of incident kept on file by organization involved,

THE CODE OF CONDUCT MUST I	BE REVIEWED AND	O SIGNED BY A PAR	RENT OR LEGAL	GUARDIAN
BEFORE LEAGUE MEMBERSHIP.				

Print Name:	Signature:	Date:
Circle: Parent or Guardian		

11. Important Dates 2023

1/21, 1/28	Try Outs (Milpitas High School)
2/18	Coaching /
	First Aid Clinic
TBD	Umpire Clinic
2/27	Team Parent Meeting
2/30	Scorekeeping Clinic
3/18	Opening Day
3/19	Picture Day
6/3	Closing Ceremonies

Notes:

Each team needs a Manager and/or coach to attend all three clinics First-aid, Coaching, and Umpire.

All Managers and coaches must attend these clinics at least once every three years and needs to sign in to record their attendance.

Umpire Clinic D59 ump clinic will likely be from 8am - 2pm at East Hills baseball field, Flint Avenue, SJ.

Team Parent Meeting and Scorekeeping clinic are held virtually, on ZOOM

Coaching Clinic - Milpitas Sports Complex, 5pm League contact, Anthony Quinata

12. Composite Bat Moratorium 2013 (Waivers)

The Moratorium is still evolving as far as which bats are going to be allowed.

This will require us to keep up-to-date information on hand at the snack shacks.

This will include the following three items and any future items on this subject.

1: Little Leagues Main web site has an article and frequently asked questions.

http://www.littleleague.org/learn/equipment/baseballbatinfo/overviewbackground.htm

2: Latest information on Jr., Sr., and Big league bats

http://www.littleleague.org/learn/equipment/baseballbatinfo/batrules.htm

3: Licensed/ Approved Composite 2 1/4 Bats List for Little League; Majors and Below.

http://www.littleleague.org/learn/equipment/licensedcompositebats.htm

13. Q&A #14, 15 and 16 – 2023 Qualified Safety Program Registration Form

14. Submit league player registration data or player Roster data and coach and manager data.

Milpitas National Little League using the LL Data Center will submit player registration information as they are signed up. Managers, Coaches, volunteers will be submitted as they are signed up and APPROVED by the Board.

- **15.** Submit an idea you implemented to help promote or improve your safety plan. Safety Officer is working with the Board to install a bulletin board where volunteers, players and parents can get the latest and most updated information.
- **16.** Submit a qualified safety plan registration form with your ASAP plan.

 Milpitas National Little League will include each year with their Plan a completed Qualified Safety Program Registration Form.

14. Reference Material



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Drinking Guidelines For Hot Day Activities

Before: Drink 8 oz. immediately before exercise During: Drink at least 4 oz. every 20 minutes After: Drink 16 oz. for every pound of weight lost

Dehydration signs: Fatigue, flushed skin, light-headed What to do: Stop exercising, get out of sun, drink Severe signs: Muscle spasms, clumsiness, delirium









STAY SAFE ON AND OFF THE FIELD



Stay home if you are sick.



Bring your own equipment and gear (if possible)



Cover your coughs and sneezes with a tissue or your elbow.



Wash your hands or use sanitizer before and after events and sharing equipment.



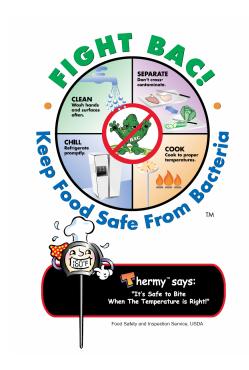
Tell a coach or staff member if you don't feel well.

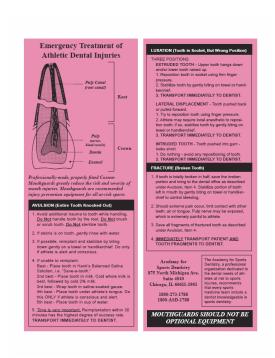




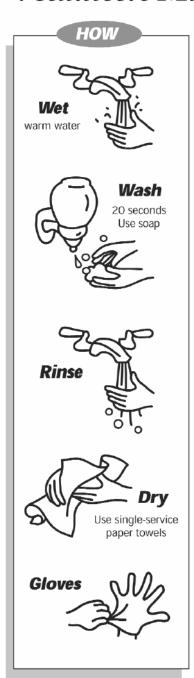
cdc.gov/coronavirus







Volunteers Must Wash Hands



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.



Suggestions for Warm-up Drills



Heel Cord Stretches

Lean against a wall. Reach one leg behind you. Keep the knee straight, heel on the ground, and toes pointed forward. Slightly bend the leg that's closer to the wall. Lean forward. You should feel the stretch along the back of your calf. Repeat with other leg.



Head and Neck Circles

Make a circle with your head, going around first in one direction five times. Then reverse and make five circles in the opposite direction.



Low Back Stretches

Lie on your back, bring one knee up, and pull the knee slowly toward your chest. Hold and repeat three times. Switch legs and repeat.



Shoulder Stretches #1

Stand or sit, holding your throwing arm at the wrist with your other hand. Put your arm over your head and pull gently, feeling your upper arm against your head. You should feel the stretch inside your shoulder.



Shoulder Stretches #2

Stand or sit, holding onto the elbow of your throwing arm with your other hand. Gently pull your throwing arm across your chest. You should feel the stretch inside your shoulder, especially at the back.



Shoulder Stretches #3

Stand or sit with your pitching arm out to the side and your elbow bent. Move your arm back until you feel the stretch in the front of your shoulder.



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Thigh Stretches #1

Sit on the ground. Stretch both legs out in front of you. Reach forward, touching your toes. Eventually, you want to lean forward far enough to put your head on you knees. You should feel the stretch along the backs of your legs.

Thigh Stretches #2

Sit on the ground with one leg stretched out in front of you. Bend the other knee and put your foot behind you. Lean backwards. You should feel the stretch along the front of your thigh.



Asthma Emergency Signs

Seek Emergency Care If A Child Experiences Any Of The Following:

- + Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- + Child's chest or neck is pulling in while struggling to breathe
- + Child has trouble walking or talking
- + Child stops playing and cannot start again
- + Child's fingernails and/or lips turn blue or gray
- Skin between child's ribs sucks in when breathing

Asthma is different for every person.

The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

If you are at all uncertain of what to do in case of a breathing emergency...

Call 9-1-1 and the child's parent/guardian!

Michigan Asthma Steering Committee of the Michigan Department of Community Health

(From the Grandville, Mich., Little League 2001 Safety Plan)