



2007

MALIBU LITTLE LEAGUE

SAFETY MANUAL

TABLE OF CONTENTS

MALIBU LITTLE LEAGUE SAFETY MANUAL

SAFETY MANUAL AND FIRST AID KITS	3
MALIBU LITTLE LEAGUE AND COMMUNITY PHONE EMERGENCY PHONE NUMBERS	4
ASAP - A SAFETY AWARENESS PROGRAM	5
MALIBU LITTLE LEAGUE SAFETY PLAN	5
SAFETY COMMISSIONER	5
SAFETY COMMITTEE	5
RULES COMMITTEE	5
CODE(S) OF CONDUCT	6
MALIBU LITTLE LEAGUE PARENT CODE OF CONDUCT	6
MALIBU LITTLE LEAGUE SAFETY CODE	7
ACCIDENT NOTIFICATION REPORTING	8
<i>What to report</i>	8
<i>When to report</i>	8
<i>How to make the report</i>	8
<i>Safety Commissioner's Responsibilities</i>	8
<i>AIG Claim Form (see FORMS SECTION)</i>	8
<i>AIG Claim Form Instructions</i>	8
<i>Treatment of Dental Injuries</i>	8/9
GENERAL HEALTH	10
<i>Medical Approval and Release</i>	10
<i>Communicable Disease Procedures</i>	10
10 HEALTH TIPS A YOUGH BASEBALL/SOFTBALL COACH SHOULD KNOW	11
<i>Play it Safe (See FORMS SECTION)</i>	11
LITTLE LEAGUE BASEBALL MEDICAL RELEASE (See FORMS SECTION)	11
THE HEIMLICH MANEUVER	12
<i>To Perform the Heimlich</i>	12
<i>For a Child</i>	12
LIGHTNING EVACUATION PROCEDURES	12
IMPORTANT DO'S AND DON'TS	13
<i>Some Gentle Reminders</i>	13
FIELD AND GAME SAFETY CHECKLIST	14
STORAGE SHED PROCEDURES	15
CONCESSION STAND SAFETY AND PROCEDURES	15
MANAGER'S EXPECTATIONS: WHAT DO I EXPECT FROM MY PLAYERS?	16
WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?	16
WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?	16
MANAGER/COACH AND TEAM SAFETY MANUAL ACKNOWLEDGEMENT FORM	17
DRIVING PERMISSION SLIP FORM	18
MALIBU LITTLE LEAGUE BOARD OF DIRECTORS	19
NOTES	20
FORMS ATTACHMENT INDEX	21

SAFETY MANUAL AND FIRST AID KITS

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the season. The manager and/or coach of each team will designate a SAFETY PARENT who shall maintain possession of the Safety Manual, Medical Incident Forms, Medical Release Forms and First Aid Kit. The Manager and coaches will acknowledge the receipt of both by signing in the space provided below at the First Aid Training Session.

Two chemical ice packs of physical therapy quality will be issued to each team at the beginning of the season. Others are available at all times in the Concession Stand and Majors and Pony Score Booths.

Both the Softball and Baseball Umpire Commissioners will be issued ten (10) copies of the Safety Manual. Both score booths and the Bluffs' Concession Stand will have a First Aid Kit, including a shock blanket and a Safety Manual binder onsite at all times which will have additional Incident Report forms.

The Safety Manual will include telephone numbers and other emergency services information, phone numbers for all Board Directors, the Malibu Little League Parent Code, Safety Code and Player Code of Conduct, Do's and Don'ts of treating injured players.

The First Aid Kit will include the necessary items to treat an injured player until professional help arrives. (See **FIRST AID KIT IS FIRST PRIORITY** in the **FORMS SECTION** at the end of the Safety Manual).

MALIBU LITTLE LEAGUE AND COMMUNITY EMERGENCY PHONE NUMBERS



Malibu Little League Hotline	(310) 317-2018
Malibu Little League Safety Commissioner, James Keach	(310) 457-4793
Malibu Urgent Care	(310) 456-7551
Police – Emergency	9-1-1
Lost Hills Sheriff Station	(818) 878-1808 (310) 456-6652
Malibu Fire Department	(310) 456-6603
California Highway Patrol	(818) 888-0980
Poison Control	
Malibu Parks and Recreation Department	(310) 317-1364
City of Malibu	(310) 456-2489
District Safety Director, Rich C. Burris	(310) 433-2514 (310) 397-0990 FAX
Williamsport Insurance Claim Office	(570) 327-1674
Malibu Little League Identification Number:	405-25-10

Board of Directors Names and Numbers for Safety Plan

James Keach, Safety Commissioner: 310-457-4793

Dave Lewis, MD, League President: 805-701-3337

Connie Connors, Softball Commissioner: 310-428-5858 or 310-589-5959

ASAP - What is It?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Commissioner to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball. In order to be an ASAP-compliant league, a Little League approved Safety Plan must be filed with Williamsport.

MALIBU LITTLE LEAGUE SAFETY PLAN

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, Malibu Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes the Malibu Little League Safety Code, the Malibu Little League Code of Conduct, and the Malibu Little League Safety Manual. The combination of these documents outlines specific safety issues and the Malibu Little League policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

Safety Commissioner

One of the elected members on this Board is the Safety Commissioner. For the 2007 season, the acting Safety Commissioner is James Keach. This individual acts as Malibu Little League primary point of contact for the creation and enactment of the Safety Plan. The Safety Commissioner authors or modifies the League's Safety Plan, Code(s) of Conduct, Safety Code, and Safety Manual each year, as necessary, **and completes an annual Facility Survey, reviewing all practice and game fields for potential safety hazards.** These documents were presented to the Board for approval and ratification for the upcoming season at the February 6, 2007, Board of Directors' meeting. The ultimate responsibility for ensuring compliance of the Safety Plan lies with the Safety Commissioner. Because of the size of Malibu Little League, and to provide more width to the enforcement of the plan, **each Malibu Little League Board member is tasked with ensuring the overall Safety Plan compliance. SAFETY IS OUR FIRST PRIORITY!**

The Safety Commissioner is included on every meeting's agenda. Besides providing an opportunity for the Safety Commissioner to inform and update the other Board members on the status of certain safety initiatives (whether they be at the local, District, or Headquarters level), it also ensures the continued awareness and attention to the subject of safety within Malibu Little League.

Safety Committee

The Malibu Little League Board of Directors formed the 2007 Safety Committee as designated below and is charged with the primary responsibility to consider, discuss, and recommend courses of action regarding any safety issues that may present itself to the League. The Safety Committee consists of: Safety Commissioner, James Keach; League President, Dave Lewis, MD; Softball Commissioner, Connie Connors; Hardball Commissioner, Lawrence Myers; and Fields Commissioner, Barry Hilton.

Rules Committee

This committee, consisting of the League President Dave Lewis, MD; Hardball Commissioner, Lawrence Meyers; and Softball Commissioner, Connie Connors is responsible for drafting any proposed new or modified Local Rules for Malibu Little League. Areas such as competitive balance, player participation, field conditions, equipment and safety are discussed and any changes/additions are presented to the Board for discussion and/or ratification. Each and every year, this committee evaluates existing Local Rules and considers any necessary changes and/or additions to these rules with proper consideration to **SAFETY BEING OUR FIRST PRIORITY.**

CODES OF CONDUCT

The Malibu Little League **Parent Code of Conduct** and the **Malibu Little League Safety Code** has been adopted by the Board of Directors. **This Code is enforced by the Safety Commissioner, the League President, Umpire Commissioners and all Managers and Coaches.** All league officers, participants, employees and volunteers are required to abide by this code. It is the job of the Safety Commissioner to author and/or make any revisions to this Code of Conduct from year to year, as necessary.

MALIBU LITTLE LEAGUE PARENT CODE OF CONDUCT

All parents who have children playing in the Malibu Little League must agree to the following Code of Conduct:

1. I will set an example of good sportsmanship by respecting the decisions of all coaches, umpires, league officials, players, and opposing teams.
2. I will encourage and support players on all teams.
3. I will not say derogatory remarks to any player.
4. I will not criticize managers, coaches, or players in front of players.
5. I will not yell out instructions, verbally question calls, or use abusive or profane language at any Little League activity.
6. I will make team membership a priority commitment and bring my child to as many practices and games as possible and on time.
7. I will not enter the dugout or field during any game.
8. If I do have any complaints I will follow the proper chain of command and file a written complaint to the team manager and copy the league division commissioner, and league vice-president.
9. I understand that “winning” means more than scoring more runs. Winning also means practicing regularly, being proud of belonging to a team, continuing to learn and improve upon new skills, not being afraid of making mistakes and always trying one’s best.
10. I will not lay a hand upon, push, shove, strike, or threaten to strike anyone or use unnecessary rough tactics or language or any other unsportsmanlike behavior.
11. I will not appear on the fields intoxicated and will not gamble or smoke within 20 feet from the spectator’s stands or dugouts.
12. I am aware and will abide by the Little League Safety Code on the reverse side of this agreement. I will review the Safety Code and this Parent Code with my son or daughter.

Anyone who violates this Parent Code of Conduct will be given one warning (if non-violent), and if their behavior continues they will be asked to immediately leave the field. Further Little League action could result in possible suspension from all future season games. By signing below I verify that I have read and agree to abide by this Parent Code of Conduct.

Parent’s Signatures

Player’s Name

Parent’s Signatures

MALIBU LITTLE LEAGUE SAFETY CODE

Responsibility for Safety procedures should be that of each knowing adult member of Malibu Little League. As mandated by the National Little League and the Malibu Little League, all managers and coaches must complete specified training in areas of baseball/softball fundamentals, coaching skills and techniques, CPR and first aid training. Selection and retention of managers and coaches is based on completion of such training in addition to positive personal attributes in working with kids. A continually strong educational and safety effort is instituted and maintained by Malibu Little League including, but not limited to: 1) Signage to promote safety should be instituted and maintained by Malibu Little League and 2) Safety information provided to all families through the Malibu Little League website at www.malibulittleleague.org website. First-aid kits have been distributed to each Manager and should be brought to all practices and games. There are also first aid kits available at the Bluffs score booths located at the Major's field and at the Pony Fields as well as the Concession Stand. **THERE IS AN AUTOMATED EXTERNAL DEBRILLATOR IN THE PARKS AND RECREATION OFFICE IN THE MICHAEL LANDON CENTER.**

Malibu Little League President shall conduct background checks on all managers, coaches, board members, and all other league volunteers to ensure safety of all players and participants in the League, as directed by the National Little League. Every participant in Malibu Little League is required to submit a Volunteer Application Form to allow for such background checks. (SEE FORMS SECTION FOR APPLICATION AND BACKGROUND CHECK INFORMATION FORM)

- ◆ All managers (or designee) shall have access to a telephone (cell phone is acceptable) at all practices and games for the sake of safety.
- ◆ No games or practice should be held when weather or field conditions are not safe, particularly when lighting is inadequate.
- ◆ Play area should be inspected frequently for holes, damage, glass and other foreign objects.
- ◆ Dugouts and bat racks are positioned behind screens.
- ◆ Responsibility for keeping bats and loose equipment off the field of play is that of the manager/coach.
- ◆ Retrieval of foul balls batted out of the playing area is to place the ball in the foul ball sleeve located on/next to the score booth.
- ◆ During practice sessions 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 errant balls.
- ◆ Equipment will be inspected regularly by the Safety Commissioner. Managers/Coaches are responsible for reporting faulty equipment immediately to the Malibu Little League Hotline at **310-317-2018**.
- ◆ Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- ◆ Batters must wear protective NOCSAE helmets during practice, as well as during games. Major and Junior League Softball players must wear National Little League-approved helmets with face guards and chin straps.
- ◆ During warm up drills for pitchers, the catcher shall only be a player in full protective head gear and an additional player wearing a helmet standing facing the field of play so that no one is endangered by errant balls. Catchers must wear catcher's helmet (with face mask and throat guard), chest protector and shin guards. Male catchers must wear long-model chest protector (divisions below Junior/Senior League), protective supporter and cup at all times. This applies between innings, warm-up and in bullpen practice. Skull caps are not permitted.
- ◆ Except when runner is returning to a base, head first slides are not permitted. This rule applies to Little League (Majors)/Minor and Tee Ball.
- ◆ During sliding practice bases should not be strapped down.
- ◆ At no time should "horse play" be permitted on the playing field.
- ◆ At no time is any child who is not registered as a Malibu Little League player allowed on any field.
- ◆ Parents of players who wear glasses should be encouraged to provide "Safety Glasses."
- ◆ Players must not wear watches, rings, pins, jewelry or other metallic items.
- ◆ Batting/catcher's helmets should not be altered in any way unless approved by the manufacturer.
- ◆ Regulations prohibit on-deck batter. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat. This rule applies to Little League (Majors)/Minor and Tee Ball.
- ◆ No gum is allowed at any time (choking hazard).
- ◆ Players who are ejected, ill or injured should remain under supervision until released to the parent or guardian.

Failure to comply with this Code of Conduct may result in expulsion from the field(s) and/or Malibu Little League

Parent initials ()

Parent initials ()

ACCIDENT NOTIFICATION REPORTING PROCEDURES

The following reporting procedures must be used by all Managers, Coaches, parents, umpires, and volunteers regarding injuries:

WHAT TO REPORT

An incident that causes any player, manager, coach, umpire, or volunteers to receive medical treatment and/or first aid must be reported to the Safety Commissioner. The terms "medical treatment and/or first aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. *Any incident that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require medical assistance* must be reported promptly.

WHEN TO REPORT

All such incidents described above must be reported to the Safety Commissioner *within 48 hours* of the incident. Safety Commissioner, James Keach can be reached at 310-457-4793 or via Email: JKEACH@AOL.COM.

If the Safety Commissioner is not available, first attempt to contact the Malibu Little League President, Dave Lewis, MD at 805-701-3377 then Softball Commissioner, Connie Connors at 310-428-5858 or 310-589-5959.

HOW TO MAKE THE REPORT

Reporting incidents can come in a variety of forms. Most typically, they are *telephone conversations with follow up by fax or email*. At a minimum, the following information must be provided to the Safety Commissioner or the Malibu Little League President (**Accident Notification Form is attached in the Forms Section at the end of the Safety Manual**):

- The name and phone number of the individual involved (or of their parents)
- The date, time, and location of the incident
- As detailed a description of the incident as possible
- The preliminary estimation of the extent of any injuries
- The name and phone number of the individual reporting the incident.

SAFETY COMMISSIONER'S RESPONSIBILITIES

1. The Safety Commissioner will receive this injury report and will enter it into the league's safety database.
2. Within 48 hours of receiving the incident report, the Safety Commissioner will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Malibu Little League insurance coverage's and the provisions for submitting any claims for reimbursement.
3. If the extent of the injuries are more than minor in nature, the Safety Commissioner shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered closed.

AIG CLAIM FORM (See FORMS SECTION of Safety Manual)

AIG CLAIM FORM INSTRUCTIONS (For claims occurring after January 1, 2005)

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 AIG Accident Master Policy acquired through Little League contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first. To help explain insurance coverage to parents/guardians refer to THE AIG ACCIDENT NOTIFICATION FORM in the FORMS SECTION OF THIS MANUAL. It is also available on the www.littleleague.org website.

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 benefit. (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 Headquarters. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The AIG 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, Pennsylvania, with its principal place of business in New York, New York. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. With your league's cooperation, insurance rates have increased only three times since 1965.

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 occurs.

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: MALIBU LITTLE LEAGUE, ID# 405-25-10.

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

1. The adult claimant or parent(s)/guardian(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. 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 Headquarters. 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 **Malibu Little League President.**
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 twenty (20) days of the incident for the current season.

GENERAL HEALTH

PHYSICAL EXAMS

Malibu Little League shall include the following wording (or as modified from time to time) in its Player Application Form: *While physical exams are not required by league policy, National Little League strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent. Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem.*

MEDICAL APPROVAL AND RELEASE

The Medical Approval and Release form is provided to all managers. This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (allergies, for example). Managers must carry with them at all times a completed release for each of the players on their team as part of each player's annual application.

COMMUNICABLE DISEASE PROCEDURES

While the risk of one participant infecting another with HIV/AIDS during league activities is small, 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 the following:

- ◆ **Bleeding must be stopped**, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- ◆ **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 hands immediately after removing gloves.
- ◆ **Clean all blood-contaminated surfaces** and equipment with a solution made from a proper disinfectant before competition resumes.
- ◆ **Practice proper disposal** procedures to prevent injuries caused by needles and other sharp instruments or devices.
- ◆ **Although saliva is not known to be a variable** in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- ◆ **Managers, coaches, umpires, and volunteers** with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
- ◆ **Contaminated towels** should be disposed of or disinfected properly.
- ◆ **Follow acceptable guidelines** in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

10 HEALTH TIPS A YOUTH BASEBALL/SOFTBALL COACH SHOULD KNOW

(Provided by Temple University Hospital)

If you're a Little League coach there are 10 tips you should know to help keep your players healthy. "The number one tip coaches should remember is that children are not miniature adults and shouldn't be treated as such," says Jim Rogers, a certified athletic trainer in Temple University Hospital's Sports Medicine Center. "This may seem obvious, but many adults don't realize children's bodies can't take the same amount of physical stress adult bodies can take. That's because children are still growing and therefore are more susceptible to injury".

1. Stretching them muscles related to the activity is very important. For example, if a child is pitching, he should concentrate on stretching his arm and back muscles. If a child is catching, the focus should be on the legs and back.
2. A good warm-up is just as important as stretching. A warm-up can involve light calisthenics or a short jog. This helps raise the core body temperature and prepares all the body's muscles for physical activity.
3. Children should not be encouraged to "play through pain." Pain is a warning sign of injury. Ignoring it can lead to greater injury.
4. Swelling with pain and limitation of motion are two signs that are especially significant in children - do not ignore them. They may mean the child has a more serious injury than initially suspected.
5. Rest is by far the most powerful therapy in youth sports injuries. Nothing helps an injury heal faster than rest.
6. Children who play on more than one team are especially at risk for overuse injuries. Overuse injuries are caused by repetitive stress put on the same part of the body over and over again.
7. Injuries that look like sprains in adults can be fractures in children. Children are more susceptible to fractures, because their bones are still growing.
8. Children's growth spurts can make for increased risk of injury. A particularly sensitive area in a child's body during a growth spurt is the growth plate – the area of growth in the bone. Growth plates are weak spots in a child's body and can be the source of injury if the child is pushed beyond his/her limit athletically.
9. Ice is a universal first-aid treatment for minor sports injuries. Regular ice packs should be available at all games and practices. Ice controls the pain and swelling caused by common injuries such as sprains, strains and contusions.

THE HEIMLICH MANEUVER

The Heimlich maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation. When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?" If the person can speak or cough, do not perform the Heimlich maneuver or pat them on the back. Encourage them to cough.

TO PERFORM THE HEIMLICH:

1. Grasp the choking person from behind;
2. Place a fist, thumb side in, just below the person's breastbone (sternum), but above the naval;
3. Wrap second hand firmly over this fist;
4. Pull the fist firmly and abruptly into the top of the stomach.

NOTE: It is important to keep the fist below the chest bones and above the navel.

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp). These will be violent thrusts, as many times as it takes.

FOR A CHILD:

1. Place your hands at the top of the pelvis;
2. Put the thumb of you hand at the pelvis line;
3. Put the other hand on top of the first hand;
4. Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be immediately sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought. Call 911 or directly to 818-878-1808 or 310-456-6652, or go to the local emergency room.

LIGHTNING EVACUATION PROCEDURES

1. **Stop any game or practice** if lightning can be seen or it is loud above 45 decibels (generally this is louder than a normal conversation).
2. **Stay away from metal fencing** (including dugouts)
3. **Do not hold a metal bat.**
4. **Walk, don't run to car** and wait for a decision on whether or not to continue the game or practice.
5. If in doubt, do not continue game or practice. Keep limbs inside the car away from metal. Do not make contact with the car or the ground.
6. **Do not stay in the dugout.**

IMPORTANT DO'S AND DON'TS

DO

1. Reassure and aid children who are injured, frightened, or lost.
2. Provide, or assist in obtaining, medical attention for those who require it.
3. **Know your limitations.**
4. Carry your first-aid kit, Safety Manual with extra Accident Notification Forms with you to all games and practices.
5. Assist those who require medical attention - and when administering aid, remember to:

LOOK for signs of injury (*blood, black-and-blue deformity of joint etc.*).

LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.

FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.

ALWAYS have your players' Medical Clearance Forms with you at all games and practices.

Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones either on site or nearby.

DON'T

1. Administer any medications
2. Provide any food or beverages (other than water)
3. Hesitate in giving aid when needed
4. **Be afraid to ask for help if you're not sure of the proper procedures**
5. Transport injured individuals except in extreme emergencies
6. **Leave an unattended child at a practice or game.**
7. Hesitate to report any present or potential safety hazard to the Safety Commissioner immediately.

SOME GENTLE REMINDERS

Make sure your managers, coaches and each child on your team has correctly filled out the SAFETY MANUAL ACKNOWLEDGEMENT FORM and the manager/coach has sent it to THE SAFETY COMMISSIONER. If you need more forms, contact the Safety Commissioner. FAILURE TO DO SO CAN AND MAY RESULT IN DISCIPLINARY ACTION.

Malibu Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible. Check your EMAIL, THE MALIBU LITTLE LEAGUE WEBSITE AND/OR REGULAR MAIL regularly for league updates, memorandum, and special notices.

Check the Malibu Little League website at www.malibulittleleague.org frequently. It is a valuable resource for information including a complete league calendar and the names of the Board of Directors.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Commissioner or another Board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often.

FIELD AND GAME SAFETY CHECKLIST

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

Field Condition	REPAIR NEEDED?		Field Condition	REPAIR NEEDED?	
	YES	NO		YES	NO
FIELD CONDITION			CATCHER'S EQUIPMENT		
Backstop			Shin guard		
Home plate			Helmets		
Bases			Throat protector		
Bases Secure			Chest protector		
Pitchers mound			Catcher's mitt		
Batters box level					
Batters box marked			SAFETY EQUIPMENT		
Grass surface (even)			First-Aid Kit each team		
Gopher holes			Medical Release Forms		
Infield fence			Accident Notification Form		
Outfield fence			Blanket for shock		
Foul Ball Sleeve			Ice/Ice packets		
Foul lines marked			MLL Safety Manual		
Sprinklers					
Warning track			PLAYERS EQUIPMENT		
Coaches box level			Batting helmets		
Coaches box marked			Jewelry removed		
Dirt needed			No hooded sweatshirts		
Score Board			Bats inspected		
Score Booth			Shoes checked		
			Uniforms checked		
SPECTATOR AREA			Athletic cups (boys)		
Bleachers			Little League patch		
Hand rails					
No smoking			DUGOUTS		
Parking area			Screens		
Protective Screens			Bench		
Cleanliness			Bat Racks		
Trash Cans			Helmet Racks		
Water			Cleanliness		

STORAGE SHED PROCEDURES

The following applies to all of the storage sheds used by Malibu Little League and apply to anyone who has been issued a key or combinations by Malibu Little League to use those sheds.

All individuals with keys/combinations to the Malibu Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, etc.*

LOCK UP WHEN YOU ARE DONE WITH THE SHED(S).

Before you use any machinery located in the shed (i.e., pitching machines, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.

All chemicals or organic materials stored in Malibu Little League sheds shall be properly marked and labeled as to its contents.

All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.

Any witnessed, loose, chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

CONCESSION STAND AND SAFETY PROCEDURES

- ◆ People working in the Concession Stand will be trained in safe food preparation.
- ◆ Training will cover safe use of the equipment. This training will be provided by the Concession Stand Manager.
- ◆ Cooking equipment will be inspected periodically and repaired/replaced as needed.
- ◆ Propane tanks and Barbeque will be turned off after use.
- ◆ Food not purchased by Malibu Little League to sell in its Concession Stand will not be cooked, prepared, or sold in the Concession Stand.
- ◆ Cooking grease will be stored safely in containers away from open flames.
- ◆ Cleaning chemicals must be stored in a locked container.
- ◆ A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
- ◆ All Concession Stand workers are to be instructed on the use of fire extinguishers.
- ◆ A fully-stocked First Aid Kit will be placed in the Concession Stand and in plain view at all times.
- ◆ The Concession Stand main entrance door will not be locked or blocked while people are inside.

MANAGER/COACH'S EXPECTATIONS: WHAT DO I EXPECT FROM MY PLAYERS? (PAGE ONE OF TWO)

1. To be on time for all practices and games.
2. To always do their best whether in the field or on the bench.
3. To be positive and supportive of teammates, at all times.
4. To be cooperative at all times and share team duties. Be respectful of decisions made by the Manager and/or coaches without commentary.
5. To respect not only others, but themselves as well.
6. To always follow safety procedures.
7. To be respectful of coaches, managers and umpires all times.
8. To try not to become upset at their own mistakes or those of others. Treat these events as opportunities to learn and show our support for one another. To understand that winning is only important if you can accept losing, as both are important parts of any sport.

WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

1. To be on time for all practices and games.
2. To be as fair as possible in giving playing time to all players.
3. To do my best to teach the fundamentals of the game.
4. To be positive and respect each child as an individual.
5. To set reasonable expectations for each child and for the season.
6. To teach the players the value of winning and losing.
7. To be open to ideas, suggestions or help.
8. To never yell at any member of the team, the opposing team or umpires. Any confrontation will be handled in respectful, quiet and individual manner.

WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

1. To come out and enjoy the game. Cheer to make all players feel important. Please, do not "coach" from the bleachers or sidelines.
2. To allow me to coach and run the team.
3. To try not to question my leadership. All players will make mistakes and so will I.
4. To endeavor that all participants in Malibu Little League and the community has an enjoyable, learning experience.
5. To remain in the bleachers during the game and during practices. Do not visit with players or coaches at the dugout or fence.
6. To know and understand that food/candy is not allowed in the dugout.
7. To not yell at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role model. If we eliminate negative comments and set a positive example, all players will have an opportunity to have fun, learn and play without any unnecessary pressures and will learn the value of sportsmanship. If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.
8. To remind your child that safety is of the utmost consideration. Being respectful of the rules, guidelines and safety of all teammates and coaches is paramount.
9. Finally, do not expect the majority of children playing Little League to have strong skills. We hear all of our lives that we learn from our mistakes and remember, baseball/softball is the only sport that has a BOX for errors.
It's expected, it's even a good thing to learn from these. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits.

(PAGE TWO OF TWO)

I have read or have been read the above and promise to adhere to its rules and regulations. **PARENTS AND PLAYERS, please sign and date below:**

MANAGER/COACH AND TEAM SAFETY MANUAL ACKNOWLEDGEMENT FORM

Print name of Manager Team name and division

Signature of Manager Date

Signature of Coach Signature of Coach

Player #1 Player #2

Player #3 Player #4

Player #5 Player #6

Player #7 Player #8

Player #9 Player #10

Player #11 Player #12

Player #13 Player #14

Player #15

DRIVING PERMISSION SLIP FORM

We, the undersigned parents of _____, do hereby authorize the adult leaders or agents of Malibu Little League to act as agent of the undersigned and to consent for them to authorize any medical or surgical diagnosis or hospitalization which are deemed advisable and or administered by a duly licensed physician. If, and in the event, such help of an emergency nature becomes evident and necessary then this authorization is given pursuant to the provisions of Section 25.3 of the California Civil Code; and in no event will Malibu Little League Baseball, or its officers, managers, coaches, umpires, leaders or agents be held liable for any first-aid or surgical treatment or procedures performed pursuant to this consent.

I further agree to let my child be transported to the Little League game on _____, at _____ o'clock. The game will be located at _____.

All drivers are on file with the Malibu Little League Board of Directors and no transportation can take place without prior acknowledgment and approval of the MLL Player Agent assigned to your particular division of the League. Malibu Little League has made best efforts to ensure that drivers hold a valid California driver's license and currently hold a valid auto insurance policy and that the driver's record shows no past serious infractions of the vehicle code but in no event will Malibu Little League or its officers, managers, coaches, umpires, leaders or agents be held liable for any accident as a result of transporting your child.

I further agree to assume the responsibility of seeing that my child cooperates and conforms to the fullest with the team manager, designated coaches or designated driver and that he or she follows their instructions and those of the officials who may be in charge.

A Photostat copy of this agreement is considered the same as the original.

Parent's Name (printed)

Child's Name (printed)

Parent's Signature

Date

EMERGENCY TELEPHONE NUMBERS:

Daytime Telephone

Evening Telephone

Team Manager's Name (printed)



MALIBU LITTLE LEAGUE BOARD OF DIRECTORS



2007

President	Dave Lewis	805-701-3377	mdlewismd@aol.com
Vice President	Kevin Slattery	310-589-0508	kcslatts@yahoo.com
Secretary/Treasurer	Kathryn Galan	310-589-9998	kflynnngalan@msn.com
Player Agent	David Markun	310-455-8699	dmarkum@mzclaw.com
Softball Commissioner	Connie Connors	310-589-5959	cBUplay@aol.com
Parent Auxiliary Hardball	Loretta Tiefen	310-589-9072	Line2loretta@netzero.net
Parent Auxiliary Softball	Karen Blackmore	310-456-2479	karenblackmore@mac.com
Fundraising/PR	Madonna Slattery	310-589-9674	Malibupeach@yahoo.com
Safety Commissioner	James Keach	310-457-4793	jkeach@aol.com
Fields Commissioner	Barry Hilton	310-457-9250	barronhilton@aol.com
Equipment Commissioner	Kevin Slattery	310-589-0508	kcslatts@yahoo.com
Hardball Commissioner	Lawrence Myers	310-584-1945	myers.lawrence@verizon.net
Softball Board	Erin Sinclair	858-705-1706	espeaches8@yahoo.com
Webmaster/Info Officer	Scott Blake	310-456-3778	sblake@calventures.biz
Coaching Coordinator	Larry Welk	310-457-3978	larry@vanguardrecords.com
Softball Board	Donna Plank		Donna.Nofziger.Plank@pepperdine.edu
NON-BOARD POSITIONS	Dan Common	Umpire Coordinator	206-276-7196
	Christy Hilton	Fundraising Assistant	310-457-9350
	Earl Baer	Info Assistant	310-456-5426

FORMS ATTACHED

- A. AIG ACCIDENT NOTIFICATION FORM
- B. LITTLE LEAGUE BASEBALL MEDICAL RELEASE
- C. COACH, PLEASE LET PLAYERS CATCH
- D. CONDITIONING AND STRETCHING SUGGESTIONS FOR WARM UP DRILLS
- E. EQUIPMENT
- F. FIRST AID KIT IS FIRST PRIORITY
- G. FREQUENTLY ASKED QUESTIONS
- H. GUIDELINES TO CONDUCTING A LITTLE LEAGUE VOLUNTEER BACKGROUND CHECK
- I. LITTLE LEAGUE VOLUNTEER APPLICATION
- J. LITTLE LEAGUE INJURY DATA
- K. MAKE SURE THEY ARE SAFE (Catcher's gear)
- L. PLAY IT SAFE WARM UP DRILLS