

GRANADA HILLS LITTLE LEAGUE



ASAP MANUAL 2025

Table of Contents

2	Welcome Letter
2	Emergency Contact Information
2	Board of Directors Contact Information
3	Safety Officer
3	Volunteer Applications/Background Checks
3	First Aid and Training
4	Accident Reporting Procedure
4	Code of Conduct
5	Manager and Coaching Training
5	Role Responsibilities
9	Field and Equipment Inspections
10	Annual Facility Survey
10	Safety Code
11	Stretching and Conditioning
11	Common Sense Guidelines for a Safe Coaching Experience
12	Little League Rules and Regulations
12	Pitching
12	Hydration
13	Concession Stand Safety and Procedures
13	Missing Child
14	Child Abuse
14	Life Threatening Violence
15	Transportation
15	Weather
16	Evacuation/Active Shooter Plan
17	Storage Shed Procedures
18	Machinery
18	Shut-Off Procedures
19	Forms

Welcome Letter

We are thankful you've chosen to once again be a part of this wonderful league. We couldn't do it without you. We've worked hard in the off season to make big improvements to the facility so it can be a place you're truly proud to be a part of. This 2025 GHLL Safety Manual is published and provided to all managers and coaches (with copies held on file with both the District 40 office and the National Little League Headquarters).

GHLL's Board of Directors ("BOD") continues to make valuable contributions to its coaches and players through ongoing dedication to its baseball and softball programs.

This Safety Manual is intended to be used as a safety guide, as well as an educational resource, which should be reviewed periodically to strengthen and improve one's knowledge of important safety rules, emergency protocols and GHLL's overall policies and procedures.

Thank you for your ongoing commitment to GHLL and for providing a safe, fun and unforgettable experience to all its players, managers, coaches, umpires and volunteers.

Sincerely,

Eddie Alvarez
Safety Officer
Granada Hills Little League
eddie.alvarez@granadahillsll.org

Emergency Contact Information

Fire Department:	213-458-6185
Police Department:	818-838-9800
General Emergency:	9-1-1
Providence Holy Cross Hospital:	818-855-8500
Northridge Medical Center:	717-327-1674
Williamsport Insurance Claims Office:	818-365-8051

District 40 Safety Officer	Keith Szarabajka	darktale@earthlink.net
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Board of Directors Contact Information

President	Mayra Mora	mayra.mora@granadahillsll.org
Vice-President	Jose Garcia	jose.garcia@granadahillsll.org
Vice-President	Robert Peña	robert.pena@granadahillsll.org
Player Agent	David Nevarez	david.nevarez@granadahillsll.org
Treasurer/Umpire In Chief	Jacob Dubois	jacob.dubois@granadahillsll.org
Secretary	Siobhan DuBois	siobhan.dubois@granadahillsll.org
Safety Officer	Eddie Alvarez	eddie.alvarez@granadahillsll.org
Equipment Manager	Mike Johnson	mike.johnson@granadahillsll.org
Facilities Manager	Mike Reeves	michael.reeves@granadahillsll.org
Facilities	Obed Aguirre	obed.aguirre@granadahillsll.org
Registrar	David Estey	david.estey@granadahillsll.org
Events/Sponsor/Fundraising	Christine Groves	christine.groves@granadahillsll.org
Merch/Uniforms	Raul Diaz	raul.diaz@granadahillsll.org
Coaching Coordinator	Orlando Montes	orlando.montes@granadahillsll.org
Board Member	Maria Loeza	maria.loeza@granadahillsll.org

Safety Officer

The Safety Officer position is part of GHLL's BOD which is reported to Little League Headquarters. The Safety Officer is responsible for the communication, application, and enforcement of the safety code. The goal is to create awareness, through education and information:

- Submit a qualified safety plan registration form with ASAP plan.
- Provide opportunities to provide a safer environment for children and all GHLL participants.
- Develop and implement a plan for increasing safety through education and monitoring.
- Work with the Equipment Manager to ensure that all equipment is in safe condition.
- Instruct all managers and umpires to inspect equipment before each game.
- Responsible for filing and following through on accident reports with Little League Headquarters.
- Record accidents and near miss reports.
- Submit League Player Registration Data or Player Roster Data and Coach and Manager Data via the Little League Data Center at www.LittleLeague.org.

Volunteer Applications/Background Checks

Volunteers are the support of GHLL baseball and softball programs. It takes many dedicated people to coach teams, umpire games, work in the concession stands and serve on the BOD.

GHLL seeks to educate children and volunteers in ways to prevent child abusers from becoming involved in its programs. As such, GHLL uses the official Little League Volunteer Application form to screen all managers, coaches, umpires and volunteers. All volunteers are initially screened by individuals from GHLL BOD and are then investigated through a background check for any known record of sexual abuse, criminal behavior, etc. GHLL's will retain these confidential forms for the year of service.

Additionally, anyone who spends more than 32 hours volunteering will also be required to have a Live Scan on file with GHLL.

Any person whose background check reveals a conviction for any crime involving or against a minor and anyone refusing to fill out a Volunteer application is ineligible to participate in the league in any way.

First Aid and Training

As soon as practically possible, GHLL will provide a First Aid Clinic at 8:30am in the Clubhouse. At least one coach/manager from each team is required to attend.

All coaches and managers are also required to get several safety certificates:

- Concussion Training at [https:// headsup.cdc.gov/](https://headsup.cdc.gov/)
- Abuse Awareness at <https://www.littleleague.org/university/articles/abuse-awareness-training-course/>
- Sudden Cardiac Arrest at <https://epsavealife.org/sca-prevention-training/>
- Little League Diamond Leader Training at <https://www.littleleague.org/diamondleader/>

These certificates expire every three years. Email a copy of your certificates to the Safety Office, Eddie Alvarez, at eddie.alvarez@granadahillsl.org

First aid kits will be provided to each team at the beginning of the season. The first aid kit will become part of the team's equipment package and shall be taken to all practices (including batting cages), games (including pre- and post-season), and any other GHLL event where anyone's safety is at risk.

Communicable Disease Procedures and Precautions

1. Any bleeding must be stopped, the open wound covered, and the uniform changed if blood is present before the player may continue to play.
2. Use vinyl or latex gloves to prevent exposure when the possibility of contact with blood or other body fluids is present.
3. Immediately wash hands and other affected skin surfaces if contaminated with blood.
4. Alcohol based hand sanitizer will suffice in the absence of soap and water.
5. Clean all blood contaminated surfaces and equipment with a disinfectant or bleach solution. Managers, coaches and other volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when hauling bloody dressings, mouth guards and other articles containing body fluids.

Accident Reporting Procedure

What to Report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the GHLL Safety Officer.

When to Report

All such incidents described above must be reported within 24 hours of the incident. The Safety Officer can be reached as follow: Eddie Alvarez, Phone: (818) 426-0258, Email: eddie.alvarez@granadahillsl.org

How to make a Report

GHLL will use the provided incident tracking form from the LL website and will provide completed Accident forms to Safety Officer within 24-48 hours of the incident. Please see copy of accident Reporting form.

At minimum the following information must be provided:

1. The name and phone number of the individual involved.
2. The date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the reporting person.

Code of Conduct

GHLL has instituted a Code of Conduct to ensure that the behavior and conduct of all participants in GHLL. Players, managers, coaches, parents, league officials, umpires, scorekeepers, announcers and spectators all share in the responsibility to always display proper behavior. Unsportsmanlike conduct or disrespect for the game, league officials, opposing coaches and teams, the umpires and game officials, the scorekeepers and the spectators will not be tolerated in GHLL during any of its activities. The President of the GHLL or the BOD may take disciplinary action against any participant in the league, including players, coaches, parents, umpires, league officials, and spectators, whose conduct is detrimental to the operation and purpose of GHLL. While this Code of Conduct enumerates certain conduct that would result in automatic disciplinary action, it is not exhaustive and other conduct not specifically identified herein could also result in disciplinary action.

Disciplinary action includes reprimands, game ejections, suspensions, or expulsion from the league.

The use of tobacco, alcohol or illegal drugs anywhere on or in the vicinity of the playing fields is strictly prohibited. Violation of this rule will result in immediate expulsion from the league.

Player code of Conduct

The following behavior will result in immediate ejection from the game, a mandatory one—game suspension from the player's next regularly scheduled game, and such other action as the GHLL deems appropriate:

- a. arguing with umpires or other game officials.
- b. engaging in offensive behavior.
- c. trash—talking to opponents.
- d. unsportsmanlike conduct.
- e. abusive, harmful or unwarranted disruptions to the game.
- f. throwing bats, helmets, gloves, or other equipment in anger.
- g. using profane, obscene or vulgar language.
- h. verbal disrespect directed towards an umpire, game official, league official, another player, manager, coach or spectator.

Manager and Coach Code of Conduct

The following behavior will result in immediate ejection from the game or GHLL approved activity, a mandatory two game suspension from the next regularly scheduled game and such other action as GHLL deems appropriate:

- a. arguing with umpires or other game officials.
- b. engaging in offensive behavior.
- c. trash talking to opponents.
- d. unsportsmanlike conduct.
- e. abusive, harmful or unwarranted disruptions to the game.
- f. throwing bats, helmets, gloves, or other equipment in anger.
- g. using profane, obscene or vulgar language.
- h. verbal disrespect directed towards an umpire, game official, league official, player, manager, coach or spectator.

Spectator Code of Conduct

The following is the Code of Conduct all spectators are obligated to follow in GHLL, or at any GHLL activity (such as tournaments or games played in other Little Leagues). Violation of any rule may result in disciplinary action.

- a. Spectators shall not incite or participate in any form of unsportsmanlike conduct.
- b. Spectators shall not use abusive or profane language or gestures at any time.
- c. Spectators shall not criticize, belittle, antagonize or berate anyone by word of mouth or by gesture.
- d. Spectators shall accept all decisions of the umpires and game officials as being fair and judged to the best of their ability.

Manager and Coach Training

GHLL requires that all coaches attend an annual, mandatory fundamentals training session, which includes hitting, throwing, fielding, pitching and overall team management including how to manage parents. Every February, GHLL will conduct a fundamentals training to all its managers and coaches at GHLL. Every Manager/Coach will attend this training at least once every three (3) years.

Role Responsibilities

The manager is a person appointed by the BOD, to be responsible for the team's actions on the field, and to represent the team in communications with the umpires and the opposing team.

- a. The manager and coach shall always be responsible for the team's conduct.
- b. The manager and coach are also responsible for the safety of the players, both in activities and environment during all practices and games.

Pre-Season Responsibilities:

Managers will:

- a. Take possession of this Safety Manual and the First Aid Kit supplied by the Safety Officer.
- b. Appoint a volunteer parent as the Team Safety Officer (TSO). The TSO must be able to be present at all games and must own or have access to a cellphone for emergencies happening off the complex.
- c. Attend a mandatory training session on CPR, given by GHLL, with his/her TSO and designated coaches.
- d. Cover the basics of safe play with team before first game.
- e. Teach players the fundamentals of the game while advocating safety.
- f. Teach players how to slide before the season starts.
- g. Notify parents that if a child is injured or ill, player cannot return to practice unless they have written clearance by their doctor. This medical release protects the Manager should the player become further injured or ill. There are absolutely no exceptions to this rule.
- h. Encourage players to bring water bottles to games and practices.
- i. Encourage parents to provide sunscreen for themselves and players.
- j. Encourage players to wear mouth protection.

Season Play Responsibilities: Managers will:

- a. Work closely with TSO to make sure equipment is in good condition.
- b. A cellphone should be always on hand while at the GHLL facility practice and games.
- c. Not expect more from their players than they are capable of.
- d. Teach the fundamentals of the game to the players.
- e. Be open to ideas, suggestions, or help.
- f. Always have First Aid Kits and Safety Manual on hand.
- g. Use common sense.

Pre-Game and Practice Responsibilities:

Managers will:

- a. Make sure that players are healthy, rested, and alert.
- b. Make sure players returning from injury or illness have medical release from their doctor. Otherwise, they cannot play.
- c. Make sure players are wearing proper uniform, and catchers are wearing a cup.
- d. Check that all equipment is in working order and safe.
- e. Agree with opposing manager on the fitness of the field.
- f. Ensure that all proper stretching and conditioning has been completed before playing equipment gets on the field.
- g. Ensure that proper warm-ups (throwing and running) are performed.

During the Game Responsibilities:

Managers will:

- a. Make sure that players carry all gloves and equipment off the field and to the dugout when their team is up to bat.
- b. Keep players alert.
- c. Always maintain discipline.
- d. Be organized.
- e. Keep players on the bench, or in the dugout, unless preparing to go into the game.
- f. Make sure catcher is wearing all required equipment.
- g. Encourage "Safety First".
- h. Keep players off the fences.
- i. Keep player hydrated.
- j. Refrain from interaction with spectators.

Post-Game Responsibilities:

Managers will:

- a. Begin cool-down exercises with players.
- b. Remain at the field until every team member has been picked up by a known family member or designated guardian.
- c. Notify parents if their child has been injured, regardless of severity of injury.
- d. Discuss any safety concerns with TSO.
- e. Complete an accident report, if any injuries occurred, and give to GHLL Safety Officer within 24 hours.
- f. Ensure field is at pregame condition before departing.

If a Manager has not appointed a TSO, then that Manager must assume the responsibilities. If a Manager knowingly disregards safety, he/she will be summoned before the BOD for a review of their conduct.

Umpires Pre-Game:

- a. Check equipment in dugouts of both teams. Equipment that does not meet specifications must be removed from the game.
- b. Make sure catchers are wearing helmets when warming up pitchers.
- c. Make sure all bats have grips.
- d. Make sure that all helmets meet Little League, NOCSAE, specifications, and bear LL seal of approval.
- e. Inspect helmets for cracks.
- f. Walk the field checking for hazards and/or obstructions.
- g. Check players to ensure no jewelry or metal cleats.
- h. Make sure all boundary lines are marked with white non-caustic chalk.
- i. Secure official Little League balls from both teams.
- j. Fill out Field Safety Checklist to document all the above.

During the Game:

- a. Govern the game as mandated by Little League rules and regulations.
- b. Check baseballs for discoloration, nicks, and discard any that are unfit.
- c. Act as sole judge as to whether and when play shall be suspended or terminated during a game due to unsuitable weather conditions, an unfit playing field, poor visibility, or incidents that may endanger players and/or coaches; and whether and when, or if, the game shall resume play.
- d. Ensure and enforce "No Spectators on the Field" during the game.
- e. Ensure catchers are wearing proper equipment.
- f. Continue to monitor field for safety and playability.
- g. Make all calls loud and clear, signally each properly.

h. Ensure all players and spectators keep fingers out of fencing.

Post-Game:

- a. Check with Managers of both teams regarding safety violations.
- b. Report any unsafe situations to the GHLL Safety Officer, by phone and in writing.

TSO's Will:

Pre-Season:

- a. Acquire the safety manual.
- b. Introduce themselves to the GHLL Safety Officer.
- c. Attend Safety & CPR clinics with manager.
- d. Have parents fill out Medical Release Forms (sample in sample-forms section).
- e. Inspect all team equipment once issued by Equipment manager. Replace any unfit equipment through the Equipment manager.
- f. Get acquainted with all team players & parents.
- g. Have parents fill out a Medical History form on their player. You must be prepared for allergies (food or otherwise), asthma, heart conditions, past injuries, communicable diseases, any medications, etc.
- h. Do the same for your manager & coaches.
- i. Submit copies of the Medical Release & History forms to the GHLL Safety Officer for his/her records.

Season Play:

- a. Keep a safety log of all injuries that occur on their team.
- b. Report weekly to GHLL Safety Officer as to any or no occurrences.
- c. Inspect all equipment.
- d. Help manager & coaches give first aid if necessary.
- e. Be a liaison between parents, players, manager, and GHLL Safety Officer.
- f. Fill out accident report if injury occurs.
- g. Report injuries to GHLL Safety Officer within 12 hours of occurrence.
- h. Replenish safety kit as needed.

Pre-Game:

- a. Ensure that this Safety Manual and the first-aid kit are present.
- b. Check with each player to ascertain health and/or existing injuries.
- c. Monitor players and coaches during warm-ups.
- d. Inspect all equipment.
- e. Walk/inspect the field for hazards.
- f. Be alert and prepared for any responses necessary.

During Game:

- a. Monitor all players and coaches.
- b. In case of injury, assist the manager in tending to the player or coach until professional help arrives.
- c. Act as liaison between manager, player, parents, and GHLL Safety Officer.

Post-Game:

- a. Record any safety infractions or incidents in TSO safety log.
- b. Report any incidents to GHLL Safety Officer within 12 hours of incident.
- c. Fill out an "Accident Investigation Report" (found in forms section) and send a copy to the GHLL Safety Officer.
- d. Assist parents if child must go to a hospital or see a physician.
- e. Provide insurance documentation to the hospital, if necessary.

f. Follow up with parents as to child's well-being.

Post-Season Play:

Everybody's responsibilities remain the same throughout the post-season, including TOC and All-Stars. The manager for All-Stars will be required to select another TSO, should his regular-season TSO be unavailable.

Field and Equipment Inspections

GHLL teams play on several fields and locations throughout the area. Coaches and managers are responsible for ensuring there are no fields and facilities are safe for play. All coaches and/or managers must walk the field upon arrival and prior to practicing on a field. Any major discrepancies, which may jeopardize player's safety, should be immediately reported to the Safety Officer.

GHLL completes annual inspections of all its fields prior to the start of the baseball season. Maintenance and care of the fields is provided throughout the baseball season by GHLL. It is the responsibility of all coaches and umpires to immediately report any hazardous conditions to GHLL Safety Officer and/or its BOD.

Minimum requirements of the coaches and umpires include walking the fields prior to all games taking note of any new hazards created by irrigation, weather, general use or vandalism. GHLL Equipment Manager & Safety Officer perform a preseason assessment of all league gear and routinely spot check equipment throughout the season to ensure it is in good repair.

The Equipment Manager is responsible for purchasing and distributing equipment to the individual teams. This equipment is checked and tested when it is issued, but it is the Manager's responsibility to maintain it. If players contribute their own gear, it can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book. At the end of the season, all equipment must be returned to the GHLL Equipment Manager. First-Aid kits and Safety Manuals must be turned in with the equipment.

Required

- a. Helmets must meet NOCSAE specifications and standards.
- b. Each helmet shall have an exterior warning label. This warning label cannot be embossed in the helmet but must be placed on the exterior portion of the helmet and must be visible and easy to read.
- c. It is mandatory that all batters, base runners, and player/base coaches wear a helmet during all games. Use of a helmet is optional for adult base coaches.
- d. All male players must wear athletic supporters.
- e. Male catchers must wear metal, fiber, or plastic protective cups, and a long-model chest protector.
- f. Female catchers must wear long or short-model chest protectors.
- g. All catchers must wear chest protectors with neck collars, face masks with throat guards, shin guards, and a catcher's helmet, all of which must meet Little League specifications and standards. All catchers must wear masks with throat guards, and a catcher's helmet when catching pitcher warm-ups. NOTE: Skullcaps are not permitted.
- h. If the gripping tape on a bat unravels, the bat may not be used until repaired.
- i. Bats with dents, or that are fractured in any way, must be discarded.
- j. Only official Little League approved balls will be used during practices and games.
- k. Make sure that the equipment issued to you is appropriate for the age and size of your players.
- l. Pitchers may not wear multi-colored gloves.
- m. As of 2008, all bases will be break-away bases.
- n. All metal bats in the T-ball through Intermediate division must be a USA bat and have a USA sticker.

Annual Facility Survey

As required, GHLL submits an updated Facility Survey on an annual basis of its six (6) baseball fields operated under the guidance of the City of Granada Hills Park & Recreation Department. A qualified safety plan registration form is also submitted in concert with the Facility Survey and ASAP Safety Plan.

Safety Code

The BOD has commanded the following Safety Code. All managers and coaches must read the Safety Code and read it to the players on their team:

- a. Responsibility for safety procedures belongs to every member of GHLL.
- b. Each player, manager, coach, umpire, and team safety person shall use proper reasoning and care to prevent injuries.
- c. Only league approved managers and coaches are allowed to practice with the teams.
- d. Only league approved managers and coaches will supervise batting cages.
- e. Managers, coaches, and umpires will have mandatory training in First Aid/CPR.
- f. No games or practices will be held when weather or field conditions are poor, particularly in inadequate lighting.
- g. Playing fields will be inspected before games and practices, for holes, damage, stones, glass, or any other foreign objects.
- h. Team equipment should be stored within the team dugout or behind screens/fences, and not within any area the umpire deems "in play".
- i. Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- j. Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned the task, the manager, and/or the coaches.
- k. Foul balls batted out of the playing area will be returned to the designated station, and not thrown back onto the field of play, at any time.
- l. During practice and games, all players should be alert to the batter, and any thrown balls, always.
- m. During warm-up drills, players should be positioned such that they will not be struck by errant throws and missed catches.
- n. All pre-game warm-ups should be performed within the confines of the playing field and not in, or near, areas that will endanger spectators (includes throwing, swinging bats, pepper, etc.).
- o. Equipment should be inspected regularly for damage and proper fit.
- p. Batters must wear approved protective helmets, bearing a NOCSAE seal during all games and practices.
- q. Except when returning to a base, head-first slides are not permitted.
- r. During sliding practice, bases should not be anchored.
- s. "Horse Play" is never permitted on the fields.
- t. Parents of players wearing glasses should consider "Safety Glasses."
- u. "On-Deck" batters are not permitted.
- v. Only "Official Little League" baseballs, supplied by GHLL, are permitted.
- w. Once a ball has become discolored, it will be discarded.
- x. All male players will wear athletic supporters during games. Catchers must wear a cup, for games and practices.
- y. Male catchers must wear the metal, fiberglass, or plastic type cup and a long-model chest protector.
- z. Female catchers must wear long model or short model chest protectors.

Stretching & Conditioning:

Conditioning is an intricate part of accident prevention, warm-up demonstrates:

- a. The stretching & contracting of muscles just before an athletic activity improves general control of movements, coordination, and alertness.
- b. Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.

The purpose of stretching is to increase flexibility within the various muscle groups and prevent tearing from overexertion. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

Hints on Stretching:

- a. Stretching necks, backs, arms, legs, and calves.
- b. Don't ask player to stretch more than he or she is capable.
- c. Hold the stretch for at least 10 seconds.
- d. Do not bounce while stretching. This tears down the muscle, rather than stretching it.
- e. Have one of the players lead the stretching exercises. Their limit will most likely be closer to everyone's limit.

Hints on Calisthenics:

- a. Repetitions of at least 10.
- b. Have players synchronize their movements.
- c. Vary upper body with lower body.
- d. Keep up the pace for a good cardio-vascular workout.

Common Sense Guidelines for a Safe Coaching Experience

GHLL manager and coaches are responsible for the following:

1. Be the first person to see an injury.
2. Parental expectations that your judgment will be reliable when they are not present.
3. Administering First Aid if no health professional is present.
4. Decisions when an injured athlete returns to play or seeks medical attention.

Other safety expectations include:

1. Properly planning games and practices under safe conditions.
2. Providing proper instruction.
3. Providing adequate and appropriate equipment.
4. Match player's role and position in terms of age and abilities.
5. Evaluate player for injuries and incapacities.
6. Closely supervise and control practice and game.
7. Provide appropriate emergency assistance:
8. Know Good Samaritan Law.
9. HAVE GHLL MEDICAL RELEASE FORMS AT ALL TIMES.

Game plan responsibilities:

1. Inspect field for hazards.
2. Inventory first aid supplies in announcer's booth.
3. Begin with warm-ups and stretching.
4. Inspect for safe equipment, catcher's protection, helmets, etc.
5. Emergency plan ready (have cell phone, emergency numbers, delegation of responsibilities).

6. Never leave an injured player.

Little League Rules and Regulations

Rule 1.08—The On-deck Position is Not Permitted

Players are not allowed to hold a bat in the hands until the umpire calls them to bat. At that point, they are permitted to pick up their bat from a controlled area, such as the bat rack, and proceed to home plate to take their position in the batter's box. Players are not allowed to take practice swings in between innings and/or while the pitcher is warming up.

Rule 1.16— Batting Helmet Requirements and Restrictions

Helmets must remain on until the player has returned to the dugout.

Rule 1.17—Catchers must wear helmets during warm-ups and infield/outfield practice.

All catchers must wear a mask, 'dangling' type throat protector and catcher's helmet during infield & outfield practice, pitcher warmups and games.

Regulation VI--Pitching Restrictions

Pitching activity should be monitored on a regular basis by the Player Agent and Safety Officer.

Rule 1.06 – Bases

Bases will disengage in all fields.

Pitching

Pitch Count Does Matter

In the major leagues, generally a pitcher is removed from the game after approximately 100 pitches. A child cannot be expected to perform at the adult level.

Children should not be encouraged to “play through the pain.” Pain is a warning sign for injury. Ignoring it can lead to greater injury.

Hydration

Good hydration is important for children. When children are physically active, their muscles generate heat, thereby increasing their body temperature. As their body temperature rises, their cooling mechanism (sweat) kicks in. As the sweat evaporates, the body is cooled. If fluids are not replaced, children can become overheated.

Managers and Coaches should schedule drink breaks every 15-30 minutes during practices on hot days and should encourage players to drink between every inning during games.

When it's Hot, Drink BEFORE You're Thirsty!

Concession Stand Safety and Procedures

The concession stands provide GHLL with a sizeable portion of its annual operating revenue and is an important contributor to its continued success. The following guidelines will ensure that the concession stands continue to provide this service and provide a safe and enjoyable experience to the fans, players and general public. GHLL has a zero-tolerance policy toward unsportsmanlike behavior of any kind.

1. Menu will always be posted and approved by the Safety Officer and President.
2. All volunteers will comply with the directions of the BOD as they apply to the safe and efficient operation of the concession stand.
3. All appliances must be kept clean, and equipment is to be cleaned thoroughly at the end of each day.
4. Wear close fitting sleeves when involved with cooking.
5. Always keep hands clean.
6. Nothing is to be stored above any hot burners or cooking appliances.
7. Combustible objects are to be kept away from cooking appliances.
8. Only volunteers 16 or older may operate the grill.
9. Unplug all electrical appliances after use and before cleaning.
10. Keep knives sharp, use properly, store safely.
11. Know where fire extinguishers and first aid kit are located.
12. Wear food handlers gloves whenever handling food.
13. Do not prepare food and handle money at the same time.
14. Volunteers must be healthy and free of any skin infections and irritations.
15. Smoking in the concession area is prohibited.
16. Avoid hand contact with raw, ready-to-eat foods and food contact surfaces.
17. Use disposable utensils for food service. Never reuse disposable dishware.
18. Use a scoop to dispense ice; never use the hands.
19. Keep foods covered to protect them from insects.
20. Store pesticides away from foods.
21. After each shift, clean the concession area and discard unusable food.

Missing Child

If a Child is missing:

- a. A Manager, Coach, Umpire, or parent should immediately inform a GHLL Board member. If you cannot find one, go to the snack bar or the clubhouse.
- b. The informed Board member will immediately go to the scorer's booth and sound the alarm.
- c. The Board member will then announce, over the public address system, that the complex is in Lock Down, and that nobody, under any circumstances, is to leave the complex until further notice.
- d. The Board member will ask for the child's parents to come to the scorer's booth, if not already there.
- e. The Executive Board member in charge will proceed directly to the front gate and lock it. Additional members will take up positions around the complex to insure no one leaves by climbing over, under, or around fencing.
- f. Volunteers and parents will remain calm as a search is made for the missing child.
- g. If the child is not found within 10 minutes, the Executive Board member in charge will call 9-1-1 and request immediate help. When the police arrive, they will take control of the situation.
- h. If the child is found unharmed, he/she will be returned, immediately, to the parents.
- i. If for some reason harm did befall the child, call the police (if not already done) and they will handle the matter.

Child Abuse

Volunteers are the greatest resource GHLL has in aiding children's development into leaders of tomorrow. But some potential volunteers may be tempted to be near children for abusive reasons.

Child victims are usually made to feel as if they have brought this upon themselves; they are made to feel guilty. For this reason, sexual abuse victims seldom disclose the victimization.

In the unfortunate instance that a case of child abuse is suspected and/or reported, GHLL has specific steps in place to deal with the situation, which include:

1. Screening Volunteers – GHLL requires that all persons that come in frequent and intimate contact with minor (less than 17 years of age) players, fill out a background check form. Anyone refusing to fill out a volunteer application is ineligible to be a league member. The league President will see to it that the screening is accomplished and will retain these confidential forms for the year of service.
2. Reporting, child abuse reporting laws have as their general intent to encourage reporting suspected child abuse to child protective services, including law enforcement agencies. If an individual suspects a case of abuse within the league, they have a legal obligation to make their concerns known to the league president who will forward them to the proper law enforcement agency within 24 hours of notification. Reports of suspected abuse are to remain confidential and are not to be discussed with anyone other than the individual making the report, the minor child's parent or legal guardian, law enforcement or social service workers and the league president or league officer appointed by the league president to manage the incident.
3. Investigating, GHLL officials should not attempt to investigate suspected abuse on their own, rather, they should report the suspected abuse to proper law enforcement agency for investigative follow-up.
4. Suspending/Terminating, when an allegation of abuse is made against a GHLL volunteer, it is the duty of the organization to protect the children from any possible further abuse. Any person who is accused of abuse will be immediately removed from all contact with minor players until such time as the report has been determined to be false or competent authority substantiates the report. If the allegations are substantiated, the accused will be terminated from any participation in any league activity.
5. Immunity from liability, according to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. Idaho provides immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.

Life Threatening Violence

If violent behavior should break:

1. All games and practices will cease immediately.
2. If you are a manager or coach and the attack happens while children are in your care, immediately take them into a dugout. If at practice, away from the complex, find the safest place possible to keep the children together. Whatever it takes, get them out of the way of danger.
3. If you are a parent or volunteer, find safe cover out of the way of danger.
4. CALL 9-1-1 and report the incident.
5. Stay calm and try to keep the children calm. . . cooler heads prevail.
6. Listen for announcements from scorer's booth or police.
7. Be Aware of everything around you.
8. Stay Protected until otherwise told by someone in authority.
9. Only release children to known family members.
10. Do not leave the field until every child in your care has been claimed.
11. Call absent parents, using your Player Roster, found at the rear of this manual, and wait for them to arrive

and claim their child(ren).
12.NEVER leave a child unattended!!!

Transportation

Before any manager or designated coach can transport any GHLL child, other than his/her own, anywhere, he/she must:

- a. Have a valid California Driver's License.
- b. Submit a photocopy of his/her Driver's License to the GHLL Player Agent so the driving record can be checked.
- c. Submit a photocopy of Proof of Insurance to the GHLL Player Agent. (Must have Uninsured Motorist Coverage)
- d. Notify GHLL Player Agent at least 24 hours prior to departure as to who is driving and when.
- e. Have signed permission slips from parents before transporting. (See forms section for permission slips)
- f. Can carry no more children than available seat belts.
- g. Have a vehicle in good working order, which would pass a spontaneous CHP vehicle safety inspection.
- h. Not drive in a careless manner.
- i. Not drive under the influence of alcohol, drugs, or medication.
- j. Always obey all traffic laws and speed limits.
- k. Never transport a child without returning him/her to the point of origin.

Weather

Most days in Southern California are warm and sunny, but there are those days when the weather turns bad and creates unsafe weather conditions.

Rain:

If it begins to rain:

1. Evaluate the strength of the rain.
2. Determine the direction the front is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the conditions become too unsafe use common sense. If playing a game, consult the other Manager and Umpire to formulate a decision.

Lightning:

If you can HEAR, SEE, OR FEEL A THUNDERSTORM:

1. Suspend all games and practices immediately.
2. Stay calm. Remember. . .you are the one in charge.
3. Have players immediately remove metal objects and objects containing metal parts (like baseball caps).
4. Stay away from any metal, such as fences and bleachers.
5. Do not hold bats.
6. Avoid unsafe shelter areas, trees, water, open fields, and using telephones.
7. If lightning is severe, follow the evacuation plan described on the following pages. If not, get players to walk, not run, to their parents, or designated drivers, cars and wait for the decision on whether to continue the game or practice.
8. If no shelter is available, have players put their feet together, duck their heads, and crouch like a catcher with hands on knees, creating as low a profile as possible.
9. If someone is hit by lightning, apply CPR immediately, if qualified, and call 9-1-1.

PEOPLE STRUCK BY LIGHTNING DO NOT CARRY AN ELECTRICAL CHARGE AND ARE SAFE TO HANDLE!

Earthquakes:

We have earthquakes in Southern California. Earthquakes cannot be predicted. When they happen, you must:

1. Suspend all games and practices immediately.
2. Stay Calm. Remember . . . you are the one in charge.
3. Keep everyone together.
4. Avoid unsafe shelter areas, trees, dugouts, bleachers, the concession stands, and the clubhouse. Huddling around 2nd base is probably the safest place for you and your team.
5. If the earthquake is severe, follow the evacuation plan described on the following pages. If not, get players to walk, not run, to their parents, or designated drivers, cars and wait for the decision on whether to continue the game or practice.
6. If someone is injured during an earthquake, administer First-Aid, as needed. If the injury is serious, call 9-1-1.

Evacuation/Active Shooter Plan

Severe storms, lightning, earthquakes, floods, and fire are all possible at any time. In addition, situations involving dangerous people, who may threaten the safety of others, must be dealt with. For this reason, GHLL has an Evacuation Plan.

If the emergency alarm is sounded, managers and coaches will immediately take control of their players, as well as any other unaccompanied children in their vicinity, and do the following:

1. Stay calm.
2. Return all children to the dugout.
3. Listen for instructions from a GHLL Board member, from the public address system, or in person.
4. If no instructions are given, wait for parents to come to the dugout and claim their children.
5. If a child's parent is not attending the game or practice, the Manager must take charge of evacuating that child.
6. Once parents have obtained their children, tell them to proceed to their cars in a calm and orderly manner.
7. To maintain stability, inform all drivers to adhere to the 5-mph parking lot speed limit, and to proceed with caution.

An unfortunate reality in our modern world is the active shooter situation. We encourage you to share the following with your team and parents.

The U.S. Department of Homeland Security recommends the following response:

- 1) Evacuate if possible: have an escape route or plan in mind.
 - a. Evacuate regardless of whether others agree to follow, avoiding the area where shooting is occurring if possible.
 - b. Leave belongings behind
 - c. Help others escape, if possible
 - d. Prevent others from entering area where active shooter may be.
 - e. Keep hands visible to responding police.
 - f. Follow instructions of any police officer
 - g. Call 911 when you are safe.
- 2) Hide: it may be possible that escape could pose substantial risk, in which case hiding is the best course of action. We have trees near the Junior Fields in the parking lots.
 - a. Be out of active shooter view.

- b. Lock doors, if possible, to prevent shooter from entering your hiding place
 - c. Utilize trees, cement structures, sheds, metal objects as barriers.
 - d. Silence your cell phone
 - e. Remain quiet and calm.
 - f. Dial 911, if possible, to alert police to active shooter's location
 - g. If you cannot speak, leave line open to allow police dispatcher to listen.
- 3) Act Against Shooter: As a last resort and only when your life is in imminent danger, attempt to incapacitate shooter.
- a. Acting as aggressively as possible against him/her
 - b. Throwing items and improving weapons – bats and balls are obvious on our fields.
 - c. Yelling and creating commotion
 - d. Committing to your actions
- 4) How to Respond When Law Enforcement Arrives
- a. Officers usually arrive in teams of 4.
 - b. Immediately raise hands and spread fingers.
 - c. Put down any items in your hands.
 - d. Avoid quick movements.
 - e. Avoid pointing, screaming and/or yelling.
 - f. Follow Officer instructions!
- 5) Duties As Coach: look for behavioral cues in children and parents and address concerns to the Safety Officer
- a. Such cues include, but are not limited to:
 - i. Use of alcohol/illegal drugs
 - ii. Unexplained increase in absenteeism
 - iii. Noticeable decrease in attention to appearance and hygiene
 - iv. Depression/withdrawal
 - v. Increased severe mood swings.
 - vi. Explosive outbursts of anger/rage
 - vii. Suicidal comments about “putting things in order.”
 - viii. Paranoid behavior (everybody is against me)
 - ix. Increasing talks of problems at the home
 - x. Talk of previous incidents of violence/divorce/separation of parents
 - xi. Empathy with individuals committing violence.
 - xii. Increase in unsolicited comments about firearms, dangerous weapons, and violent crimes.

Storage Shed Procedures

The following applies to all the storage sheds used by GHLL and further applies to anyone who has been issued keys to use these sheds.

- a. If necessary, the President of GHLL will issue keys to the storage sheds.
- b. A record shall be kept of all individuals possessing keys.
- c. Keys will be returned to the President immediately upon relinquishing duties requiring keys to the storage sheds.
- d. All Storage sheds will be kept locked at all times.
- e. All key holders will be aware of safe and orderly storage of all equipment and hazardous materials.
- f. Locate and read all written operating procedures for all equipment.
- g. All chemicals or organic materials shall be properly marked and labeled, and stored in its original container,

if available.

- h. Any “loose” chemicals or organic material should be cleaned up and disposed of immediately to prevent accidental poisoning.
- i. Keep products in their original containers, with labels in place.
- j. Use poison symbols to identify dangerous substances.
- k. Dispose of outdated products as recommended.
- l. Use chemicals only in well ventilated areas.
- m. Wear proper protective clothing, including gloves and masks, when handling toxic substances.

Machinery

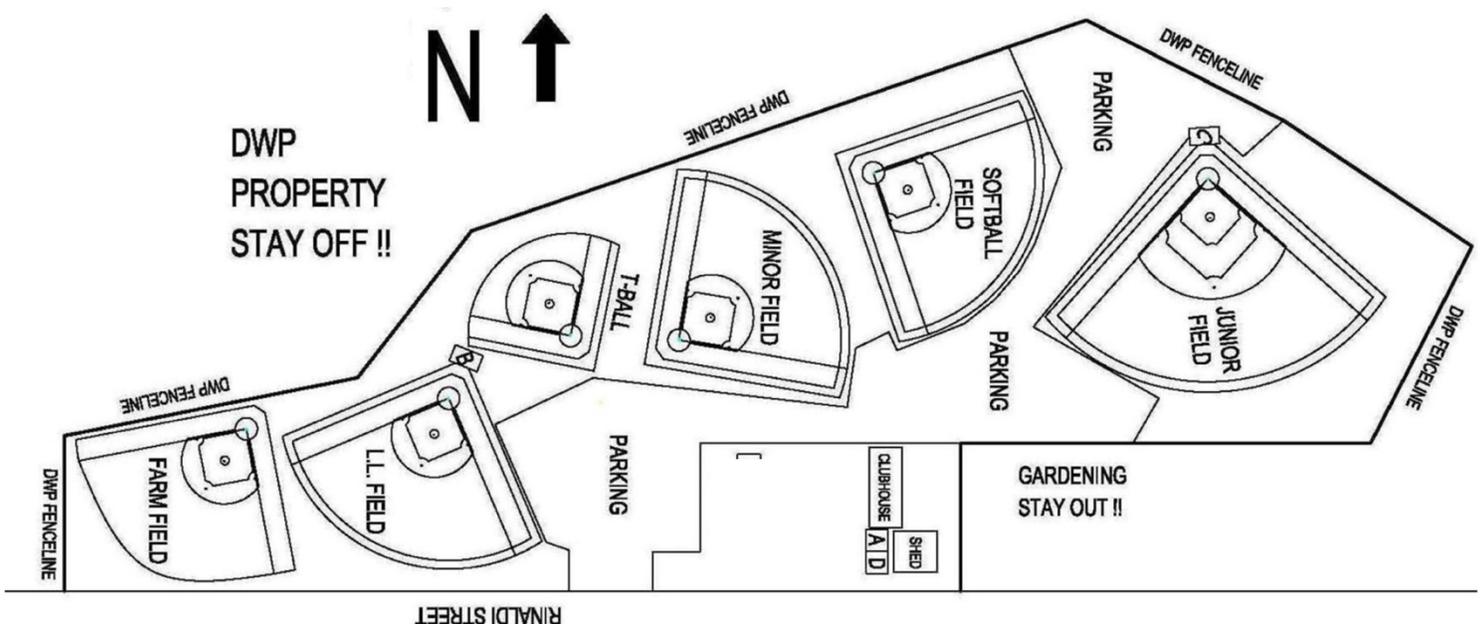
Tractors, lawn mowers, and any other machinery will:

- a. Be operated by appointed staff only.
- b. Never be operated under the influence of alcohol or drugs (including medication).
- c. Not be operated by anyone under the age of 16.
- d. Never be operated in a reckless or careless manner.
- e. Be stored appropriately when not in use, with the brakes in the “ON” position, the blades retracted, the ignition locked, and the keys removed.
- f. Only be ridden in the seat (no riding on fenders, etc.,).

Shut-Off Information

- a. Electrical Main #1 is located next to the clubhouse by the concrete slab, against the back wall and is painted “Fire Engine” Red.
- b. Electric Main #2 is located in the Major Field score booth and is painted “Fire Engine” Red.
- c. Electric Main #3 is located in the Senior Concession Stand, just as you enter & to the right, and is painted “Fire Engine” Red.
- d. The Water Shut-Off Main Valve is located between the clubhouse and the white shed, against the wall, and is painted “Fire Engine” Red.

MAP OF SHUT OFF LOCATIONS



GHLL Incident/Injury Tracking Report

League Name: Granada Hills Little League League ID: ___ - ___ - ___ Incident Date: ___ / ___ / ___

Field Name/Location: _____ Incident Time: _____

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

Address: _____ Age: _____ Sex: M F

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

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

Parent's Address (If Different): _____ City: _____

Incident occurred while participating in:

A) Baseball Softball Challenger

B) Challenger T-Ball (4-6) Farm (6-8) Minor (8-12) Major (9-12) Junior (13-15)

C) Tryout Practice Game Tournament Special Event

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

D) Batter Baserunner Pitcher Catcher 1B 2B 3B

SS LF CF RF Dugout Umpire Spectator

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

Prepared By/Position: _____ Phone Number: _____

Signature: _____ Date: _____