

# ASAP

**“A Safety Awareness Program”**



**Spring 2010  
Safety Plan  
Del Mar Little League  
National League #405-31-03  
American League #405-31-93043**

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[www.dml.org](http://www.dml.org)

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## **Policy Statement**

Del Mar National and Del Mar American Little Leagues have a long-standing history of providing a safe baseball environment for all DMLL players, DMLL families and the general public. It is the goal of Del Mar Little League to ensure an ongoing emphasis on the safety of all members of our community that come in contact with the league.

The following is Del Mar Little League's Safety Plan. This plan is designed to address all aspects of creating a safe baseball atmosphere as dictated by the general safety provisions mandated by Little League International and the site specifics of Del Mar Little League. The plan is submitted to Little League International for LL approval and is also published and distributed to each member of the Board of Directors, Team Managers and Coaches. The Safety Plan is also available for review on the DMLL website at [www.dml.org](http://www.dml.org) for review by DMLL families and the general public.

**[www.dml.org](http://www.dml.org)**

[www.safety@dml.org](mailto:www.safety@dml.org)

# Emergency Phone Numbers

## 1. Ambulance, Police, and Fire Department.

Dial 911 for ambulance, police, and fire emergencies.

## 2. Board members.

<u>Name</u>	<u>Position</u>	<u>Home Phone</u>	<u>Cell Phone</u>
Larry Jackel	President	(858) 259-2597	(619) 889-8895
Doug Irwin	Vice President	(858) 755-8484	(858) 395-8484
Amy Wood	Secretary	(858) 720-0758	(858) 414-3194
Keith Shores	Treasurer	(858) 947-5280	(858) 805-1174
Steven McDowell	Player Agent	(858) 350-3766	(858) 354-5569
Todd Saier	Registrar	(858) 755-5602	(858) 755-5602
David Hoppen	Safety Officer	(858) 793-1237	(858) 335-3056
David Diehl	League Information Officer	(858) 350-1337	(858) 735-3532
Lisa Bycott	Team Parent Coordinator	(858) 481-1668	(858) 922-3281
Jeb Spencer	Fields Coordinator	(858) 755-6959	(858) 761-2377
Rob Beasley	Equipment Manager	(858) 259-7201	(619) 519-3634
Doug Means	Chief of Umpires	(858) 755-7928	(858) 610-2039
Craig Kelley	Event Coordinator	(858) 755-2984	(858) 350-1034
Roland Wheeler	Majors Coordinator	(858) 755-2925	(858) 945-2925
Art Navarro	“AA” Coordinator	(858) 847-0447	(619) 247-7800
Chris Benbow	“AAA” Coordinator	(858) 792-8735	(858) 344-4078
Jeff Bernstein	“A” Coordinator	(858) 509-9002	(312) 636-5864
Paul Bycott	Coach Pitch Coordinator <i>(NBM)</i>	(858) 481-1668	(858) 354-6189
Adam Morgan	T-Ball Coordinator	(858) 755-2582	(858) 366-5088
Bill Gardner	League Webmaster <i>(NBM)</i>	(858) 794-5313	(858) 243-2902

*NBM – Non Board Member*

# **DMLL Safety Plan**

## **1. General Guidelines.**

Del Mar Little League believes that safety is everyone's responsibility and that ongoing evaluation and education are the keys to preventing and eliminating accidents/injury as well as to minimize the potential for accidents/injury.

- Managers and coaches must report all hazardous conditions to the Del Mar Little League President, Safety Officer, or other DMLL Board Member immediately upon noting unsafe condition(s).
- Managers, Umpires and Coaches are required to walk fields prior to play and should not allow play on any field deemed unsafe.
- Managers should not allow their players to use any equipment that is deemed unsafe or in violation of Little League mandates.
- Managers should make sure that their players are fully and properly equipped at all times, catchers/protective gear, batters protective gear/bats. Protective cups are mandatory for catchers and should be worn by all players, especially infielders.
- Managers are required to conduct regular/consistent equipment evaluations as it relates to safety.
- Managers are required to instruct all players under their supervision of proper safety procedures and guidelines as dictated by Del Mar Little League as well as Little League International.
- All board members are responsible for ensuring that this safety plan is adhered to by league representatives.

## **2. League Safety Officer.**

Each year, DMLL is to appoint a board member responsible for League Safety. It is the Safety Officer's responsibility to prepare a safety plan and ensure that all information regarding the safety procedures for all activities, equipment, and facilities are communicated and published to all members of our organization.

The 2009 Safety Officer is David Hoppen. He can be reached at (858) 335-3056 and/or [dhoppen@icwgroup.com](mailto:dhoppen@icwgroup.com) or [www.safety@dml.org](http://www.safety@dml.org). He is on file with the

Little League Headquarters as the league's Safety Officer.

### **3. Medical Emergencies.**

#### **A. Medical-Emergency Procedures.**

Del Mar Little League provides all managers with their players' emergency medical information. Managers are required to keep the emergency medical information in their possession during all league activities. The Safety Officer is responsible for periodic random checks to ensure that proper medical release information is being maintained by team managers.

Managers must notify a player's parents immediately if a medical emergency occurs in the event that the parents/guardians are not present.

In the event of a medical emergency, managers, coaches or other parent volunteers should call 911 if immediate medical attention is deemed necessary.

#### **B. First-aid kits.**

The league provides all managers with first-aid kits and cold packs. In addition, first-aid kits and cold packs are stored in field boxes.

Managers are required to have first-aid kits at each game and practice.

#### **C. First-aid training.**

First-aid training is provided for managers and coaches. At least one coach or manager from each team must attend annually. The training date, location, and attendance are documented by the league.

All managers and coaches are required to attend first-aid training. Managers and coaches must attend at least one first aid clinic every three years.

The first-aid clinic for the 2009 Season was held February 21<sup>st</sup> 2009 at Del Mar Hills School field. DMLL Safety Officer David Hoppen and EMT Elaine Kooima provided instruction on "PRICES" fundamentals and other first-aid topics.

#### **D. Injuries.**

In the event of an injury, managers must contact the league Safety Officer and the Player Agent in person, by phone, or by e-mail

([www.safety@dml.org](mailto:www.safety@dml.org)) within 24 hours.

Managers must submit a Little League Baseball Incident/Injury Tracking Report to the safety officer. A copy of the Little League Baseball Incident/Injury Tracking Report is contained in the appendix to this plan.

Managers or the DMLL Safety Officer are to provide any injured player a copy of the Little League Baseball Accident Notification Form should the player wish to file an insurance claim with Little League Baseball. A copy of the Little League Baseball Accident Notification Form is contained in the appendix to this plan.

All injuries reported to the league are documented and reviewed by the Safety Officer.

The Safety Officer is responsible for ensuring that all the necessary forms, including insurance and injury reports, are distributed and completed.

**E. Managers' Safety equipment check before each game.**

- First-Aid Kit.
- Emergency medical information/Medical Release forms.
- Ice packs for injuries.
- Safety Plan.
- Injury report and insurance forms.

**4. Fundamentals training.**

Managers/Coaches Clinics are held at the start of each season to address safety procedures, rules, and fundamental training (i.e. pitching, fielding, sliding, and hitting). Emphasis is placed on the importance of Equipment Safety to include; Bat Safety, Helmet Safety, Proper Catcher's gear and how to properly inspect the aforementioned equipment. The training date, location, and attendance are documented by the league.

Managers and coaches are encouraged to communicate with the player agent and safety officer throughout the season regarding any known safety violations or concerns.

Managers and coaches are required to check the field boxes before each game to make sure they are properly equipped.

All managers and coaches are required to attend fundamentals and First Aid training, with at least one coach or manager from each team in attendance annually. Managers and coaches must also attend at least one instructional clinic every three years. Managers and coaches are encouraged to pass the fundamentals training on to their players/parents at practices.

The clinic was coordinated by DMLL Board Member/Coaching Coordinator Brian Gotta with assistance from Chief of Umpires Doug Irwin. This fundamentals clinic for managers, coaches and umpires was held on February 21<sup>st</sup>, 2009 at Del Mar Hills School. President Jim Tomes and DMLL Safety Officer David Hoppen also provided specific training regarding Safety including but not limited to background checks, medical emergencies and general safety practices with regard to player supervision. DMLL Coaching Coordinator Brian Gotta also discussed practice and game safety expectations.

## **5. Equipment.**

### **A. Distribution.**

The League Equipment Manager is responsible for inventorying and inspecting existing equipment, replacing equipment as needed, and ordering new equipment, subject to approval by the Board of Directors. All equipment purchases are required to meet Little League safety standards. The DMLL Equipment Manager for 2009 is Rob Beasley.

All teams are issued two full sets of catcher's gear, which includes helmets, masks, throat protectors, shin guards, and long-model chest protectors. Little League approved Helmets and Little League approved bats are also provided to each team.

The DMLL Equipment Manager in conjunction with the DMLL Safety Officer are required to ensure that all Managers/Coaches strictly enforce the proper use of all safety related equipment with each and every player under their supervision. Failure to enforce the equipment safety protocol will result in DMLL Board review.

## **B. General inspection.**

Managers are required to continually inspect their equipment and report any deficiencies to the DMLL Equipment Manager or the DMLL Safety Officer. In the event that those Board members cannot be reached, Managers and Coaches can email [www.safety@dml.org](mailto:www.safety@dml.org) and note any safety related equipment issues. Managers and Coaches are also required to inspect player provided equipment for proper Little League compliance and safety compliance.

## **C. Inspection before each game.**

Umpires must inspect team and players' personal equipment for damage. Umpires must ensure that all equipment meets Little League regulations. Umpires are to confirm with team Managers that players under their supervision are properly equipped prior to the start of each game.

Managers and coaches must inspect their team's and their players' personal equipment for damage. Managers and coaches must ensure that all equipment meets Little League regulations.

### **1. Team equipment.**

- Shin guards are in good condition and fit properly.
- Face masks are in good condition and fit properly.
- Throat protectors are in good condition and properly secured.
- Chest protectors are in good condition and fit properly.
- Catcher's mitt is in good condition.
- Batting helmets are in good condition and fit properly.
- Bats are in good condition and conform to Little League specifications.

### **2. Players' equipment.**

- Batting helmets are in good condition and fit properly.
- No jewelry is allowed with the exception of medical ID bracelets
- Bats are in good condition.
- Footwear is in safe condition.
- Protective cups are being worn by catchers.

## **6. Del Mar Little League Facilities.**

### **A. Fields.**

#### **1. Majors Fields: Ashley Falls, North and South; Del Mar Heights East, Carmel Del Mar (Carmel Creek East and West are practice fields only)**

The League has three fully-fenced Majors fields. These fields have:

- Two fence-enclosed dugouts.
- Extended 20 ft. backstops extending from dugout to dugout.
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- Outfield fences that are made of lightweight plastic.

#### **2. “AAA” Division Fields: Sage Canyon Large, North and South; Carmel Creek East and West**

The League has three “AAA” Division fields. These fields have:

- Two fence-enclosed dugouts.
- Backstops extending from dugout to dugout
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield Fences.

#### **3. “AA” Division Fields: Carmel Creek, East and West; Del Mar Shores (Sycamore East and West are practice fields only)**

The League has three “AA” Division fields. These fields have:

- Two fence-enclosed dugouts.
- Extended 10ft. backstops extending from dugout to dugout.
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.

#### **4. “A” Division Fields: Del Mar Hills, West and East**

The League has two fenced “A” Division fields. These fields have:

- Two fence-enclosed dugouts.
- Backstops extending from dugout to dugout.
- Metal bleachers.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.
- A batting cage with safety netting.

#### **5. Coach Pitch Fields: Sage Canyon Small fields, East and West, Sycamore Ridge, East and West**

The League has four fenced Coach Pitch fields. These fields have:

- Two fence-enclosed dugouts (Sage Canyon), two without fence-enclosed dugouts (Sycamore Ridge).
- Backstops extending from dugout to dugout at Sage Canyon. Backstops behind home plate at Sycamore Ridge.
- No bleachers.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.

#### **6. T-Ball Fields: Ashley Falls Small fields, North and South; Sycamore Ridge, East and West**

The League has four fenced T-Ball fields. These fields have:

- No fence-enclosed dugouts.
- Backstops behind home plate.
- Metal bleachers (Ashley Falls Small only).
- Foul ball fencing above the backstops to restrict foul balls.
- No outfield fences.

#### **B. Joint-use fields.**

Through a joint-use agreement between the Del Mar Union School District and the City of San Diego, our teams have the use of the aforementioned elementary school fields.

The maintenance of these fields is the responsibility of the school district and the city. Del Mar Little League, however, assists with improvements and maintenance in order to promote good relations with the school district and the city, and a safe environment for our players. Every year, Del Mar Little League pays for improvements to the various fields.

### **C. Field safety.**

All umpires, managers, and coaches are required to walk the fields for hazards before use. They are to look for rocks, glass, debris, holes, trip hazards and any other hazardous conditions.

Managers and coaches are responsible for checking the condition of the field, the dugouts, all safety equipment, and the spectator area before each game.

All board members on duty are responsible for checking and monitoring the condition of the spectator area before and during each game.

#### **1. Field.**

- Backstop is in good condition.
- Home plate is in good condition and properly secured.
- Bases are secure and base level with field.
- Bases are in good condition.
- Pitcher's mound is in good condition.
- Batter's box is level.
- Batter's box is marked.
- Catcher's box is level.
- Grass surface is even.
- Any gopher holes are filled in/leveled.
- All fences are in good condition.
- Foul ball fencing or netting is in good condition.
- Foul lines are marked.
- Sprinklers are in good condition/fully recessed.
- Dugouts are clean and free from debris.
- Any bat racks and helmet racks are in good condition.

## **2. Spectator area.**

- Bleachers are in good condition.
- Safety railings are in good condition.
- Parking area safety.
- Any protective netting is in good condition.
- All trash is placed in trash cans.

## **D. Bikes, skateboards, and roller blades.**

All board members will assist with the enforcement of the public park regulations prohibiting skateboarding and the use of “roller blades” on the cement areas of the field complexes.

All board members will ask that all cyclists walk their bikes while on the cement areas of the field complexes.

## **E. 2009 Annual Little League Facility Survey Requirement.**

The DMLL Field Coordinator and/or the DMLL Safety Officer are responsible for completing the 2009 Annual Little League Facility Survey.

A copy of the 2009 Annual Little League Facility Survey has been submitted online to <http://facilitysurvey.musco.com>

## **F. Concession stand(s).**

The league does not have a concession stand at any fields.

Should the league open a concession stand, then all concession workers will be properly trained in food handling and will adhere to the following rules;

### **1. Menu.**

Keep the menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, and avoid foods that have been prepared at home. Complete control over the food, from source to service, is the key to safe, sanitary food service.

## **2. Cooking.**

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, and poultry parts should be cooked to 165° F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.

## **3. Reheating.**

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

## **4. Cooling and cold storage.**

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number one cause of food borne illness.

## **5. Hand washing.**

Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing.

## **6. Health and hygiene.**

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

## **7. Food handling.**

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

## **8. Dishwashing.**

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process:

- Washing in hot soapy water;
- Rinsing in clean water;
- Chemical or heat sanitizing; and
- Air drying.

## **9. Ice.**

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause food borne illness.

## **10. Wiping cloths.**

Rinse and store wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well-sanitized work surfaces prevent cross contamination and discourage flies.

### **11. Insect control and waste.**

Keep foods covered to protect them from insects. Pesticides should be stored away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

### **12. Food storage and cleanliness.**

Keep foods stored off the floor at least six inches. After the event is finished, clean the concession area and discard unusable food.

### **13. Barbecue safety.**

Safely transporting food, precooking, and preventing cross-contamination are the major ingredients of barbecue safety.

When transporting food, either from the grocery store or to a picnic area, keep it cool to minimize bacterial growth. Pack meat, poultry, salads, and other perishables in an insulated cooler with ice. Always marinate meats in the refrigerator, not on the counter. Reserve a portion of the marinade that hasn't touched raw meat for a dip or basting sauce. Don't reuse marinade used on raw meat or poultry unless it has been boiled first to destroy any bacteria.

Meats and poultry may be precooked on the stove, microwave or oven to reduce grilling times. If foods are partially precooked, place immediately on the grill to finish cooking. Never partially cook meats and poultry and wait to finish cooking later. If meats and poultry are completely cooked ahead of time and chilled, they may be reheated on the grill to provide a barbecued flavor. If take-out foods such as fried chicken or barbecued beef will be reheated on the grill, and they won't be reheated and eaten within two hours of purchase, buy them ahead of time and chill thoroughly.

Don't use the same platter and utensils for raw and cooked meats and poultry. Be sure there are plenty of clean utensils and platters to allow separate handling of raw foods and cooked foods. Use clean, soapy sponges, cloths and wet "towelettes" for cleaning surfaces and

hands.

Cook everything thoroughly. Rare or medium meat or poultry can harbor harmful bacteria. Fish should always be fully cooked. For greatest safety, ground meat should reach 160° F on a meat thermometer, and poultry should reach 180° F for doneness. Since grilled food often browns very fast on the outside, make a “sample cut” to visually check for doneness. The juices should run clear and meat should not be pink, although meat color is not accurate.

Most problems with grills happen when using a grill that hasn't been used for several months. If using a gas grill, check it over thoroughly before using it. Check for leaks, cracking or brittleness, and clean out the tubes that lead into the burner, looking for blockages from spiders or food waste. Make sure the grill is at least 10 feet from any buildings or trees, and never leave the grill unattended. Also, be careful if transporting gas canisters; never leave them in a hot car. The heat could cause some of the gas to leak out. If using a charcoal grill, use starter fluid sparingly and never put it on an open flame. It's always best to have a fire extinguisher nearby; it can stop a fire before it spreads.

## **7. Little League rules.**

Most Little League rules have some basis in safety.

Managers and coaches are required to follow and enforce all the Little League rules at practices and games.

Managers and coaches must ensure that their players have the required equipment at all times, even catchers warming up during infield.

Managers and coaches are not allowed to catch pitchers during practices or warming up during games.

Managers and coaches must ensure disengagable bases are in use at all fields.

## **8. Volunteers.**

All Managers, coaches, board members, and all other persons, volunteers or hired workers, who provide regular service to the league and/or who have repetitive access to or contact with players or teams, must provide the league with a completed 2009 Little League Volunteer Application and a copy of their valid driver's license or other government issued photo identification for verification.

Using the 2009 Little League Volunteer Applications, Del Mar Little League conducts a nationwide background check through resources provided by Little League International.

Del Mar Little League will not allow any person to perform in a volunteer role without successful completion of the Volunteer Application and subsequent Background check.

The league president retains the forms for the year of service.

A copy of the 2009 Little League Volunteer Application is contained in the appendix to this plan.

## **9. Communication with league families.**

All families are informed of league news through the use of the Del Mar Little League website ([www.dml.org](http://www.dml.org)), which is updated several times per week.

All families are informed that a board member is either on duty, or on telephone standby, for all scheduled games.

## **10. Travel regulations for managers and coaches.**

All managers and coaches are required to have automobile insurance before transporting any player to or from any Little League event.

All managers and coaches transporting any player to or from a Little League event must ensure that the player is using a safety restraint and should adhere to all laws governing the route of transportation.

# Appendix

- Little League Baseball Volunteer Application  
[http://www.littleleague.org/Assets/forms\\_pubs/Volunteer\\_App\\_09.pdf](http://www.littleleague.org/Assets/forms_pubs/Volunteer_App_09.pdf)
- Little League Baseball Incident/Injury Tracking Report  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/Injury\\_Tracking\\_Form.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/Injury_Tracking_Form.pdf)
- Little League Baseball Accident Notification Form  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf)
- Little League Baseball Claim Form Instructions  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimFormInstructions.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimFormInstructions.pdf)
- Little League Baseball National Facility Survey  
<http://facilitysurvey.musco.com/index.php>