

# Citrus Heights Little League

# Safety Plan 2025 Season

League ID Number

405-05-07

Approved by the CHLL Board of Directors

# **Emergency Phone Numbers**

Police Emergency	911
Citrus Heights Police Department	(916) 727-5500
City of Sacramento	(916) 808-5471
California Highway Patrol	(800) 835-5247 (800-TELL-CHP)

# **Board of Directors**

* President	Dan Gomez	(279) 202-4623	President@CitrusHeightsLL.com
* Vice President	Cory Techau	(209) 603-0581	VP@CitrusHeightsLL.com
* Secretary	Jess Caparas	(916) 696-0636	Secretary@CitrusHeightsLL.com
* Treasurer	Courtney Pearson	(916) 757-4828	Treasurer@CitrusHeightsLL.com
VP of Divisions	Alicia O'Callaghan	(916) 521-4178	VPDivisions@CitrusHeightsLL.com
Umpire in Chief	Travaughn Basped	(916) 514-2241	Umpires@CitrusHeightsLL.com
* Player Agent- UPPER	Robert Olivas	(916) 367-3925	PlayerAgent@CitrusHeightsLL.com
* Player Agent- LOWER	Courtney McConnell	(916) 757-4828	PlayerAgent@CitrusHeightsLL.com
* Safety Officer	Flanders Feenstra	(916) 717-0173	Safety@CitrusHeightsLL.com
* Coaching Coordinator	Tony King	(916) 308-0865	Coaches@CitrusHeightsLL.com
Public Relations Officer	Joie Tollestrup	(916) 549-9729	PublicRelations@CitrusHeightsLL.com
Uniform Manager	Tahoe Arbogast	(916) 968-4395	Uniforms@CitrusHeightsLL.com
Equipment Manager	Tahoe Arbogast	(916) 968-4395	Equipment@CitrusHeightsLL.com
Sponsorship Coordinator	Kristen Skelton	(916) 496-6037	Sponsors@CitrusHeightsLL.com
Volunteer Coordinator	OPEN	OPEN	Volunteers@CitrusHeightsLL.com
Fundraising Coordinator	Auxiliary Committee		Auxiliary@CitrusHeightsLL.com
Auxiliary – <i>MADERA</i>	Desiree Apgar	(916) 912-8001	Auxiliary@CitrusHeightsLL.com
	Summer King	(916) 296-2606	
Auxiliary – MCDONALD	Nichole Gomez	(916) 517-6772	Auxiliary@CitrusHeightsLL.com
	Tawni Lai	(916) 514-2204	
B&G – MADERA	Jared Skelton	(916) 678-9341	Grounds@CitrusHeightsLL.com
B&G - MCDONALD	OPEN	OPEN	Grounds@CitrusHeightsLL.com
B&G - RUSH	OPEN	OPEN	Grounds@CitrusHeightsLL.com

<sup>\*</sup> Board Positions Required by Little League International®

# Safety Officer AKA Director of Safety

- Holds a position on the Citrus Heights Little League Board of Directors.
- Has a budget from the annual league budget.
- Distributes ASAP information within league.
- Use local safety resources (i.e., police, fire dept., hospital staff)
- · Has a league safety mission statement.

#### **Training:**

- Provides Parent Orientation Program on Code of Conduct
- Teaches coaches/managers about heat illnesses, warning signs. Teaches coaches/managers
  about stopping play, breaks for weather: Stop all games for lightning; take breaks between
  innings for water, practice in shade during high temperature days.
- Teaches coaches/managers about sports fundamentals, like; Proper warm-ups, importance of stretching, running safe practices and games: *Involve umpires in safety training and safety importance*.

#### **Facilities and Equipment:**

- Use reduced impact balls, especially for younger ages
- Use disengage-able bases (mandatory starting in 2008) for all fields. Use double-first base to avoid collisions of fielders and runners on 1<sup>st</sup> base. Use warning tracks in the outfield to protect outfielders.
- Use protective/padded fence tops to protect fielders.
- Use fencing or netting to protect spectators from foul balls.
- Have a phone available at all fields, even for practices.
- Have back guard rails and side rails on taller bleachers.
- Control speed and flow of traffic in and around facilities, to the best of our ability.

#### **Activities:**

- Provide continuous safety information throughout the season, via bulletin boards, newsletters, emails, meetings, etc.
- Encourage and recognize safety efforts from players: Safety poster contest, safety tips posted around facilities, encourage teams to appoint a "Player Team Safety Officer".
- Encourage all parents/guardians to sign up for Little League E-News and check the CHLL website regularly for updated information.

# **League Member Code of Conduct**

- **Speed Limit of 5 mph** on roadways and in parking lots while attending any *Citrus Heights Little League* function. Watch for small children around parked cars; especially at parks with playgrounds.
- **NO Alcohol allowed** in any parking lot, field, or common areas within a Citrus Heights Little League complex.
- No Playing in Parking Lots at any time.
- No Playing on and Around any equipment.
- <u>Use Cross Walks</u> when crossing roadways. Always be alert for traffic.
- No Profanities please.
- No Swinging Bats, Throwing Baseballs, or Horseplay at any time, within the walkways and common areas.
- No Throwing Balls against Dugouts or against Backstops. Catchers MUST be used for all batting practice sessions.
- No Throwing Rocks, ever!
- **No Climbing** on structures of any kind that are not intended to be climbed ((on fences, dugouts, or etc.)
- No Pets are permitted at Citrus Heights Little League games or practices.
- At NO TIME shall Players Swing or have Bats in Hand, UNLESS they are at bat or on deck, or instructed by the Coaching Staff to do so.
- Pay Close Attention to all Posted Signs. ALWAYS STAY ALERT for foul balls and errant throws.
- All Players MUST Remain in the Dugout, in an orderly fashion, at all times during games.
- Clean-up Trash After each Game, each team must clean up all trash in their dugout and around stands.
- <u>Gates to Remain Closed</u>, once players have entered the playing field / dugout, all gates should be closed and secured.
- ONLY Players and Coaching Staff are Allowed in Dugouts and on the Field, unless authorized by the team Manager.
- No children under the age of 16 are permitted in the Snack Bars, unless approved by the BOD.
- No children under the age of 16 are permitted to Score keep, unless approved by the BOD.

Failure to comply with the above rules may result in expulsion from the Citrus Heights Little League field or complex.

## Communicable Disease Procedures

A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect. To help keep any potential disease from spreading...........

- Any bleeding must be stopped and cleaned up **before a player can enter the field and resume playing.**
- An open wound must be covered, and the players' uniform must be changed (if there is blood on it), **before the player can continue playing.**
- Routinely use gloves (provided in the first-aid kit) to prevent germ/bacteria exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Volunteers with open cuts will refrain from all direct contact until the wound is treated and properly covered.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

# **Dedicated to Injury Prevention**

\*\*\*Little League® requires ALL volunteers to complete the "Little League Volunteer Application" and pass a background check, each Spring\*\*\*

As of January 2024, California made it state law for anyone working directly with children in youth sports, to clear a Live Scan background check with the California Department of Justice (D.O.J.). This background check is only required to be done once (it does NOT need to be repeated each season).\*\*\*

- All members of Citrus Heights Little League shall be responsible for following the league's safety procedures.
- Players must submit a current "Medical Release" form each season, <u>before</u> stepping on the field.
- In the event a player misses games and/or practices due to an injury (whether on or off the field), a
  signed release letter from a doctor <u>must</u> be submitted to the league <u>before</u> the player is allowed to
  return to play.
  - o If the injured player returns to the field **without** a signed doctor's release, all games involving said player will be forfeited. If this is brought to attention during a game, the game will be stopped until the player is removed from the game.
- The league will provide each team Manager with "a Team Binder" at the beginning of the season. This binder will contain important player information (such as medical releases, emergency contact info, etc.).
- Team binders <u>MUST</u> remain with the team, at all times during games and practices.
- Managers <u>MUST return</u> this binder at the end of each season.

- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, Coaches and Umpires must have training in first aid.
- First-aid kits are located in each of the snack bars, equipment sheds, game boxes and are also provided in the equipment bags given to the Managers at the beginning of the season.
- One Coaching Staff representative from each team, shall attend the "<u>Mandatory</u> Coach Safety Meeting". This training will be held on \_\_\_\_\_\_2/7/25\_\_\_\_ at \_\_\_Foundation Christan Church \_\_\_\_\_ at \_\_\_\_6:00PM\_\_\_\_\_.
- Teams will <u>NOT</u> receive their equipment bags and will <u>NOT</u> be authorized to start practicing until they've attended the "<u>Mandatory</u> Coach Safety Meeting".
- All Managers are required to attend First Aid training at least once every three years. We highly recommend all Assistant Coaches and Team Representatives attend this training as well.
- No games or practices shall be held when weather or field conditions are not good. Particularly when lighting is inadequate.
- Coaching Staff must inspect the playing field frequently for holes, damage, stones, glass and other foreign objects.
- Dugouts must be checked before players arrive for each game (we have a lot of homeless people around our parks that leave dangerous items behind).
- All team equipment should be stored within the team dugout, or behind nets. Never within the area defined by the umpires as "in play".
- Procedure should be established for retrieving foul balls batted out of the playing area.
- When on the field, players and coaches should be alert at all times. Especially during games and practices (watch for foul balls and wild pitches).
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be done within the confines of the playing field, and not within common areas that can endanger spectators (i.e., playing catch, swinging bats, etc.).
- All equipment must be inspected regularly to ensure it is in safe condition and properly fits players.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catchers must wear a catchers' helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games.
   NO EXCEPTIONS. This applies between innings, in the bullpen during a game, while warming up pitchers and during practices.
- Managers will enforce the Little League® rule, that ALL players are to wear protective cups and supporters, at all times during practices and games, NO EXCEPTIONS.
- During sliding practice, bases should <u>NOT</u> be strapped down or anchored.
- At no time should horse play be permitted on the playing field.
- Dugout covers on the FARM field have been added to ensure the players' safety
- Parents of players who wear glasses should be encouraged to provide safety glasses.
- Players may <u>not</u> wear any jewelry (i.e., watches, rings, pins, necklaces or metallic items) during games and/or practices.

### A.S.A.P. Introduction

#### A.S.A.P - What is It?

In 1995, the A.S.A.P. (*A Safety Awareness Program*) was introduced with the goal of re-emphasizing the position of the Safety Officer to create awareness, through education and information of the opportunities to provide a safer environment for kids and all participants of Little League Baseball. This manual is offered as a tool to place some important information at managers and coaches' fingertips.

Some Do's and Don'ts.....

#### DO.....

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Familiarize yourself with the locations of the First Aid kits at each field.
- Assist those who require medical attention and when administering aid, remember to ...
  - ✓ **LOOK** for signs of injury (blood, bruising, deformity of joint etc.).
  - ✓ **LISTEN** to the injured describe what happened and "what hurts", if conscious (may need to calm the child).
  - ✓ FEEL gently and carefully around the injured area for signs of swelling or grating of broken bone.
- Make sure a phone is available at all times!

#### **DON'T.....**

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

# **Accident Reporting Procedures**

<u>WHAT TO REPORT-</u> An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Director of Safety. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

<u>WHEN TO REPORT</u> - All such incidents described above must be reported to the league Safety Officer *within 48 hours of the incident*.

The Citrus Heights Little League Safety Officer for the 2025-2026 season is Flanders Feenstra.

He can be reached at (916) 717-0173 or Safety@CitrusHeightsLL.com

**HOW TO REPORT** - Reporting incidents can come in a variety of forms. Most typically, they are phone conversations.

- At a 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 person reporting the incident

# The Safety Officer's Responsibilities

Within 48 hours of receiving the incident report, the Safety Officer 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
- (4) = In the event that the injured party requires other medical treatment (i.e. Emergency Room visit, doctors visit, etc.), the Safety Officer will provide the parents/guardians of the league's insurance coverage and the provisions for submitting a claim.

If the extents of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to......

- (1) = Check on the status of any injuries, and
- (2) = Check if assistance is needed in areas such as submission of insurance forms, etc.
- (3) = Follow through until incident/case is considered "CLOSED" (i.e. no further claims are expected and/or the individual is participating in the league again).

# **Expectations**

#### What a Manager Expects from Players.....

- To be on time for all practices and games.
- To do their best whether in the field or on the bench.
- To cooperate and share team duties.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others. We all make our fair share of mistakes. We must support one another!
- To recognize that winning is meaningful only if you can also accept losing, as <u>both are essential</u> aspects of any sport.

#### What Players and Families can Expect from Managers.....

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To never holler at any member of my team, the opposing teams or umpires. *Any confrontation will be handled in a respectful, quiet and individual manner.*

#### What Managers Expect from Parents and Families.....

- To come out and enjoy the game.
- To cheer to make players feel important!
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at the players the umpires, coaches or managers. We are all responsible for setting examples for our children. We must be role models in society today. If we eliminate negative comments, the children will have an opportunity to 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 spectators. My phone number will be available for you to call at any time if there is a concern.

#### ~ CITRUS HEIGHTS LITTLE LEAGUE IS A RECREATIONAL PROGRAM ~

We do NOT expect all Little League players to have strong skills. Throughout our lives, we are told that we learn from our mistakes. Let's allow our players to make mistakes, be there with positive support to lift their spirits, and help them learn from these experiences!

# **Lightning Facts and Safety Procedures**

#### Consider the following facts:

- The average lightning strike is 6 8 miles long.
- The average thunderstorm is 6 10 miles wide and travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches within 10 miles, you are at immediate
  risk due to the possibility of lightning strikes coming from the storms overhanging anvil
  cloud
- On average, thunder can be heard over a distance of 3-4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear thunder, you are already at risk for lightning strikes in your area.

#### The Flash - Bang Method:

One way to determine how close a lightning strike is called "The Flash - Bang Method".

- This method is used by a person counting the number of seconds between the **sight** of a lightning strike and the **sound** of thunder that follows it.
- When the count between the lightning flash and the sound of its thunder is 15 seconds or less, games MUST halt, and teams must evacuate the field immediately.

#### Rule of Thumb:

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, anytime the Coaching Staff and/or Umpire feel threatened by an approaching storm, they should stop the game immediately and get the players to safety!!

"When You Hear It – CLEAR IT"

"When You See It – FLEE IT"

#### Where to Go??

- Nowhere is completely safe from the threat of a lightning strike, but some places are safer than others.
- Large, enclosed shelters (substantially constructed buildings) are the safest (like our snack bars and scorekeeper boxes). For most participants, the best place is their vehicle with the windows rolled up.
- If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

#### Where NOT to Go??

Avoid high places and open fields, isolated trees, unprotected gazebos, rain/picnic shelter (like at Madera), dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

#### First Aid to a Lightning Victim.....

Typically, a lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is to make sure there no more casualties. If the victim is in a high risk (open field, isolated tree, etc.) The rescuer should determine if movement from that area is necessary lightning can (and does) strike the same place twice! If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compression immediately as well.

#### **IMPORTANT:**

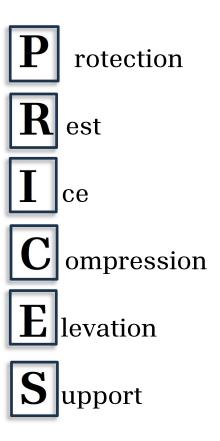
CPR should only be administered by someone who is knowledgeable and trained in the technique. Once CPR is started, it cannot be stopped until a medical professional arrives to take over.

# **Shed & Equipment Storage Procedures**

The following applies to all the storage sheds used by Citrus Heights Little League and apply to anyone who has been issued the combination by Citrus Heights Little League to use those sheds......

- All individuals with combination information to a Citrus Heights Little League equipment shed(s) (i.e. Coaches, Umpires, B&G Keppers, etc.) <u>must</u> be aware of their responsibility for the order and safe storage of all equipment (rakes, shovels, bases, miscellaneous equipment etc.)
- Before using any league machinery (i.e., lawn mowers, weed whackers, lights, scoreboards, etc.) please review the operating procedures for that machinery/equipment.
- All chemicals and organic material (i.e., lime, fertilizer, etc.) stored within the 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 loose chemicals and organic materials within these sheds must be cleaned up and disposed of as soon possible to prevent accidental poisoning.

# When treating an injury, remember: "P.R.I.C.E.S"



# **Friendly Reminders**

- Make sure Coaching Staff also attend the Safety Clinic provided by District-5.
- Citrus Heights Little League goes to great lengths to provide as much training and instructions as possible. – please attending as many clinics/meetings as possible!
- Make sure all teams are playing safe!!
- Make sure someone has a phone available at all times in case of emergency.

# **Concession Stand Safety Procedures**

#### **Opening the Facility:**

- Only League Members or approved volunteers, with cleared background checks, may work in the Snack Bars.
- A minimum of two workers must be in the Snack Bars, at all times.
- Volunteers between the ages of 16-18 <u>must</u> be approved by the Board of Directors.
- Volunteers under the age of 16 may only work in the Snack Bars IF approved by the board.
- The base menu for each Snack Bar will consist of hot dogs, sunflower seeds, candy, nachos, soft drinks, ice cream or popsicles and water.
- The door to the Snack Bar shall be *closed and locked when unattended*.
- All volunteers shall keep their work area as clean as possible, including washing their hands and/or wearing disposable gloves as necessary during their time in the Snack Bar.
- Volunteers must be in good health on days they're scheduled to work in the snack bar. If you are not
  feeling well on your scheduled workday, you <u>must</u> contact your Team Rep ASAP <u>and</u> arrange for
  another parent to work your shift until you are able to provide your services.
- Volunteers will dress accordingly while working in the Snack Bar. Your appearance to the public is very important to the children and parents.
- Avoid handling raw food or cooked food with your hands. Always use gloves and/or utensils to make sure the food is properly wrapped prior to handling.
- Use a scoop to dispense ice into cups for drinks. NEVER use cups to collect ice from the machine.
- *NEVER use glass* to collect ice from the ice machine.
- Keep rags/cloths clean and sanitized, at all times. Rags/cloths that are used to wipe down counters should be stored in a diluted solution of water and chlorine bleach during the time the Snack Bar is open for service.
- Maintain a clean facility and be aware of insects and spoiled food. Immediately dispose of all waste and/or spoiled food in a proper waste disposal area.
- \*\*Foods MUST be kept at least six inches off the ground\*\*

#### **Closing the Facility:**

- There should always be at least two (2) workers when closing the snack bars.
- At least one team Manager MUST remain at the field until the Snack Bar is clean and closed.
- Snack Bar workers shall NEVER be left alone at the field while closing up.
- All machines/devises used must be unplugged, such as crock pots, hot dog rollers, steamers, warmers, portable ovens, fans, etc.
- Wipe all counters with sanitized solutions.
- Wash all reusable utensils, dishes pots and pans utilizing the following four step process:
  - In hot soapy water.
  - \* Rinse in clean water.
  - Use either chemical or heat sanitizing.
  - ❖ Air-dry the items on clean sanitized towels or on racks.
- Do not clean or reuse disposable utensils. These items should be disposed of at closing.
- The following items should be verified and checked prior to leaving the Snack Bar:
  - Lock all doors and food serving areas.
  - Turn off all the lights.
  - ❖ Make sure the ice machine is on.
  - ❖ Clean all nozzles on the soft drink machines and turn them off (*if applicable*).
  - Turn off the soft drink CO2 bottle (*if applicable*).
  - \* Remove all garbage from the area and dispose of it in the proper waste containers outside the facility.
  - Count, fill-out deposit slips, sign and remove all money from the cash registers.
  - All money and deposit slips are to be given to the scheduled Concession Stand/Auxiliary Manager at the end of each day.

## Fire Extinguisher Inspections

Field Location	Snack Bar / # of Extinguishers	Last Date of Inspection
Rusch Park	NO / 0	1-12-24
McDonald Field	YES / 1	1-12-24
Madera Park	YES / 1	1-12-24