

*West Valley
Little League*

Safety Manual for

Managers and Coaches

2024

Little League ID # 447-05-17

1.0 INTRODUCTION

The following document describes the Safety Plan adopted by the West Valley Little League (hereafter referred to as the WVLL) for 2024.

The safety of all ballplayers is a main concern of the WVLL and the entire Little League Organization. Safety is an ongoing issue for the WVLL and its members. Safety is everyone's responsibility. In particular, safety is the responsibility of all adults involved with the Little League program, not just managers, coaches, and umpires. Every Little League parent who sees a safety problem is expected to take steps to get the problem corrected, either personally or through the assistance of a WVLL volunteer.

A Safety Awareness Program (ASAP) was introduced into the WVLL as a means of emphasizing the priority that safety considerations play in Little League activities. This program empowers the WVLL Safety Officer and other officials to foster better awareness, through education and information, of the opportunities to provide a safer environment for children, adult volunteers, and all other participants in Little League Baseball and Softball activities. This manual is intended as a resource, and is provided to managers and coaches so they can refer to it as frequently as necessary. It will be distributed to all Managers prior to the 2024 season, and will be made available at field locations for emergency usage as well. For questions, contact the WVLL Safety Officer: Cory Greenwalt (Cell phone 509-307-8377)

In accordance with Little League standards and ASAP guidelines, the 2024 WVLL Safety Manual for Managers and Coaches addresses, as *minimum qualifications*, the following issues:

#1	Does the WVLL have an active safety officer?	Yes
#2	Does the WVLL publish and distribute league safety policies and/or manual(s)?	Yes
#3	Does the WVLL post and distribute emergency contact information and key league officials' phone numbers?	Yes
#4	Does the WVLL use the 2024 Little League Volunteer Application form and conduct background check on all applicable volunteers in state?	Yes
#5	Does the WVLL provide fundamental training for coaches and managers (<i>i.e.</i> , sliding, batting, pitching, fielding)?	Yes
#6	Does the WVLL require first-aid training for coaches and managers?	Yes
#7	Does the WVLL require field inspections before games or practices?	Yes
#8	Does the WVLL complete the <i>annual</i> Little League Facilities Survey?	Yes
#9	Does the WVLL have written safety procedures for concession stands?	Yes
#10	Does the WVLL require regular inspection and replacement of equipment?	Yes
#11	Does the WVLL have a method to report and track injuries, including near-misses?	Yes
#12	Does the WVLL provide each team with a well-equipped First-Aid kit at practices as well as games?	Yes
#13	Does the WVLL enforce catchers gear and helmet rule during practice and warm-up?	Yes

1.1 SAFETY ORGANIZATION

The WVLL includes a Safety Officer. This position will be appointed by the President and approved by the Board. The Safety Officer will be a Board Member. The Safety Officer will ensure that the League has an updated Safety Plan. The Safety Officer and League President will approve the plan. The Safety Plan will be distributed annually to the Board Members and Managers.

1.2 SAFETY COMMUNICATION

As part of an effective safety campaign, documented safety practices and related information will be communicated regularly to all managers, coaches, players, and parents.

1.2.1 PRE-SEASON MANAGERS MEETING

All team managers & coaches are required to attend the WVLL manager's meeting. The Safety Officer distributes the Safety Manual, which includes, among other information, the phone numbers of all Board members and other officials, Little League Code of Conduct and the First Aid Injury Guide to managers &

coaches. Managers are expected to distribute the Little League Code of Conduct handout with all the players and parents.

On an annual basis Managers and Coaches are given instruction in basic first aid that is useful for injuries typically associated with playing baseball.

All managers and coaches are required to attend the Annual Coaches Clinic. Managers and coaches are instructed and gain a basic understanding of baseball or softball fundamentals (e.g., sliding, batting, and fielding).

1.4. FACILITIES & EQUIPMENT

The Safety Officer will complete and submit the "Annual Little League Field Survey."

1.4.1 FOOD SAFETY

The safe food preparation procedures & guidelines shall be available in all concession stands, and are located in Sections **1.18** & **1.19** of this Manual. See included form

1.4.2 FIELD INSPECTIONS

Managers, coaches & umpires are responsible for field inspections and identifying any safety hazards *before each* game or practice takes place.

1.4.3 EQUIPMENT SAFETY

Managers and coaches should regularly inspect their assigned equipment and immediately coordinate with the Equipment Coordinator on replacing any defective equipment. When necessary, any equipment found to be defective will be replaced.

1.4.4 PLAYER REGISTRATION

League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at www.LittleLeague.org. This is a requirement for an approved ASAP plan.

Submit a qualified safety plan registration form with your ASAP plan.

1.5 CHILD PROTECTION

All Little League Volunteers are required to fill out the 2024 Little League Volunteer Application, which gives permission for the Little League Organization to conduct a background check, which may include a review of criminal and child abuse records maintained by governmental agencies. The WVLL President performs and/or attests to the completion of said background checks/criminal history reviews. Anyone who does not complete a volunteer Application is ineligible to serve as a league volunteer.

At least two adults should be present at every game, practice, and team meeting.

1.6 SAFETY DURING GAMES

Given the impossibility of providing a rule for every situation that may arise, umpires have broad authority to deal with safety issues that arise during games and are not covered by the rule book. It is League policy that a game should not continue beyond sunset. Umpires can call the game earlier if they believe it is too dark to play.

1.7 SAFETY RELATED PROCEDURES

The Safety Officer will provide each team with a first aid kit at the beginning of each season. The first aid kit must be brought to each game & practice. Safety is everyone's responsibility. In particular, safety is the responsibility of all adults involved with the Little League program, not just managers, coaches, and umpires. Every League parent who sees a safety problem should take steps to get the problem corrected, either personally or through a WVLL volunteer.

1.7.1 REPORTING INJURIES

Any non-trivial injury to a player, manager, coach, or spectator *must be reported to the Safety Officer* as soon as possible. When in doubt, a manager should report the injury and let the Safety Officer decide if it seems serious enough.

1.7.2 EMERGENCY ACCIDENT REPORTING PROCEDURES

Give first aid and have someone call 911 immediately if necessary. Notify parents immediately if they are not at the scene. A First Aid Kit is supplied to each team and is mandatory at ALL games, practices and WVLL events. Used items should be replenished; contact the WVLL Safety Officer to make arrangements for replacements.

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 Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to report - All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for 2024 is Cory Greenwalt, and he can be reached at the following:

Cell Phone: (509) 307-8377

E-Mail: safetyofficer@wvllyakima.net

How to make the report - Fill out an Accident/Incident Report Form and deliver it to the Safety Officer within 24 hours. The Safety Officer then processes the report

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1.7.3 SAFETY OFFICER RESPONSIBILITIES

Within 48 hours of receiving the incident report, the Safety Officer should contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the WVLL insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer should periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered closed (*i.e.*, no further claims are expected and/or the individual is participating in the league again).

1.7.4 COMMUNICABLE DISEASE PROCEDURES

Routinely use gloves to prevent mucous membrane exposure when you anticipate contact with blood or other body fluids (provided in first-aid kit).

1. Bleeding must be stopped, the open wound covered.
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and 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 handling bloody dressings, mouth guards and other articles containing body fluids.

1.8 STORAGE SHED PROCEDURES

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

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

Before you use any machinery located in the shed (*i.e.*, lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please be familiar with its operation for that equipment.

All chemicals or organic materials stored in WVLL facilities should be properly marked and labeled as to its contents.

All chemicals or organic materials (*i.e.*, lime, fertilizer, etc.) stored within these equipment sheds should 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 and spills.

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

1.9 LIGHTNING FACTS AND SAFETY PROCEDURES

Remember: When You Hear It – Clear It! When You See It – Flee It!

It is the practice of the WVLL to halt-play and evacuate when thunder rumbles are heard or lightning strikes/ashes are seen. Managers and umpires are required to wait at least 20 minutes, preferably 30 minutes since the last incident of thunder or lightning. The ultimate truth about lightning is that it is unpredictable and cannot be prevented.

Therefore, a manager, coach, or umpire who feels threatened by an approaching storm or severe weather should halt-play and get the children to safety. Coaches are expected to err on the side on safety and caution.

When storms are anticipated or evident in the area, parents are expected to remain at the field or have an agreement with another adult to be responsible for their child. Whenever a parent is not present, whether a storm is expected or not, they must provide the coach with a phone number where they can be reached at all times. This can be a home or cellular phone number. If parents cannot be located, the coach, with the help of other league volunteers, shall find safe shelter for the remaining children.

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters, such as substantially constructed buildings, are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal 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 or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

1.9.1 FIRST AID TO A LIGHTNING STRIKE VICTIM

Typically, the 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:

If the victim is in a high-risk area (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 compressions as well.

Note: CPR should only be administered by a person knowledgeable and trained in the technique.

1.10 SAFETY CODE -- Dedicated to Injury Prevention

West Valley Little League Safety Guidelines

- Responsibility for Safety Procedures should be that of any adult member of WVLL.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches and umpires should acquire training in first-aid. First-aid kits are issued to each team manager and are located at each concession stand.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as in play.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger, spectators (*i.e.*, playing catch, pepper, swinging bats, etc.).
- Equipment should be inspected regularly for the proper condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catcher must wear catcher's 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. Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should horseplay be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide safety glasses.
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices
- Managers and Coaches may not warm up pitchers before or during a game.
- On-deck batters are not permitted. Players should remain in the dugout or away from play until their turn at bat.
- Only a player on the field and at bat may swing a bat.

- **Disengage-able bases are to be used. These bases must disengage from their anchors. These bases are for First, Second and Third bases.**
- **Only bats on the 2024 approved list and with the USA Baseball stamp will be used in Little League (Major) Baseball Division and younger divisions.**

1.10.1 SOME IMPORTANT REMINDERS

Do the following:

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.
- Keep your ***Prevention and Emergency Management of Little League Baseball and Softball Injuries*** booklet with your first-aid kit.
- Assist those who require medical attention - and when administering aid, remember to:
 - ***LOOK*** for signs of injury (Blood, Black-and- Blue deformity of joint etc.).
 - ***LISTEN*** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
 - ***FEEL*** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Have your players' ***Medical Clearance Forms*** with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.
- Be alert!
- Make sure catchers are wearing proper equipment.
- Continue to monitor the safety and playability of the ball field.
- Make sure that pitchers who are warming up in foul territory have a spotter and a catcher with helmet and chest protector.
- Remind fans to remain on their best behavior.
- Make sure players are not wearing any jewelry or metallic objects.
- Address unsportsmanlike conduct when it occurs.

Don't do the following:

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

1.11 WHAT DO I EXPECT FROM MY PLAYERS?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

1.12 WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- 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 be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation should be handled in a respectful, quiet and individual manner.
- To never punish a player for athletic performance reasons (laps, etc.).

1.13 WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- To come out and enjoy the game. Cheer to make all 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 me, the players or the umpires. We are all responsible for setting examples for our children. We must be the 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 fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A (Rutger’s Safety Certified) helping hand is always welcome.
- Finally, don’t expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let players make mistakes, but always be there with positive support to lift their spirits!

1.14 ON-FIELD FIRST AID FOR COACHES AND PARENTS GUIDE

Knowledge of basic first aid is a must for all coaches and others involved in supervising sports participants. Injuries are to be anticipated, and best results occur if there is adequate preparation and proper first aid provided on-site. At the time of injury, be calm and reassuring - remember, most injuries are mild and will heal with rest and basic first aid. The most universal first aid treatment can be remembered by R-I-C-E (Rest, Ice, Compression, and Elevation). Most serious injuries (with exceptions noted by “**GET HELP**” below) can be referred for medical attention if problems are still apparent after basic first aid has been applied.

Examples of common injuries and appropriate first aid measures:

SPRAIN - partial ligament tear (Finger, wrist, elbow, knee, ankle)	Pressure-wrap, ice, elevates. May return if stable and pain free after 20 minutes.
STRAIN - partial muscle tendon tear or pull (Thigh, calf, back, neck)	Same as above
CONTUSION – muscle or bone bruise	Same as above. Gently stretch muscle
HEAT CRAMPS – muscle spasm (Calf, thigh, buttocks)	Apply gentle pressure to muscle. Stretch and hold steady pressure.
HEAT EXHAUSTION/HEAT STROKE - caused by dehydration, often in poorly-conditioned athletes with hard workouts on hot days	At first, player is cold and clammy. Rest in shady area, elevate legs, give cool fluids, If skin is dry and hot, or if player is confused, GET HELP . Players should be given ample water during games/practices. If a player asks for water and is thirsty, they are already partially dehydrated and in danger.

LACERATIONS – cuts of the skin	Apply direct pressure. Wash and dry. Close with bandage or butterfly. Ice. May require stitches.
ABRASIONS – scrapes of skin	Stop bleeding with pressure. Wash out all dirt. Cover with bandage.
NOSE BLEED	Apply pressure by pinching nostrils. Lean forward. You must pinch nostrils for <i>at least 10-15</i> minutes without letting go, or bleeding will continue.
WIND KNOCKED OUT	Lie on side or back. Encourage slow breathing.
HEAD INJURY – Concussion = temporary disturbance of brain or nerve function.	Check for headache, memory, confusion. Keep player out. If unconscious, check airway, breathing, pulse, and GET HELP
NECK INJURIES from burners or pinched nerves to catastrophic spinal cord injuries.	If severe pain, numbness, or tingling persists, or player can't move arms or legs, do not allow neck to move and GET HELP
FRACTURES – broken bone (arms, wrist, finger, legs, and feet).	Suspect if tenderness or swelling exists at one point. Splint and send for medical help.
DISLOCATIONS	Splint or immobilize as best you can. Do not attempt to straighten, send for medical help.
CHOKING – airway obstruction	Encourage coughing if conscious. Otherwise, use Heimlich Maneuver and GET HELP

1.15

**West Valley Little League
Accident Report**

Name of Injured Person _____ Sport Card # _____

Address _____

Parents or Guardian _____ Phone _____

Sport or Activity _____ Place of Accident _____

Date and Time of Accident _____ type of Injury _____

Coaches Advisors Present: _____

Give a brief description of what occurred, including first aid that may have been applied at the scene of the accident.

Signature of Coach

Date

This Form should be delivered to West Valley Little League within 48 Hours. Do not delay reporting. As soon as this report is received, insurance forms will be sent out to the injured party.

Keep a copy of this report for your own records.

1.16

West Valley Little League: Code of Conduct

Managers and Coaches- Please discuss the following safety issues and distribute this handout to your players and their parents.

At least two adults should be present at every game, practice and team meeting.

Critical Safety Issues

- Observe local speed limits in all parking lots. Watch for small children around parked cars.
- No alcohol allowed in any parking lot, field, or common areas during WVLL events.
- No playing in parking lots at any time.
- No playing on and around lawn equipment.
- No profanity please.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the parks.
- No throwing balls against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- No throwing rocks.
- No horseplay at any time.
- No climbing fences.
- There are no on deck batters in Little League (for 12 and under)
- Observe all posted signs. Players and spectators should be Alert at all times for Foul Balls and Errant Throws.
- During game, players must remain in the dugout area in an orderly fashion at all times.
- After each game, each team must clean up trash in dugout and around stands.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- No children under the age of 16 are to be permitted in the Snack Bars.
- Players are not allowed to leave the dugout during games without the permission of the manager and only for emergencies or going to the bathroom. Only managers and coaches are allowed in the dugouts during games.
- Head first sliding is prohibited, except when returning to a base.
- Batters, base runners and player base coaches must wear helmets at all times, including practices.
- Catchers must wear a legal Little League helmet with throat protector at all times, including practice.
- No metal jewelry, rings, watches etc. may be worn during games or practices (except medical jewelry).
- Required: Bring first aid kits to every practice and game.
- Required: Bring your medical release to all games and practices.
- Parents are encouraged to bring cellular phones to games and practices.
- Failure to comply with the above may result in expulsion from the West Valley Little League fields.

1.17 TELEPHONE NUMBERS OF BOARD MEMBERS AND OTHER OFFICIALS

West Valley Little League Phone Numbers

West Valley Ambulance/Police/Emergency: **911**

League Officers

Jon Fries, President (509) 945-4067 Josh Pearce, VP (509) 834-8403 Karla Farina, Treasurer (509) 949-7946 Annie Edwards, Secretary (425) 891-1165	James St Clair, Player Agent (509) 480-1143 Eric McCully, Equipment Mgr. (509) 868-2373 Cory Greenwalt, Safety Officer (509) 307-8377
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1.18 Concession Stand Guidelines

The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information is excerpted from "Food Safety Hints"
By the Yakima County Department of Health.

1. Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using pre-cooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. *Complete control over your 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, poultry parts should be cooked to 165° F. *Most foodborne 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 un-refrigerated for too long has been the number ONE cause of foodborne illness.*

5. Hand Washing. *Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.* The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing! ALL PERSONS HANDLING FOOD MUST WASH THEIR HANDS FIRST!

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 in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products. **SMOKING IS PROHIBITED IN ALL LITTLE LEAGUE AREAS: FIELDS, CONCESSION, STANDS AND ANYWHERE NEAR OR IN VIEW OF THE PLAYERS!**

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:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. 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 your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1 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. Store pesticides 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 your event is finished, clean the concession area and discard unusable food.

1.19 Concession Stand Procedures

Clean Hands for Clean Foods

Since most of us who work the concession stand are not professional food workers, it is important that we thoroughly understand the proper method of washing our hands prior to working the concession stand.

- **Use soap and warm water.**
- **Rub your hands vigorously as you wash them.**
- **Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.**
- **Rinse your hands well.**
- **Dry hands with a paper towel.**
- **Turn off the water using a paper towel, instead of your bare hands.**

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the restroom.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination, and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food-contact surfaces.
- After engaging in activities that contaminate hands.

West Valley Little League Code of Conduct

West Valley Little League has adopted the following code of conduct as a result of its concerns for good sportsmanship. Sports and activities should be used as an opportunity for young people to learn how to engage in healthy competition while maintaining respect for their opponents. All parties to athletic competitions should adhere to the highest standards of positive support for the contestants. All coaches, players and parents must abide by our "code of conduct". Serious violations must be reported to the Recreation Commission.

Expectations of Coaches

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship the NUMBER ONE priority.
- Respect judgment of contest officials, abide by rules of the event and display no behavior that could incite fans.
- Treat opposing coaches, participants and fans with respect. Shake hands with officials, opposing coaches in public.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards

Expectations of Participants of All Ages

- Treat opponents with respect: shake hands prior to and after contests.
- Respect the judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Accept seriously the responsibility and privilege of representing team and community: display positive public action at all times.
- Live up to high standards of sportsmanship established by coach.
- *Remember: It's a game so "PLAY BALL" and "HAVE FUN!"*

Expectations of Parents and Other Fans

- Realize that the purpose of your attendance is to observe a contest and support recreation activities, not a license to verbally assault others or be generally obnoxious.
- Respect decisions made by contest officials
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- Respect Fans, Coaches and participants.
- BE A FAN, NOT A FANATIC!

Furthermore officials for each sport should be instructed to take whatever steps necessary to insure that this code of conduct is adhered to during contests. Each sport should adopt appropriate penalties for anyone who does not adhere to this code. In case of suspension or expulsion, the right of appeal should exist.

Coaches' Code of Ethics

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development of the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principals needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sporting events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for the children and not adults.
- I will make sure that every player has the opportunity to participate.

Coach Signature: _____ Date: _____

Adapted from the National Youth Sports Coaches Association

Training for Coaches and Managers
West Valley Little League
ID # 447-05-17

Training Sessions & Clinics for Coaches/Managers for 2024 are scheduled as follows:

- Managers' Meeting
 - Date & Time: 03/12/2024
 - Location & Facilitator: West Valley Fire Station, Jon Fries
 - Attendees: All Managers:

- Coaching Fundamentals Clinic
 - Date & Time: 03/14/2024 6:00 PM
 - Location & Facilitator: Dbat
 - Attendees: All Managers & Coaches

- Umpiring Clinic
 - Date & Time: TBD
 - Location & Facilitator: West Valley Fire Department, Chester Adams
 - Attendees: Umpires

- First Aid Clinic
 - Date & Time: TBD
 - Location & Facilitator: West Valley Fire Department, Ashley Couch
 - Attendees: All Managers, Coaches & Umpires

1.23 Little League National Facility Survey

The Little League National Facility Survey for Baseball and Softball is completed annually by the WVLL Safety. *The current survey is attached to this document.* As a reminder, umpires, managers, and/or coaches are expected to inspect field facilities prior to any practice or game for safety hazards.