Ladera Ranch
North Mission Viejo
Rancho Mission Viejo
Rancho Santa Margarita
San Clemente American
San Clemente National

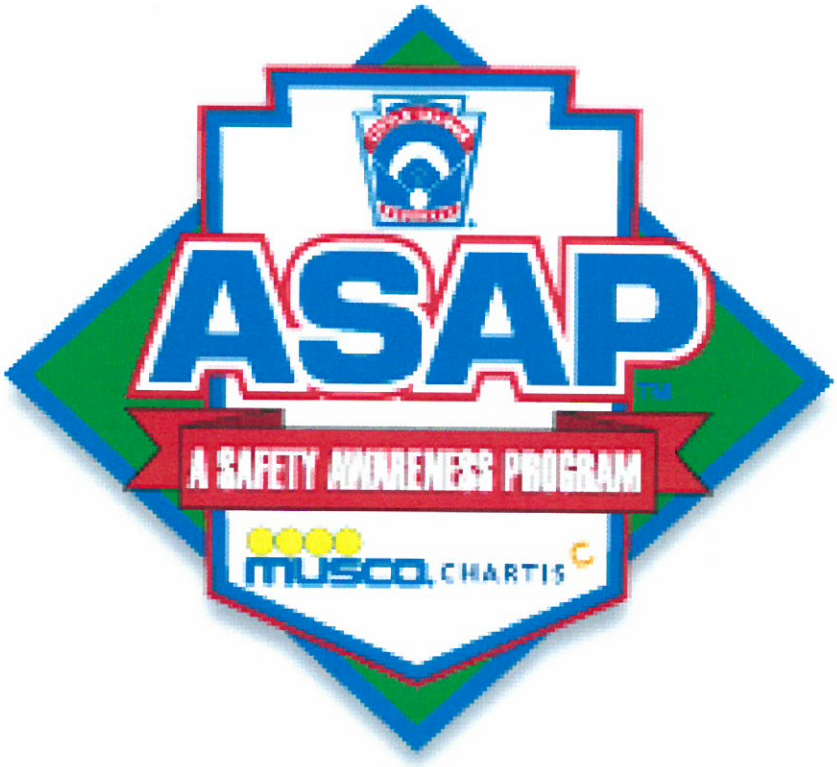
Little League
California District 68
P. O. Box 3025
Mission Viejo, California 92690

San Juan Capistrano
South Mission Viejo
Tijeras Creek
Trabuco Canyon
Viejo

California District 68

(405-68-00)

2016 Safety Plan



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Welcome to the 2016 Little League season; we hope this will be a safe and memorable season of great baseball for all of us. The staff of District 68 and all of its volunteers will continue to put safety first as well as provide a fun and safe environment. We will do this by continuing to educate our volunteers on new and exciting ways of keeping our fields safe to play on. We have regularly scheduled District meetings where we discuss upcoming events and issues encountered. We discuss how the leagues solve these issues and how they may be prevented in the future. Many of these issues concern facilities, equipment, and safety. Clinics will be held to instruct our managers and coaches on the fundamentals of baseball and positive coaching techniques along with the Rules and Regulations of Little League to help ensure our young players are taught properly to play the game while keeping a positive and fun environment. Mandatory First Aid Clinics will be held around the district to ensure that our Managers and Coaches will know how to react properly to any given situation in the event of an emergency. A league's Safety Manual and a First Aid Kit will be provided to the managers at these clinics and will be required to be with them at every practice and game.

In summary, we are responsible for the safety of our children.

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Trabuco Canyon
Viejo

Website: District68.com **League/District Number:** 405-68-00

LEAGUES IN CALIFORNIA DISTRICT 68

Ladera Ranch Little League	405-55-159875
North Mission Viejo Little League	405-55-07
Rancho Mission Viejo Little League	405-55-20
Santa Margarita Little League	405-55-124141
San Clemente American Little League	405-55-09
San Clemente National Little League	405-55-09
Capo Dana Little League	405-55-10
South Mission Viejo Little League	405-55-15
Trabuco Canyon Little League	405-55-21
Viejo Little League	405-55-03

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REQUIREMENT 1

District Safety Officers and League Safety Officers

District Safety Officer **Mike Reynolds** **949-528-5648**

League Safety Officers within District 68

Ladera Ranch Little League	Matt MacDoougal Mattmacd2@yahoo.com
North Mission Viejo Little League	Jerry Serato Safety@Nmvll.org
Rancho Mission Viejo Little League	Jim Monahan JimM@asicsamerica.com
Santa Margarita Little League	Chris Gicking gicking@att.net
San Clemente Little League	Erin Hussey Husseyfamily5@gamil.com
San Juan Capistrano Little League	Chris Vangelos cinnabarv@gmail.com
South Mission Viejo Little League	Bryan Ray braysmvll@gmail.com
Trabuco Canyon Little League	Dustin Grinstead safety@tcll.org
Viejo Little League	Bill Adams stephnbill@att.net

REQUIREMENT 2

District 68 holds several meetings to train the League Safety Officers. The annual President's and Safety Officer Meeting was held on January 20, 2016 (see Attachment I). The District Administrator presented a PowerPoint presentation (available on the Little League Website http://www.littleleague.org/Assets/forms_pubs/asap/2016_LeagueASAP_presentation_ppt.ppt). An additional review of the 15 elements of safety was handed out to and discussed with each league Safety Officer and was used to structure each league's Safety Plan (Attachment II). Each element of the Safety Plan was discussed and critiqued.

1. Distribution of District Safety Plan

a. A copy of the District Safety Plan will be scanned and published onto the District 68 website: District68.com

b. A paper copy of the District Safety plan will be put into each Tournament Director's Notebook kept at each District 68 tournament site (Tournament of Champions and All Star Tournament).

c. A paper copy of the District Safety Plan will be given to each of the Big League Managers.

d. A paper copy of the District Safety plan will be given to each of the league safety officers.

REQUIREMENT 3

Emergency Numbers

1)	Emergency of any kind	911
2)	Mission Hospital	949.364.1400
3)	Poison Control	800.222.1222
4)	Animal Control	949.470.3045

Tournament Contact Number

(To be determined in April 2014). The site location numbers will then be added and printed for the Tournament Directors' use.

Website: District68.com **League/District Number:** 405-68-00

C	Name	Cell Phone	Email
District Administrator	Ezio Petrella	949.413.3770	epetrella@cox.net
Director of Operations	Kevin Moran	714.350.3993	kjmacpa@cox.net
Information Officer	Kathy Varela	949.683.8711	threehijos@cox.net
Umpire in Chief	Sam Griffith	650.280.4704	Griffith.sam@ worldnet.att.net
Assistant Umpire in Chief	Bob Boatright	949.322.7781	Reb161@cox.net
Tournament Umpire Consultant	Scott Goodman	949.292.8894	Sgoodman7@ yahoo.com
Safety Officer	Mike Reynolds	949.528.5648	rapps@cox.net
Little League ADA	Ken Crane	714.478.4401	Kencrane2@ yahoo.com
Junior League ADA	Kathy Varela	949.683.8711	threehijos@cox.net
Senior/Big League ADA	Mike Kron	949.233.8229	Mikekr2004@ Hotmail.com
Challenger ADA	Darrell Burnett PhD		djburnet@pacbell.net
Legal Consultant	Mike Kron	949.233.8229	Mikekr2004@ Hotmail.com
Media Director	Michele Cole		Michele.cole@cox.net

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San Juan Capistrano
Santa Margarita American
Santa Margarita National
South Mission Viejo
Trabuco Canyon
Viejo

2016 Tournament Directors

Name	E-mail
Adam Ermisch	adam.ermisch@cox.net
Ben Parran	benparran@att.net
Bob Boatright	Reb161@cox.net
Chuck King	cthhking@cox.net
Dan Bamsey	phyrmn@aol.com
Dave Rigby	dave.rigby@geeksoncall.com
Deniz Denktas	deniz@printek.biz
Don Asay	donasay1@cox.net
Ed Gurzi	gurzbra@cox.net
Ezio Petrella	ezpetrella@gmail.com
Gary Brewsaugh	garybrew@cox.net
Greg Hansen	gregory.hansen@wellsfargoadvisors.com
Jack Luster	lustersilk@gmail.com
Jeff Klone	usklone@cox.net
Jeremy Kivlen	bkivlen@cox.net
Jerry Delmore	jcdelmore@cox.net
John Desmond	jwdres@aol.com
John Lally	thelallys@cox.net
John Yots	jyotsjr@gmail.com
Kathy Varela	kathywoodvarela@gmail.com
Ken Crane	Kencrane2@yahoo.com
Kevin Moran	kjmacpa@cox.net
LR Sanders	lr.sanders@grubb-ellis.com
Manny Pacheco	iflyduke@msn.com
Mark Conboy	markmvca@hotmail.com
Michele Cole	michele.cole@cox.net
Mike Kron	mikekr2004@hotmail.com
Mike Reynolds	mikeanderinreynolds@icloud.com
Rich Wordes	rswordes@wwgc.com
Rick Alleman	picocaptain@yahoo.com
Ricky Ford	foreford@cox.net
Ricky Herrera	rh7112@aol.com
Sam Griffith	griffith.sam@worldnet.att.net
Scott Goodman	sgoodman7@yahoo.com
Tom Knego	Tom.Knego@uhc.com

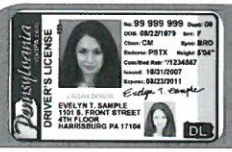
REQUIREMENT 4

The District had a meeting with all league Presidents, Player Agents and Safety Officers (Listed on Page 20). Presentations were given and the following items were covered:

a. All volunteers for 2016 need to fill out a copy of the 2016 Little League Volunteer form. This year's form should be obtained from the Little League website at: http://www.littleleague.org/learn/forms.htm
b. First Advantage will be used by all leagues in District 68 to do a thorough background check for all league volunteers. Attendees were reminded that the first 150 checks will be done for free.
c. All District 68 tournament umpires need to fill out a volunteer form for each league for which they umpire 3 or more games. That league would also be responsible for doing a First Advantage check independently of the other leagues.
d. District 68 is transitioning to the Live Scan background check system.

All District 68 Staff Members and Tournament Directors will be required to fill out a 2016 Little League volunteer form. A First Advantage background check will be done by the District Administrator or by his designee for each of these persons.

All Big League Coaches and Managers will be interviewed by the District Administrator and the Senior ADA. These individuals will be required to fill out the 2016 Volunteer form and will be subject to a background check using the LexisNexis database.



Little League Volunteer Application - 2016

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name_____ Date _____

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

_____

Community affiliations (Clubs, Service Organizations, etc.):

_____

Previous volunteer experience (including baseball/softball and year):

_____

Do you have children in the program? Yes ☐ No ☐ If yes, list full name and what level? _____

Special Certification (CPR, Medical, etc.):_____

Do you have a valid driver's license: Yes ☐ No ☐

Driver's License#: _____State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor?: Yes ☐ No ☐

If yes, describe each in full:_____

_____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? ☐ Yes ☐ No If yes, describe each in full:_____

_____

Have you ever been refused participation in any other youth programs? Yes ☐ No ☐

If yes, explain: _____

_____

In which of the following would you like to participate? (Check one or more.)

League Official ☐ Coach ☐ Umpire ☐ Field Maintenance ☐

Manager ☐ Scorekeeper ☐ Concession Stand ☐ Other ☐

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone

_____

_____

_____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:

http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature_____ Date _____

Applicant Name(please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____

on _____

System)s) used for background check (minimum of one must be checked):

Sex Offender Registry ☐ Criminal History Records ☐ *First Advantage ☐

**Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.*

Only attach to this application copies of background check reports that reveal convictions of this application.

10A

Little League® "Returning" Volunteer Application - 2016

Do not use forms from past years. Use extra paper to complete if additional space is required.

If you filled out a volunteer application last year and your league uses the background check tools provided by Little League International, please fill out the returning volunteer application. Otherwise, please use the standard volunteer application.

You must provide the information to all the questions in this section

Have you ever been convicted or plead guilty to any crime(s) involving or against a minor?

☐ Yes ☐ No

If Yes, describe each in full: _____

_____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor?

☐ Yes ☐ No

If Yes, describe each in full: _____

_____

Have you ever been refused participation in any other youth program? ☐ Yes ☐ No

If Yes, explain: _____

In which of the following would you like to volunteer? (Check one or more)

☐ League Official ☐ Manager ☐ Coach ☐ Umpire ☐ Field Maintenance

☐ Score Keeper ☐ Concession Stand ☐ Other: _____

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type): _____

Applicant Signature: _____ Date: _____

If Minor — Parent Signature: _____ Date: _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, martial status, gender, sexual orientation or disability.

Please update ONLY the information in this section which has changed since last year.

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ E-Mail Address: _____

Driver's License #: _____ State: _____

Occupation: _____

Employer: _____

Address: _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name / Phone:

_____ / _____

_____ / _____

_____ / _____

Special professional training, skills, hobbies:

_____

Special Certifications (CPR, Medical, etc):

_____

Special Affiliations (Clubs, Service Organizations, etc):

_____

_____

Previous volunteer experience (including baseball/softball and year(s)):

_____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:
http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm

LOCAL LEAGUE USE ONLY:

Background Check completed by league officer _____

on _____

System(s) used for background check (minimum of one must be checked):

☐ Sex Offender Registry ☐ Criminal History Records ☐ *First Advantage

**Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will recieve a letter directly from First Advantage in compliance with the Fair Credit Reporting Act containing information regarding all the criminal association with the name, which may not necessarily be the league volunteer.*

Only attach to this application copies of background check reports that reveal convictions of this application.

REQUIREMENT 5

Provide Fundamental Training

District 68 sponsors three district-wide training sessions for coaches and managers [two separate clinics taught by Al Price (January 26 and January 27) and one Positive Coaching Seminar given by Darrell Burnett (February 4)]. The Positive Coaching Seminar was a 2-hour seminar discussing the aspects of positive coaching, similar to the talk given by Darrell at the 2010 Little League International Congress. The attendee statistics for all three events are listed below:

2016 Managers/Coaches Clinic Attendance

League	Big Al Attendance League Totals	Number of Chartered Teams (50/70 & Below)	% Attendance (Including 50/70 & LL) Teams Represented
Ladera Ranch	42	77	55
North MV	51	27	189
Rancho MV	15	25	60
Santa Margarita	9	30	30
San Clemente	45	91	49
San Juan	5	19	26
South MV	13	27	48
Trabuco Canyon	4	32	13
Viejo	31	26	119
District 68	**233**	**384**	**61**

League	Positive Coaching Attendance League Totals	Number of Chartered Teams (50/70 & Below)	% Attendance (Including 50/70 & LL) Teams Represented
Ladera Ranch	1	77	1
North MV	5	27	19
Rancho MV	0	25	0
Santa Margarita	0	30	0
San Clemente	47	91	52
San Juan	0	19	0
South MV	36	27	133
Trabuco Canyon	24	32	75
Viejo	11	26	42
District 68	**127**	**384**	**33**

BIG AL BASEBALL

Little League® COACHING CLINIC with Big Al

Feedback ...

I loved the clinic! I have been coaching baseball for 3 years and this coaching clinic has revolutionized the way I will coach from now on!
- Coach Craig

The best program I ever attended and I've been coaching for years. Your program taught me all over again...except the right way this time. I bought your T&D program and continue to use it every day!
- Coach Marvin

I have always been concerned about how the young players are being taught the fundamentals of baseball. However after watching Al Price and his son Scott conduct their clinics around the country, I am convinced that the people who attend their clinics are being taught properly, and that makes me feel better about the future of the game.

Sincerely,

Joe Gregga

Monday Jan 25 & Tuesday Jan 26, 2016

HOST: California District 68
PLACE: St John's Church Gymnasium
30382 Via Con Dios, Rancho Santa Margarita
CONTACT: Al Price (Big Al) al@bigalbaseball.com
Ezio Petrella 949.413.3770 Ezpetrella@gmail.com

Monday Jan 25 TRAINING SESSION (coaches of players 9-13)
Learn how to teach the fundamental skills of the game and plan fun and effective practices. Includes drills and challenging activities and this year will also include advanced training for coaches who have attended a Big Al clinic in the past.
Training for baseball and softball coaches and managers; "rookies" and "veterans".
5:45 PM - Registration 6:00 PM to 9:30 PM - Hands on Training

Tuesday Jan 26 TRAINING SESSION (coaches & parents of players 5-8)
Learn how to introduce the skills of the game in a creative, fun and effective way. Experience Big Al's complete practice planning approach that your players and their parents will love. Training for coaches, managers & parents "rookies" and "veterans".
5:45 PM - Registration 6:00 PM to 9:30 PM - Hands on Training

COACHES FROM OTHER LEAGUES AND DISTRICTS ARE WELCOME!
Leagues from CA D68 register your league by contacting the Host.
Leagues from outside of CA D68 please pre-register your league online (300.00) at www.bigalbaseball.com/clinics and send all of your coaches.
Individuals from outside CA District 68 please register and pay (25.00) at the door just prior to the training session you would like to attend.
(Bring your glove and wear comfortable clothes to participate!)

Big Al has authored the curriculum for over 1 million coaches, players, & parents and presented training to over 75,000 players & 285,000 coaches.

If you can't get to the clinic buy your own T&D resources at

WWW.BIGALBASEBALL.COM

Rules/Mechanics Clinics

2/2/16	Rancho Mission Viejo
2/4/16	Tarbuco/ RSM
2/9/16	San Clemente
2/10/16	Ladera
2/16/16	Viejo
2/17/16	North Mission Viejo
2/18/16	Ladera Ranch
2/22/16	San Juan Capistrano
2/23/16	South Mission Viejo

Blue Crew Meetings

2/28/15	North Mission Viejo
3/15/15	North & South MV
4/15	Santa Margarita

Mechanics

2/6/16	North Mission Viejo	Small Diamond
2/20/16	Ladera/ Cox	Youth Umpires
2/21/16	Viejo	Small Diamond
2/13/16	District 55	Big Diamond

REQUIREMENT 6
Require First-Aid Training

All league Presidents and Safety Officers are instructed that all leagues must provide First Aid training for the Managers and Coaches (Attachment I, January 20). Each League is responsible for scheduling its own session and arranging for an appropriate instructor. The District verifies this training by reviewing the Safety Plan.

All District Tournament Directors will attend a training session prior to the beginning of the Tournament of Champions (meeting not scheduled to date, but will be schedule in May). In this meeting, there will be First Aid training and what to do in case of an injury or other possible emergency. The instructors for this year's training will be Ricky Herrera, Paramedic, Los Angeles County Fire Department. There will also be training on filling out and submitting the Accident Reports. All Tournament Umpires will be given the same First Aid training at the pre-tournament umpires meeting set for May.

A concussion is a type of traumatic brain injury usually caused by a bump, blow or jolt to the head, or by sudden deceleration of the head causing movement of the brain within the skull.

This is a serious and potentially life threatening injury that should be evaluated by a trained medical professional.

I. Signs and symptoms for determining a concussion may include any or all of the following symptoms to a varying degree;

- Difficulty thinking clearly
- Feeling slowed down
- Difficulty concentrating
- Difficulty remembering new information
- Headache
- Nausea or vomiting
- Balance problems
- Dizziness
- Fuzzy or blurred vision
- Feeling tired
- Sensitivity to noise or light
- Irritability
- Sadness
- Emotional
- Nervousness or anxiety
- Abnormal sleep patterns

Any person exhibiting any of these symptoms after an impact incident will be determined as a potential concussion risk.

a. All District 68 Tournament Directors will be required to provide a certificate of completion for the

Center for Disease Control (CDC) online training for concussion awareness to the District 68 Safety Officer before working any tournament games.
http://www.cdc.gov/concussion/HeadsUp/online_training.html

II. A player who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time for the remainder of the day. A player who has been removed from play may not return to play until the player is evaluated by a licensed health care provider trained in the evaluation and management of concussion and receives written clearance to return to play from that health care provider.

III.

Note 1: The team's manager and assistant coaches need to evaluate players who experience head impacts. This observation extends beyond the first couple of minutes after the impact incident.

The manager needs to comply with the reporting procedures by notifying the Tournament Director and completing an Accident Report, noting possible concussion on the form.

Note 2: Umpires should also make independent observations of a player who experiences a head impact. If an umpire observes any of the concussion symptoms in a player after a head impact incident, the umpire should inform the manager that the player is to be removed from the game. The umpire's judgment is final. The umpire must then notify the Tournament Director who will initiate the Accident Report Form.

IV. At the conclusion of the game, the Tournament Director will notify the District Administrator or the District Safety Officer that the identified player was removed from the game for concussion like symptoms. (The preferred method is by email so that a record of the notification is created) The District Representative will then send the notification to the league's President to insure that the team's manager complies with the necessary safety guidelines.

V. The Manager needs to insure that the involved player is medically cleared to participate in the team's next practice or game. The player's parents will be instructed to seek Medical advice to allow the player to continue participation. A letter must be presented to the Tournament Director prior to the next game that the player has been medically cleared to participate. The player will not be allowed to participate until the letter in presented to the Tournament Director. Any manager who fails to comply with the established guidelines is subject to review by the league's Board of Directors for possible disciplinary action.

REQUIREMENT 7

Require Coaches/Managers to Walk the Field

All fields used for District 68 Junior Woodbat Tournament, Tournament of Champions and All Star games are administered and maintained by individual leagues. At the tournament managers meetings (Attachment I; TOC-June 1st and All Star-June 22nd), the managers are instructed on their responsibility to walk the field to be sure they are safe to play on. Both team managers are responsible for inspection for each game.

All Tournament Umpires will also attend a meeting to discuss tournament rules and tournament protocols (meeting not scheduled to date, but will be schedule in late May). In this meeting, the umpires are told that prior to every game, they are responsible for walking the field to determine if the fields are safe to play on.

So, under the direction of the Tournament Director, each field will be inspected by seven sets of eyes prior to every tournament game (most of our tournament games are covered by four umpires).

All Big League Managers will be instructed to inspect the field (both home and visiting managers). Any issues will be reported to the umpires, who will contact the District Administrator or the Senior ADA; who will contact the league officials responsible for the maintenance of that particular field.

A checklist and training will be provided to all Tournament Directors at the Tournament Director Meeting (meeting not scheduled to date, but will be schedule in May). An example is included in this Safety Plan (Attachment IV).

REQUIREMENT 8

Complete the 2014 ANNUAL Little League Facility Survey

All fields used by District 68 for the Junior Woodbat Tournament, Tournament of Champions, All Star and Big League games are maintained and administered by a league within the district. Each League completes the Annual Survey and publishes it in their Safety Plan. The District reviews each Safety Plan and retains copies for future reference.

REQUIREMENT 9

Written Safety Procedures for Concession Stands

Concession stands in all fields used by District 68 for Junior Woodbat Tournament, Tournament of Champions, All Star and Big League games are maintained and administered by a league within the district. During the District use of these fields, the concession stand is staffed by league volunteers. Each of these leagues has Safety Procedures for their concession stand in their Safety Plan. In the review of each of the leagues Safety Plans, the Safety Officers are reminded to be sure to include each league-specific issue; depending on the equipment that their concession stands have.

REQUIREMENT 10

Require Regular Inspection and Replacement of Equipment

During regular season, each league is required to inspect its own equipment as outlined in its Safety Plan. During the many District Umpire Clinics (Attachment VI), every umpire is instructed on how to inspect helmets, bats and catcher's equipment. Umpires were told that they are required to inspect the equipment prior to every game.

During the Junior Woodbat Tournament, Tournament of Champions and All Star games, equipment is initially inspected by the managers. During the Manager meetings the managers are told what we will be looking for during the tournaments. Prior to each tournament game, the Tournament Director will go onto the field and inspect all of the equipment. Managers or coaches will put the equipment in front of their dugouts, the Tournament Director will inspect the equipment and if it all passes; they will instruct the managers and coaches that they can now put the equipment back into the dugouts. All equipment not passing the inspection will be physically removed from the field of play and either thrown away or stored at the Tournament Director's table until the end of the game.

An example of the checklist is in Attachment V.

REQUIREMENT 11

Implement Prompt Accident Reporting and Tracking Procedures

All league safety officers are trained in using accident reports at the Safety Officers meeting presentation (Attachment I, January 20th). They are encouraged to require an accident report of all accidents, no matter how insignificant the manager thinks the incident is. Each league develops its own form. Typically, accident forms are required to be completed within 24 hours of the incident, and copies are required to be sent to the District within 48 hours of reporting to the League Safety Officer.

During the District 68 Junior Woodbat Tournament, Tournament of Champions and All Star Tournament; a Tournament Director's book will be at each site. Each book contains blank Safety/Injury Reports. Training for the Tournament Directors will be given during the Tournament Directors training (meeting not scheduled to date, but will be schedule in late May). All Reports are to be filled out at the time of the incident and reported at the time the Tournament Director reports his scores. A copy of the report is kept in the Tournament Director's book, and the Tournament Director for the next game played by the injured player's team will be informed. If the player was either removed from the game because of an injury or taken to the hospital/doctor; a signed note from his doctor will be required before the player will be allowed to participate again in the tournament.

REQUIREMENT 12

Required First Aid Kit at Each Game

Each league will provide each of its Managers a First Aid kit to be used during Regular Season play. All Managers participating in any of the District-sponsored tournaments will be expected to bring their First Aid kits. A site First Aid kit will be kept at the Concession Stand. We will instruct all Leagues that are hosting a tournament what should be the makeup of the site kits. This will be discussed at the Presidents and Tournament Requirement Meeting on May 15th (Attachment I).

REQUIREMENT 13
Enforce Little League Rules Including Proper Equipment

District 68 conducts several Rules Clinics prior to the season beginning (Attachment VI). Each league will host the clinic and the UIC of the District and his assistant will instruct in the clinic. The Rules Clinics are attended by Umpires, Managers and Coaches, and parents. Most leagues in District 68 require as a minimum that every Manager in the League is required to attend. Some leagues require the Coaches to attend also. The curriculum is very similar to the one used at the Western Regional Weekend Rules Clinic but condensed down to a 4-hour presentation. Included in the curriculum are rules and proper equipment (catcher's equipment, gloves and bats). Managers are constantly reminded that they will not be allowed to catch during pre-game or game times.

2016 Qualified Safety Program Registration Form

Registering your qualified safety plan is as easy as 1, 2, 3!

1) Complete all four sides of this Registration Form;
2) Complete the 2016 Facility Survey for all fields your league uses (DO NOT copy last year's form);
3) Submit **both** forms ***with*** your complete safety plan — including ***all 15 minimum requirements clearly detailed*** — online or with a **postmark** no later than ***April 1, 2016.*** This will register your safety program with Little League International (see pages 2.1-2.3 for more information). Due to the volume of plans received, plans may be submitted ***starting Jan. 1, 2016***.

Safety plans approved prior to the posted deadline will win your league a cash credit based on the number of teams your safety plan covers, if your league participates in the AIG Group Accident Insurance for local Little Leagues. In addition, your program will automatically be entered in the 2016 ASAP Awards!

District Administrators: To earn the district incentive for ASAP participation, a district's league plans must be ***received and*** **approved** ***by Little League International by March 11.*** This is different than the league deadline and requirement. Districts with **86%** or better of their leagues that LLI received an approved and qualified safety plan by March 11 will earn a **$350 credit**. Districts with **70%-85%** of their leagues that LLI received an approved and qualified safety plan by March 11 will earn a **$150 credit**.

This Registration Form MUST Accompany Safety Plan Submission

League Name DISTRICT 68 League I.D. # 405-68-00
City MISSION VIEJO State CA League I.D. #
(If board operates more than one charter, please list **all**:) League I.D. #

League Safety Officer MIKE REYNOLDS
Address 21232 BRISTLECONE
City MISSION VIEJO
State CA Zip Code 92692
Work Telephone (714) 765-1492
Home Telephone (949) 770-5759
Cell/Pager Number (949) 528-5648
Email mikeanderinreynolds@me.com

League President EZIO PETRELLA
Address
City
State Zip Code
Work Telephone ( )
Home Telephone ( )
Cell/Pager Number (949) 413-3770
Email ezpetrella@gmail.com

Items included with this application form:

# of pages of league's safety program outline: _____
# of non-returnable photographs: _____

Person submitting application (if different from above):

Name _____ Title _____
Address _____ City _____
State _____ Zip Code _____ Telephone ( )
Signature _____ Date _____

Name and signature of professional photographer to be credited and granting permission for reproduction of photographs (if applicable)

_____

Return this form and 2016 Little League Facility Survey, along with supporting safety manual, to:

Mailing Address: ASAP Award Program
Little League International
P.O. Box 3485
Williamsport, PA 17701

or

Shipping Address: ASAP Award Program
Little League International
539 U.S. Route 15 Hwy.
So. Williamsport, PA 17702

Returned & Approved by March 11 for DA incentive or no later than April 1 for basic approval

Over

Qualified Safety Plan Requirements

Making It "Safer For The Kids"

These two pages contain the 15 minimum requirements for your safety plan to qualify for the cash credit if you take Little League AIG player accident insurance. Page 4 provides a list of ways to improve on the minimum requirements. ***This form does not constitute a safety program.*** **Please submit the safety manual that was distributed to league personnel, this form and your facility survey**, as well as any other supporting pieces illustrating your safety program. Please specify all areas on which you wish your program to be judged (facilities improvements, safety equipment usage, etc.), and document to the best of your ability those changes (photos, forms, written procedures, etc.). ***Judging:*** All judging will be conducted based on the material submitted. ***Non-original safety plans will not be considered for the awards.***

*** Please List Page Number Where Each Item Below Is Located In Your Safety Plan**

• Please list dates when training was/will be held; and where each requirement can be found in your plan.

1. Have active safety officer on file with Little League International

1. Page: 5

2. PUBLISH and DISTRIBUTE a paper copy of the applicable safety manual to volunteers

2. Page: 6

- The intent is to print and distribute the safety plan to all staff: concession manual to concession workers, equipment policies to facilities crew, first aid to managers and coaches, etc. Keep copies in common areas for all volunteers.
- While safety plans may be posted on the internet, individuals must be provided with printed copies to carry with them to the areas where their duties are performed.
- Samples can be found in the example safety manuals on the LL web site.
- Include all relevant material for coaches, including these minimum standards.
- Keep a copy for your league. Send a copy to your DA or District Safety Officer. Little League International does not keep copies for leagues' future use.

Do you have a website? YES☒ NO☐

Is your Safety Plan posted on your website? YES☒ NO☐

3. Post and distribute emergency and key officials' phone numbers

3. Page: 7-8

- Include emergency procedures for handling injuries and who to contact to track/report them.
- Include emergency phone numbers for ambulance, police, fire department, etc.
- Include league president and safety officer, consider head umpire, board members.

4. Use 2016 Volunteer Application Form

4. Page: 9&10

- Managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams **must fill out application form as well as provide a government-issued photo identification card for ID verification.** Check name spellings and numbers for accuracy.
- Must conduct a search of the Department of Justice's *nationwide* sex offender registry, using 2016 Volunteer Application Forms, on all applicable volunteers.
- Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on the Little League website.
- May conduct a supplemental criminal background check using resources such as *First Advantage.*
- Anyone **refusing** to fill out Volunteer Application is **ineligible** to be a league member.
- League president must retain these confidential forms for the year of service.
- Do not send in volunteers' forms; blank copy of league's application form from correct year should be sent.
- When using First Advantage for background checks, Social Security numbers are required. You must enter these numbers into the database and then redact the social security number and/or other personal information from the paper copy for added protection.

5. Provide and <u>require</u> fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)

5. Page: 12

- *It is not necessary for the first aid and training fundamentals to be held before the Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.*
- Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use. Intent is to provide training to ALL coaches and managers; *minimum of one participant per team.*
- Training qualifies volunteer for 3 years; but one team representative still required each year.
- High school, college or experienced league coaches can be great resources.
- Districts can assist by providing training sessions on a district-wide basis.
- Training should be modified annually to meet the local needs of players and their facilities.

5. Date Was/ Will Be Held: 14

5. Date Was/ Will Be Held: _____

20

Qualified Safety Plan Requirements

Making It "Safer For The Kids"

6. <u>Require</u> first-aid training for coaches and managers, with at least one coach or manager from each team attending — **6. Page:** 15

- *It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.* — **6. Date Was/ Will Be Held:** _____
- Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training. — **6. Date Was/ Will Be Held:** _____
- Other individuals who attend various outside first aid training and courses are **not** exempt.
- Document date, location, who is required to attend and who did attend. Save copies of attendees to track their participation for future use to show that they have had training in past three years. Again, the intent is to provide training to ALL coaches/managers; ***minimum of one participant per team.***
- Training qualifies volunteer for 3 years, but one team representative still needed each year.

7. Require coaches/umpires to walk fields for hazards before use — **7. Page:** 17

- Recommend leagues use form to track and document any facility issues needing to be fixed.
- Common sense activity — look for rocks, glass, holes, etc.
- Specify who is responsible for doing this — home coach, visitors, umpire, or all?

8. Complete the 2016 ANNUAL Little League Facility Survey — **8. Page:** 18

- A requirement each year, can help leagues find and correct facility concerns.
- Provided in the ASAP section on the Little League web site — facilitysurvey.musco.com or email asap@musco.com
- **DO NOT** simply make copy of past year's facility survey; physically review fields for changes and needs from prior year's survey, and record changes/needs on 2016 form.
- ***Keep a copy on file*** for future needs; Little League does not maintain copies of surveys.

9. Written safety procedures for concession stand; concession manager trained in safe food handling/prep and procedures — **9. Page:** 18

- Local restaurant operators are good resources for training assistance.
- Training should also cover safe use, care and inspection of equipment.
- See concession suggestions: April and June, 2000, issues of ASAP News available on Little League's website.

10. Require regular inspection and replacement of equipment — **10. Page:** 18

- Inspect equipment before each use by coaches and umpires.
- Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
- Recommend use form to remind coaches and to track equipment needs.

11. Implement prompt accident reporting, tracking procedure — **11. Page:** 19

- Accident forms to safety officer within 24-48 hours of incident is common.
- Forms are available through Little League website.
- Track "near-misses" as a proactive tool to evaluate practices and avoid future injuries.
- Share information on accidents and "near-misses" with District staff.

12. Require a first-aid kit at each game and practice — **12. Page:** 19

- Many leagues have a complex, but each team needs some form of first-aid kit for off-site practices or travel/tournament games.
- Local hospitals and medical supply companies are good sources.
- If necessary, fund through special drive.

13. Enforce Little League rules including proper equipment — **13. Page:** 19

- Most Little League rules have some basis in safety — follow them.
- Ensure players have required equipment at all times, even catchers warming up during infield.
- Make sure coaches and managers enforce rules at practices as well as games.
- Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
- Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.

14. Submit league player registration data or player Roster data and coach and manager data — **14. Page:** 20

- 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.

15. Submit a qualified safety plan registration form with your ASAP plan. — **15. Page:** N/A

2016 Qualified Safety Program Registration Form

Highly Recommended Ideas

Looking to improve your program? Here are ideas pulled from the leading safety plans in the country:

ORGANIZATION

16.	Conduct supplemental criminal checks on all applicable personnel (i.e., thru *First Advantage*)	16. Page: _____
17.	Have your safety plan reviewed by your DA or DSO	17. Page: _____
18.	Include the safety officer as a board position	18. Page: _____
19.	Have team safety representatives (i.e. team parents)	19. Page: _____
20.	Have player safety representatives (i.e. team safety officers)	20. Page: _____
21.	Allocate part of annual budget for safety	21. Page: _____
22.	Distribute ASAP News newsletters within league	22. Page: _____
23.	Use local safety resources (i.e. police, fire dept., hospital staff)	23. Page: _____
24.	Have league safety mission statement	24. Page: _____

TRAINING

25.	Provide CPR/AED training to coaches, managers, board members, parents	25. Page: _____
26.	Provide bicycle and traffic training to players	26. Page: _____
27.	Provide drug education training to players and volunteers	27. Page: _____
28.	Provide Parent Orientation Program on *Code of Conduct*	28. Page: _____
29.	Teach coaches/managers about heat illnesses, warning signs	29. Page: _____
30.	Teach coaches/managers about stopping play, breaks for weather: • Stop play for lightning; take breaks between innings for water, shade in high heat	30. Page: _____
31.	Teach coaches/managers about sports fundamentals, like: • Proper warm-ups, running safe practices and games	31. Page: _____
32.	Involve umpires in safety training and safety importance	32. Page: _____

FACILITIES AND EQUIPMENT

33.	Complete annual LL Lighting Safety Audit for lighted fields	33. Page: _____
34.	Complete a long-range facility plan for safety improvements	34. Page: _____
35.	Use reduced impact balls, especially for younger ages	35. Page: _____
36.	Use disengage-able bases (mandatory starting in 2008) for ALL fields	36. Page: _____
37.	Use double-first base to avoid collisions of fielders, runners at first	37. Page: _____
38.	Use warning tracks in the outfield to protect outfielders	38. Page: _____
39.	Use protective/padded fence tops to protect fielders	39. Page: _____
40.	Use fencing or netting to protect spectators from foul balls	40. Page: _____
41.	Have a telephone available to all fields even for practices	41. Page: _____
42.	Have back guard rails and side rails on taller bleachers	42. Page: _____
43.	Have an AED (automatic external defibrillator) available for use	43. Page: _____
44.	Have electronic weather detector to alert for approaching storms	44. Page: _____
45.	Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.)	45. Page: _____
46.	Control speed and flow of traffic in and around facilities	46. Page: _____

ACTIVITIES

47.	Encourage league input through 'Safety Suggestion Box'	47. Page: _____
48.	Provide continuous safety messages through: • Bulletin boards, newsletters, emails, meetings	48. Page: _____
49.	Encourage and recognize safety efforts from players: • Safety poster contest, safety tips, player team safety officer	49. Page: _____
50.	Require/Encourage use of protective cups for players, esp. infielders	50. Page: _____
51.	Require/Encourage use of mouth guards for players, esp. infielders	51. Page: _____
52.	Require/Encourage use of face guards on batting helmets	52. Page: _____
53.	Encourage all adults to sign up for Little League E-News	53. Page: _____

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SPPA12

2015/16 Season Meetings and Important Dates

Date	Day	Time	Name of Meeting
January 20	Wednesday	7:00 PM	President and Safety Officers
January 21	Thursday	7:00 PM	Junior Meeting/Senior Meeting (Mandatory for all leagues)
January 23	Saturday	8:00 AM–1:00PM (by appointment)	Safety Plans Reviewed (Mandatory for all Leagues. Bring final draft Safety Plan for review)
January 25 January 26	Monday Tuesday	6:15–10:00 PM 6:15–10:00 PM	Big Al Coaches Clinic-9-12year olds Big Al Coaches Clinic-5-8 year olds
February 3	Wednesday	7:00PM	Managers and Coaches- Darrell Burnett: Positive Coaching Seminar
February 17	Wednesday	7:00 PM	President and TBD
February 24	Wednesday	7:00 PM	Big League and Junior Managers Meeting (Mandatory for all leagues)
March 16	Wednesday	7:00 PM	President and Chief Umpires
March 28 – April 8	1 Weeks (Easter Mar 27)	TBA	Chuck Morrow Woodbat Tournament
April 10	Sunday	10:00 AM	Angel Day and District 68 Tailgate
April 20	Wednesday	7:00 PM	President and Angel Day Coordinators
May 18	Wednesday	7:00 PM	President and Tourn. Requirements (TOC and All-star Requirements)
May 25	Wednesday	7:00 PM	TOC Managers-Juniors
May 26	Thursday	7:00 PM	TOC Managers-Minors & Majors
May 28	Saturday	TBA	Begin the TOC
TBA	Thursday	6:00–10:00 PM (by appointment)	All Star Affidavit Approvals
TBA	Wednesday	7:00 PM	All Star Manager Meeting
See Tourn Schedule	Saturday	TBA	All Stars Begin

Ladera Ranch American
Ladera Ranch National
North Mission Viejo
Rancho Mission Viejo
San Clemente American
San Clemente National
San Juan Capistrano

Little League
California District 68
P. O. Box 3025
Mission Viejo, California 92690

Santa Margarita American
Santa Margarita National
South Mission Viejo
Tijeras Creek
Trabuco Canyon
Viejo

2016 Tournament Hosts and Dates

Level	Age Group	Host		Date
District TOC	Minor	TBD		June 4 – June 14
	Major	TBD		June 4 – June 14
	50/70 Intermediate	TBD		TBD
	Junior American	TBD		June 4 – June 14
	Junior Central	TBD		June 4 – June 14
	Junior National	TBD		June 4 – June 14
District All-Star	9	TBD		TBD
	9/10	TBD		TBD
	10/11	TBD		TBD
	Little League	TBD		TBD
	50/70 Intermediate	TBD		TBD
	Junior (13)	TBD		TBD
	Junior	TBD		TBD
	Senior	TBD		TBD
Section 10	9	District 55		TBD
	9/10	District 55		TBD
	10/11	District 68		TBD
	Little League	District 62		TBD
	50/70 Intermediate	District 46		TBD
	Junior	District 46		TBD
	Senior	District 46		TBD
	Big League	District 46		TBD
Southern California		**Southern Sub-Division**	**Northern Sub-Division**	
	9/10	District 55[1]	**District 65**	TBD
	10/11	District 43[1]	**District 23**	TBD
	Little League	**District 31**	District 51[1]	TBD
	50/70 Intermediate	District 58[2]	**District 63**	TBD
	Junior	District 46[1]	**District 63**	TBD
	Senior	District 58	**District 36[2]**	TBD
	Big League	District 46	**District 13**	TBD
Western Region	Little League	San Bernardino, CA		TBD
	50/70 Intermediate	TBD		TBD
	Junior	Vancouver, WA		TBD
	Senior	Ontario, CA.		TBD
	Big League	Bremerton, WA		TBD
World Series	Little League	Williamsport, Pennsylvania		TBD
	50/70 Intermediate	Livermore, California		TBD
	Junior	Taylor, Michigan		TBD
	Senior	Bangor, Maine		TBD
	Big League	Easley, South Carolina		TBD

1. TBD
2. TBD

Ladera Ranch
North Mission Viejo
Rancho Mission Viejo
Rancho Santa Margarita
San Clemente American
San Clemente National

Little League
California District 68
P. O. Box 3025
Mission Viejo, California 92690

San Juan Capistrano
South Mission Viejo
Tijeras Creek
Trabuco Canyon
Viejo

Attachment IV. Pre-Game Field Safety Checklist

Date: _____ **Time:** _____
Home Team: _____ **League:** _____
Visitor Team: _____ **Field Location:** _____
Division: _____

Field Condition:

	Repairs Needed Yes	No
Wet or Muddy	☐	☐
Backstop Repairs	☐	☐
Bases	☐	☐
Pitchers Mound	☐	☐
Holes in the Field	☐	☐
Sprinklers Exposed	☐	☐
Fences Need Repair	☐	☐
Home Plate	☐	☐
Foul Lines Marked	☐	☐
Batter's Box Holes	☐	☐
Catcher's Box Holes	☐	☐
Umpire Area Holes	☐	☐
Field Ready to Play	☐	☐

Dugouts:

	Repairs Needed Yes	No
Fences Need Repair	☐	☐
Bench Need Repair	☐	☐
Bat Rack	☐	☐
Helmet Rack	☐	☐
Clean-up Needed	☐	☐
Shade Provided	☐	☐
Seating Area Protected	☐	☐

Spectator Areas:

Bleachers	☐	☐
Handrails	☐	☐
Protective Fence	☐	☐
Area Clean	☐	☐

Comments: _____

- Form is to filled out and turned into the League/District if any of the items on the list are checked "YES"

ATTACHMENT V equipment safety checklist

All equipment needing repair must be physically removed from the game.

Batting Helmets	Checked
Cracks in Bill	☐
Cracks on Earpiece	☐
Other Cracks	☐
Non-Factory Stickers	☐
Non-Factory paint	☐
All Pads Present	☐
Catchers Helmets	
Cracks on Helmet	☐
Non-Factory Stickers	☐
Non-Factory paint	☐
All Pads Present	☐
Mask Securely fastened	☐
Throat Protector Present	☐

Bats	Checked
Approved Composite Bat	☐
Diameter of Bat	☐
Length of Bat	☐
Both Caps Present	☐
Handle Grip Present	☐
Handle in Good Condition	☐
Any Cracks Present	☐
Any Dents Present	☐
Seniors/Big League:-3	☐

Attachment VII. District 68 Safety/Injury Report

Date: _____ **Time:** _____ **League:** _____

Name of Injured Person: _____

Phone Number of Injured Person: _____

Tournament: ❒ Minor TOC ❒ Major TOC ❒ Junior TOC
❒ 9/10 AS ❒ 11 AS ❒ Major AS ❒ Junior AS ❒ Senior AS

Type of Incident: _____

_____

Action Taken: ❒ First Aid at Field ❒ To Doctor ❒ To Hospital

Cause (Brief Description): _____

_____

_____

_____

_____

_____

Tournament Director: _____

TD's Phone Number: _____

THIS FORM MUST BE COMPLETED FOR EVERY (major or minor) INJURY THAT OCCURS DURING A LITTLE LEAGUE FUNCTION, PRACTICE, OR GAME.

Complete this form and keep it in your TD notebook.
When calling in your scores, report any injury that results in seeing a doctor.

Attachment VIII. District 68 Tournament Procedures

DISTRICT 68 TOURNAMENT

POLICIES
AND PROCEDURES
2016

TELEPHONE NUMBERS

Ezio Petrella, District Administrator..... 949-413-3770

Sam Griffith, Chief Umpire 650-280-4704

Bob Boatright, Asst. Chief Umpire 949-322-7781

Scott Goodman, Tournament Umpire Consultant 949-292-8894

Kathy Varela, Scores **949-683-8711**

TOURNAMENT DIRECTORS

- **Introduce yourself** to managers, coaches, and umpires so they are all aware who the TD is for their game. Be sure to introduce yourself to the host League's officials.
- **TDs are responsible** for checking players' equipment prior to game (bats and helmets).
- Tournament Directors are to wear tournament shirts and hats.
- **Consistency among all TDs**.
- **Tell the manager** where he can warm up his team.
- **Coin toss 45 minutes prior to game time**.
- **Infield should start 30 minutes prior to game time** (10 minutes each, first the visitor team followed by the home team).
- **Try to stay on schedule**. If waiting for a game to finish, make sure the next teams are ready to go.
- **TD must witness all line-up changes (especially the pitching changes)**.
- **TD must be aware of the pitch count**
- **Safety/injury reports and ejections** will be reported and a hard copy kept in your notebook.
- **Call Kathy Varela, 949-683-8711 with final scores.**

SCORES WILL BE POSTED ON THE DISTRICT WEBSITE
www.District68.com

IT IS VERY IMPORTANT THAT SCORES BE CALLED IN WHEN GAMES ARE COMPLETED

TOURNAMENT UMPIRES

- **Dress**: black shirt with red undershirt (games starting at or after 6:00 PM games) or light blue shirt with black undershirt (games starting before 6:00 PM games), gray pants, black hat, black shoes. Bring both sets of shirts in case one of the umpires does not have a color; plate umpire will determine the game color.

- **Call Umpire Assigner ahead of game time** if you are unable to work an assigned game. Phone number is listed below. **Do not try to get a replacement.**

- **Arrive on the field** at least 30 minutes prior to game time and check in with TD. If plate umpire is not checked in 20 minutes prior to game, the TD may assign a new plate umpire from the assigned crew.

- If scheduled to work the plate at a game and the league that you represent is playing**, rotate the crew. Get off the plate.**

- **Pre-Game Meeting** at the plate will be 10 minutes prior to game time. Keep both teams in dugout during the plate meeting.

- **Be tactful**, not rude.

- **Stay in position**. Do not socialize with fans, managers, or other umpires between innings. Between innings, all base umpires will be standing in the outfield.

- **Keep control on field and in dugouts.**

- **Keep managers and coaches in the dugouts.** Stop the Manager and Coaches from talking to the spectators

- **Stay alert and keep game moving.**

- If you are called in as a replacement, find out who you are replacing so TD at the field knows where you should be.

Same-Day Cancellations: Call Scott Goodman at 949-292-8894.

MANAGERS AND COACHES

- **Team Affidavit** is the responsibility of the Manager. Failure to provide team's original affidavit at each game may result in **forfeiture** of the game.
- **Pitching logs** must be provided to the TD at the coin toss. **No Pitching Log, no game!**
- **Arrive at the field early**—at least 1 hour prior to game time.
- **Check in with Tournament Director**.
- **Coin Toss is 45 minutes prior to game time** (toss time is by TD's watch). If you are not there, the TD will do the coin toss with the Manager that is there. After coin toss, report to your dugout.
- **Have line-up card ready**—2 copies for the plate umpire and 1 copy for the scorekeeper. Use standardized card supplied by District 68.
- **Have team introduction list ready for announcer**.
- **Have team meet in warm-up area**.
- **Managers and Coaches will not be allowed to catch pitchers or any players before, during or after the game.** No adults with gloves will be allowed.
- **Home Team will use the 3rd base dugout and the Visiting Team will use the 1st base dugout**. No exceptions
- **Place all of your helmets, catcher's equipment and bats outside your dugout for inspection**. The TD will tell you when you can put your equipment back into the dugout
- **Be ready to show the TD your First Aid Kit.** Be sure it is fully stocked.
- **Infield should start 30 minutes prior to game time** (10 minutes each, first the visitor team followed by the home team).
- **Stay on schedule**. If waiting for a game to finish, make sure your team is ready to go when the field is ready.
- **Keep the games moving**. Have your players hustle.
- **Keep control of players in the dugout**. No one—Managers, Coaches or Players—is allowed to talk with the spectators; risk of ejection.
- **No cell phones or other electronics are allowed in the dugout or field**.

TOURNAMENT HOST'S RESPONSIBLITIES

- **Fields in good condition. Sufficient parking. Snack bar and restrooms.**
- **Designated parking for umpires and staff**.
- **Adult volunteers**—and plenty of them.
- **Volunteers should arrive at the field early** to allow for preparation.
- **Safety Officer at all games**.
- **Emergency phone numbers posted in snack bar**.
- **Fully Supplied First Aid Kit in the Snackbar**
- **Designate an area for TD, Scorekeepers, and Announcer** with a working area.
- **Designate coordinators** for Snack Bar, Field Maintenance, and Scorekeeper/Pitch Counter/Announcers (and supply their phone numbers).
- **Rope off area around dugout, behind Home Plate and centerfield** to deter player distraction.
- **Shading tarp over dugouts**.
- **Shaded area with table and chairs for umpires**.
- **Designate a warm-up area** for incoming teams.
- Hosting is your first responsibility. Make sure all host responsibilities are taken care of before watching your team on the field.
- Be sure field is laid out according to Little League specifications [i.e., foul lines, batter's box (size and position), coaches' boxes, running lane at first base].

Announcers—give names of players that are at the plate. Check the player's number. No play-by-play or ball/strike count. Announce score and inning at change of innings only. **Also announce the pitch count**.