



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

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

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



California District 68

(405-68-00)

2018 Safety Plan





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

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Viejo



Welcome to the 2018 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 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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Website: District68.com

League/District Number: 405-68-00

LEAGUES IN CALIFORNIA DISTRICT 68

Ladera Ranch American Little League	405-55-159875
Ladera Ranch National Little League	405-55-159875
North Mission Viejo Little League	405-55-07
Rancho Mission Viejo Little League.....	405-55-20
Santa Margarita American Little League	405-55-124141
Santa Margarita National Little League	405-55-124141
San Clemente American Little League	405-55-09
San Clemente National Little League	405-55-09
San Juan Capistrano 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 Dan Bamsey phyrmn@aol.com

League Safety Officers within District 68

Ladera Ranch Little League	Kevin Mac Cartie kmaccartie@gmail.com
North Mission Viejo Little League	Glenn Ottens Safety@Nmvl.org
Rancho Mission Viejo Little League	Brian Johansen safetyofficer@rmvl.org
Santa Margarita Little League	Chris Gicking gicking@att.net
San Clemente Little League	Richmond Mills richmondmills90@gmail.com
San Juan Capistrano Little League	Eric Robles safetymanager@sjcll.com
South Mission Viejo Little League	Bryan Ray braysmvl@gmail.com
Trabuco Canyon Little League	Dustin Grinstead safety@tcll.org
Viejo Little League	Dan Stromberg dannolars@gmail.com



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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 10, 2018 (see Attachment I). The District Administrator presented a PowerPoint presentation (available on the Little League Website <https://www.littleleague.org/player-safety/asap/forms/>). 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 published on 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 league safety officers.



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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

Website: District68.com

League/District Number: 405-68-00

2018 District 68 Staff

Position	Name	Email
District Administrator	Ezio Petrella	Ezpetrella@gmail.com
Director of Operations	Kevin Moran	kjmacpa@cox.net
Secretary	TBD	TBD
Information Officer	Kathy Varela	threehijos@cox.net
Social Media and Public Relations	Michele Cole	Michele.cole@cox.net
Umpire in Chief	Sam Griffith	Griffith.sam@att.net
Assistant Umpire in Chief	Bob Boatright	Reb161@cox.net
Tournament Umpire Consultant	Scott Goodman	Sgoodman7@yahoo.com
Safety Officer	Dan Bamsey	phymn@aol.com
Little League ADA	Ken Crane	Kencrane2@yahoo.com
Junior League ADA	Kathy Varela	threehijos@cox.net
Senior ADA	Mike Kron	Mikekr2004@hotmail.com
Challenger ADA	John Yots	jyotsjr@gmail.com
Legal Consultant	Mike Kron	Mikekr2004@hotmail.com
Webmaster	Dave Rigby	dave@drigby.com



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2018 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
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
Scott Hemp	shemp@laderalending.com
Tom Knego	Tom.Knego@uhc.com



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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 2018 need to fill out the 2018 Little League Volunteer form. This year's form should be obtained from the Little League website at: <http://www.littleleague.org/learn/forms.html>
- b. JDP 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 JDP 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 2018 Little League volunteer form. A JDP background check will be done by the District Administrator or by his designee for each of these persons.



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Little League® Volunteer Application - 2018

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 _____
First Middle Last

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.)? (list) Yes No
- Do you have a valid driver's license? Yes No
 Driver's License#: _____ State ____
- Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes No
 If yes, describe each in full: _____
- Have you ever been convicted of or plead no contest or guilty to any crime(s) Yes No
 If yes, describe each in full: _____
(Answering yes to question 5, does not automatically disqualify you as a volunteer.)
- Do you have any criminal charges pending against you regarding any crime(s)? Yes No
 If yes, describe each in full: _____
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)
- 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.)
- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> League Official | <input type="checkbox"/> Umpire | <input type="checkbox"/> Manager | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Field Maintenance | <input type="checkbox"/> Scorekeeper | <input type="checkbox"/> 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:

<https://www.littleleague.org/player-safety/state-laws-background-checks-leagues/>

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):
 Regulation 1(c)(9) Mandates all checks include criminal records and sex offender registry records

* JDP Sex Offender Registry Data and National Criminal
 Records check, as mandated in the current season's
 official regulations

*Please be advised that if you use JDP 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 or email directly from JDP 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.

Leaf Updated: 2/14/2018



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Little League® "Returning" Volunteer Application - 2018

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.

- Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes No
If yes, describe each in full: _____
- Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No
If yes, describe each in full: _____
(Answering yes to question 2, does not automatically disqualify you as a volunteer.)
- Do you have any criminal charges pending against you regarding any crime(s)? Yes No
If yes, describe each in full: _____
(Answering yes to question 3, does not automatically disqualify you as a volunteer.)
- 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.)

<input type="checkbox"/> League Official	<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Coach	<input type="checkbox"/> Manager	<input type="checkbox"/> Other
<input type="checkbox"/> Umpire	<input type="checkbox"/> Scorekeeper	

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, marital status, gender, sexual orientation or disability.

Last Updated: 3/15/18

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

Name _____
First Middle Last

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone _____

Work Phone: _____ E-mail Address: _____

Driver's License#: _____

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, Services Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and years (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:
<https://www.littleleague.org/player-safety/state-laws-background-checks-leagues/>

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____
(name(s) used for background check (initials of use must be checked), regulation (808) mandates all checks include criminal records and sex offender registry search)

Sex Offender Registry Data and National Criminal Records check, as mandated in the current season's official regulations

*JDP

*Please be advised that if you use JDP 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 or email directly from JDP 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.



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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 29 and January 30) and one Positive Coaching Seminar given by Darrell Burnett (February 7)]. 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:

2018 MANAGERS/COACHES CLINIC ATTENDANCE

League Name	Total Teams AAA and Below	Big Al Attendance	% Teams Represented AAA & Below
LADERA RANCH LL	66	90	136
MISSION VIEJO NORTH LL	21	15	71
RANCHO MISSION VIEJOLL	13	6	46
SAN CLEMENTE LL	70	27	39
SAN JUAN CAPISTRANO LL	21	12	57
SANTA MARGARITA LL	40	21	53
SOUTH MISSION VIEJO LL	23	25	109
TRABUCO CANYON LL	17	4	24
VIEJO LL	17	14	82
Total	288	214	74

League Name	Total Teams AAA and Below	Positive Coaching Attendance	% Teams Represented AAA & Below
LADERA RANCH LL	66	0	0
MISSION VIEJO NORTH LL	12	0	0
RANCHO MISSION VIEJOLL	13	0	0
SAN CLEMENTE LL	70	8	11
SAN JUAN CAPISTRANO LL	21	0	0
SANTA MARGARITA LL	40	0	0
SOUTH MISSION VIEJO LL	23	1	4
TRABUCO CANYON LL	17	0	0
VIEJO LL	17	18	106
Total	288	27	9



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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,

COACHING CLINIC
with Big Al



Monday Jan 29 & Tuesday Jan 30, 2018

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 29 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".
6:00 PM - Registration 6:15 PM to 9:30 PM - Hands on Training

Tuesday Jan 30 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".
6:00 PM - Registration 6:15 PM to 9:30 PM - Hands on Training

COACHES FROM OTHER LEAGUES & 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 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 80,000 players and 290,000 coaches.

If you can't get to the clinic buy your own online membership for the resources at

WWW · BIGALBASEBALL · COM



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2018 Clinic and Blue Crew Dates			
Rules Clinics			
Santa Margarita	Jan 31	6:00pm	Arroyo Vista Elementary
Trabuco Canyon	Feb 5	6:00pm	RSM Bell Tower
Viejo	Feb 6	6:00pm	Norman Murray Center
Rancho Mission Viejo	Feb 7	6:00pm	Norman Murray Center
Ladera Ranch	Feb 8	6:00pm	Chapparel Elementary
North Mission Viejo	Feb 13	6:00pm	Norman Murray Center
South Mission Viejo	Feb 15	6:00pm	Norman Murray Center
Ladera Ranch	Feb 20	6:00pm	Oso Grande Elementary
San Juan Capistrano	Feb 22	6:00pm	San Juan Community Center
San Clemente	Mar 1	5:30pm	San Clemente Community Center
Mechanics Clinics			
TCLL	Jan 28	Noon-5:00pm	Wagon Wheel Sports Park
LRLI	Feb 10	8:00am-1:00pm	Cox Sports Park
NMVLL	Feb 11	11:00am-2:00pm	YAP (Youth Umpires Only)
TBA	TBA	12:00pm-3:00pm	(Big Diamond Clinic)



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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 10). 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 scheduled 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 instructor for this year's training will be Ricky Herrera, Paramedic, Los Angeles City 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.



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- 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/onlinetraining.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 ensure that the team's manager complies with the necessary safety guidelines.
- V. The Manager needs to ensure that the involved player is medically cleared to participate in the teams' 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 is 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.



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REQUIREMENT 7

REQUIRE COACHES/MANAGERS TO WALK THE FIELD

All fields used for District 68 Junior/Major Woodbat Tournament, Tournament of Champions and All Star games are administered and maintained by individual leagues. At the tournament managers' meetings (Attachment I; TOC–May 31st and All Star–June 20th), 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 scheduled 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).

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



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REQUIREMENT 8

COMPLETE THE 2018 ANNUAL LITTLE LEAGUE FACILITY SURVEY

All fields used by District 68 for the Junior/Major Woodbat Tournament, Tournament of Champions, and All Star 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/Major Woodbat Tournament, Tournament of Champions and All Star 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/Major 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.



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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 10th). 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/Major 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 scheduled 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



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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.



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2018 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 2018 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 16 minimum requirements clearly detailed — online or with a **postmark** no later than *April 16, 2018*. 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, 2018*.

Safety plans approved prior to the posted deadline will win your league a credit award 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 2018 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 April 2*. This is different than the league deadline and requirement. Districts with **88%** or better of their leagues that LLI received an approved and qualified safety plan by April 2 will earn a **\$350** credit. Districts with 70%-87% of their leagues that LLI received an approved and qualified safety plan by April 2 will earn a **\$150** credit.

This Registration Form MUST Accompany Safety Plan Submission

League Name _____	League I.D. # _____
City _____	State _____ League I.D. # _____
(If board operates more than one charter, please list all: League I.D. # _____)	

League Safety Officer _____	League President _____
Address _____	Address _____
City _____	City _____
State _____ Zip Code _____	State _____ Zip Code _____
Work Telephone (____) _____	Work Telephone (____) _____
Home Telephone (____) _____	Home Telephone (____) _____
Cell/Pager Number (____) _____	Cell/Pager Number (____) _____
Email _____	Email _____

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 2018 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
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Returned & Approved by April 2 for D.A. incentive or no later than April 16 for basic approval

Over →



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Qualified Safety Plan Requirements

Making It "Safer For The Kids"



These two pages contain the 16 minimum requirements for your safety plan to qualify for the cash award 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: _____

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

2. Page: _____

- 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 D.A. 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: _____

- 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 2018 Volunteer Application Form

4. Page: _____

- 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 nationwide background check utilizing First Advantage or another provider that is comparable to First Advantage in accessing background check records for sex offender registry data and other criminal records.
- 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.
- Send an uncompleted, blank copy of league's application form from correct year.
- 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 require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.)

5. Page: _____

- 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: _____

5. Date Was/
Will Be Held: _____



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Qualified Safety Plan Requirements



Making It "Safer For The Kids"

6. **Require first-aid training for coaches and managers, with at least one coach or manager from each team attending**
 - 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.
 - 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.
 - 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.

6. Page: _____
 6. Date Was/ Will Be Held: _____
 6. Date Was/ Will Be Held: _____
7. **Require coaches/umpires to walk fields for hazards before use**
 - 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?

7. Page: _____
8. **Complete the 2018 ANNUAL Little League Facility Survey**
 - A requirement each year, can help leagues find and correct facility concerns.
 - Provided in the ASAP section on the Little League website — 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 2018 form.
 - Keep a copy on file for future needs; Little League does not maintain copies of surveys.

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

9. Page: _____
10. **Require regular inspection and replacement of equipment**
 - 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.

10. Page: _____
11. **Implement prompt accident reporting, tracking procedure**
 - 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.

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

12. Page: _____
13. **Enforce Little League rules including proper equipment**
 - 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.

13. Page: _____
14. **Submit league player registration data or player Roster data and coach and manager data**
 - League player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at LittleLeague.org. This is a requirement for an approved ASAP plan.

14. Page: _____
15. **Submit an idea you implemented to help promote or improve your safety plan**

15. Page: _____
16. **Submit a qualified safety plan registration form with your ASAP plan**

16. Page: _____



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2018 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. Review concussion laws in your state and provide training to coaches, managers, board members, parents if necessary | 25. Page: _____ |
| 27. Provide bicycle and traffic training to players | 26. Page: _____ |
| 28. Provide drug education training to players and volunteers | 27. Page: _____ |
| 29. Provide Parent Orientation Program on Code of Conduct | 28. Page: _____ |
| 30. Teach coaches/managers about heat illnesses, warning signs | 29. Page: _____ |
| 31. 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: _____ |
| 32. Teach coaches/managers about sports fundamentals, like:
• Proper warm-ups, running safe practices and games | 31. Page: _____ |
| 33. Involve umpires in safety training and safety importance | 32. Page: _____ |

FACILITIES AND EQUIPMENT

- | | |
|---|-----------------|
| 34. Complete annual LL Lighting Safety Audit for lighted fields | 33. Page: _____ |
| 35. Complete a long-range facility plan for safety improvements | 34. Page: _____ |
| 36. Use reduced impact balls, especially for younger ages | 35. Page: _____ |
| 37. Use disengage-able bases (mandatory starting in 2008) for ALL fields | 36. Page: _____ |
| 38. Use double-first base to avoid collisions of fielders, runners at first | 37. Page: _____ |
| 39. Use warning tracks in the outfield to protect outfielders | 38. Page: _____ |
| 40. Use protective/padded fence tops to protect fielders | 39. Page: _____ |
| 41. Use fencing or netting to protect spectators from foul balls | 40. Page: _____ |
| 42. Have a telephone available to all fields even for practices | 41. Page: _____ |
| 43. Have back guard rails and side rails on taller bleachers | 42. Page: _____ |
| 44. Have an AED (automatic external defibrillator) available for use | 43. Page: _____ |
| 45. Have electronic weather detector to alert for approaching storms | 44. Page: _____ |
| 46. Have guidelines for safe equipment usage (i.e. no riders on mowers, etc.) | 45. Page: _____ |
| 47. Control speed and flow of traffic in and around facilities | 46. Page: _____ |

ACTIVITIES

- | | |
|--|-----------------|
| 48. Encourage league input through 'Safety Suggestion Box' | 47. Page: _____ |
| 49. Provide continuous safety messages through:
• Bulletin boards, newsletters, emails, meetings | 48. Page: _____ |
| 50. Encourage and recognize safety efforts from players:
• Safety poster contest, safety tips, player team safety officer | 49. Page: _____ |
| 51. Require/Encourage use of protective cups for players, esp. infielders | 50. Page: _____ |
| 52. Require/Encourage use of mouth guards for players, esp. infielders | 51. Page: _____ |
| 53. Require/Encourage use of face guards on batting helmets | 52. Page: _____ |
| 54. Encourage all adults to sign up for Little League E-News | 53. Page: _____ |



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ATTACHMENT 1

2018 SEASON MEETINGS AND IMPORTANT DATES

Date	Day	Time	Name of Meeting
September 20	Wednesday	7:00 PM	Presidents and Other Board Members
October 18	Wednesday	7:00 PM	Presidents and Player Agents
November 15	Wednesday	7:00 PM	Presidents and Chief Umpires
December 20	Wednesday	7:00 PM	Presidents, Angel Day Coordinators and Player Agents
January 10	Wednesday	7:00 PM	President and Safety Officers
January 24	Wednesday	7:00 PM	Junior Meeting/Senior Meeting (Mandatory for all leagues)
January 29 January 30	Monday Tuesday	6:30 PM 6:30 PM	Big Al Coaches Clinic-9-12 year old Big Al Coaches Clinic-5-8 year olds
February 7	Wednesday	6:45 PM	Managers and Coaches- Darrell Burnett: Positive Coaching Seminar
February 21	Wednesday	7:00 PM	President and TBD
March 21	Wednesday	7:00 PM	President and Chief Umpires
April 2 – April 6 (Tentative)	1 Weeks (Easter Apr 1st)	TBA	Chuck Morrow Woodbat Tournament
April 18	Wednesday	7:00 PM	President and Fall Ball Coordinators
May 16	Wednesday	7:00 PM	President and Tourn. Requirements (TOC and All-star Requirements)
May 31	Thursday	7:00 PM	TOC Managers-Minors, Majors & Juniors
June 2	Saturday	TBA	Begin the TOC
June 13	Wednesday	5:00–10:00 PM (by appointment)	All Star Affidavit Approvals
June 20	Wednesday	7:00 PM	All Star Manager Meeting
See Tourn Schedule	Saturday	TBA	All Stars Begin



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ATTACHMENT 2

2018 TOURNAMENT HOSTS AND DATES

Level	Age Group	Host	Date
District TOC	Minor	TBD	June 2 – June 10
	Major	TBD	June 2 – June 10
	Intermediate	TBD	May 27 – June 1
	Junior American	TBD	June 2 – June 10
	Junior Central	TBD	June 2 – June 10
	Junior National	TBD	June 2 – June 10
District All-Star	9	TBD	June 16 – July 1
	9/10	TBD	June 23 – July 6
	10/11	TBD	June 23 – July 6
	Little League	TBD	June 23 – July 6
	50/70 Intermediate	TBD	June 23 – June 28
	Junior	TBD	June 23 – July 3
	Senior	TBD	June 23 – June 27
Section10	9	District 62 (Huntington Beach)	July 14 – July 19
	9/10	District 62 (Huntington Beach)	July 14 – July 19
	10/11	District 46 (Garden Grove)	July 14 – July 19
	Little League	District 55 (Laguna Hills)	July 14 – July 19
	50/70 Intermediate	District 68 (Home)	June 30 – July 5
	Junior	District 68 (Home)	July 7 – July 12
	Senior	District 68 (Home)	June 30 – July 5
Southern California State	9/10	District 72 (Corona, CA)	July 21 – July 30
	10/11	District 18 (San Gabriel, CA)	July 21 – July 30
	Little League	District 55 (Laguna Hills)	July 21 – July 30
	50/70 Intermediate	District 63 (Goleta, CA)	July 7 – July 15
	Junior	District 13 (Oxnard, CA)	July 14 – July 24
	Senior	District 23 (Upland, CA)	July 7 – July 15
Western Region	Little League	San Bernardino, CA	August 5 – August 11
	50/70 Intermediate	Nogales, AZ	July 18 – July 26
	Junior	San Jose, CA	July 30 – August 7
	Senior	Sacramento, CA.	July 19 – July 25
World Series	Little League	Williamsport, Pennsylvania	August 18 – August 26
	50/70 Intermediate	Livermore, California	July 29 – August 5
	Junior	Taylor, Michigan	August 12 – August 19
	Senior	Easley, South Carolina	July 28 – August 4



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

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



ATTACHMENT 3

PRE-GAME FIELD SAFETY CHECKLIST

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

FIELD CONDITION:	REPAIRS NEEDED		DUGOUTS:	REPAIRS NEEDED	
	YES	NO		YES	NO
Wet or Muddy	<input type="checkbox"/>	<input type="checkbox"/>	Fences Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Backstop Repairs	<input type="checkbox"/>	<input type="checkbox"/>	Bench Need Repair	<input type="checkbox"/>	<input type="checkbox"/>
Bases	<input type="checkbox"/>	<input type="checkbox"/>	Bat Rack	<input type="checkbox"/>	<input type="checkbox"/>
Pitcher's Mound	<input type="checkbox"/>	<input type="checkbox"/>	Helmet Rack	<input type="checkbox"/>	<input type="checkbox"/>
Holes in the Field	<input type="checkbox"/>	<input type="checkbox"/>	Clean-up Needed	<input type="checkbox"/>	<input type="checkbox"/>
Sprinklers Exposed	<input type="checkbox"/>	<input type="checkbox"/>	Shade Provided	<input type="checkbox"/>	<input type="checkbox"/>
Fences Need Repair	<input type="checkbox"/>	<input type="checkbox"/>	Seating Area Protected	<input type="checkbox"/>	<input type="checkbox"/>
Home Plate	<input type="checkbox"/>	<input type="checkbox"/>	SPECTATOR AREAS:		
Foul Lines Marked	<input type="checkbox"/>	<input type="checkbox"/>	Bleachers	<input type="checkbox"/>	<input type="checkbox"/>
Batter's Box Holes	<input type="checkbox"/>	<input type="checkbox"/>	Handrails	<input type="checkbox"/>	<input type="checkbox"/>
Catcher's Box Holes	<input type="checkbox"/>	<input type="checkbox"/>	Protective Fence	<input type="checkbox"/>	<input type="checkbox"/>
Umpire Area Holes	<input type="checkbox"/>	<input type="checkbox"/>	Area Clean	<input type="checkbox"/>	<input type="checkbox"/>
Field Ready to Play	<input type="checkbox"/>	<input type="checkbox"/>			

Comments:



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ATTACHMENT 4

PRE-GAME EQUIPMENT SAFETY CHECKLIST

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

Checked

BATTING HELMETS

- Cracks in Bill
- Cracks on Earpiece
- Other Cracks
- Non-Factory Stickers
- Non-Factory paint
- All Pads Present

CATCHER'S HELMETS

- Cracks on Helmet
- Non-Factory Stickers
- Non-Factory paint
- All Pads Present
- Mask Securely fastened
- Throat Protector Present

Checked

BATS

- 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



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ATTACHMENT 5

DISTRICT 68 SAFETY/INJURY REPORT

Date: _____		Time: _____		Injured Player's League: _____	
Name of Injured Player: _____					
Injured Player Phone Number: _____					
Tournament:	TOC:	<input type="checkbox"/> Minor TOC	<input type="checkbox"/> Major TOC	<input type="checkbox"/> Junior TOC	
	All Star:	<input type="checkbox"/> 9/10 AS	<input type="checkbox"/> 11 AS	<input type="checkbox"/> Major AS	
		<input type="checkbox"/> Junior AS	<input type="checkbox"/> Senior AS		
Level:	<input type="checkbox"/> District	<input type="checkbox"/> Sections	<input type="checkbox"/> State		
Action Taken:	<input type="checkbox"/> First Aid at Field	<input type="checkbox"/> Doctor at Field	<input type="checkbox"/> Paramedics		
Type of Injury/incident: _____					
Brief Description of incident: _____					
Tournament Directors Name: _____					
Tournament Director Phone #: _____					

**This Form Must be Completed for all Injuries, no matter the severity
 Complete the Form and keep it in the Tournament Director Notebook
 Report any injury when reporting your score**



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ATTACHMENT 6

DISTRICT 68 TOURNAMENT PROCEDURES

**DISTRICT 68
 TOURNAMENT**



**POLICIES
 AND PROCEDURES
 2018**





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Contact Information

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Sam Griffith, Chief Umpire

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Bob Boatright, Assistant Chief Umpire

bboatright@district68.com

Scott Goodman, Tournament Umpire Consultant

sgoodman@district68.com



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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 Leagues 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.** Home team will take the 3rd base dugout.
- **Infield should start 30 minutes prior to game time** (10 minutes each, first the visitor team followed by the home teams).
- **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.** Pitch count should be announced at between every inning.
- **Safety/injury reports and ejections** will be reported and a hard copy kept in your notebook.
- **Text 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 REPORTED IN
WHEN GAMES ARE COMPLETED



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TOURNAMENT UMPIRES

- **Dress:** black shirt (games starting at or after 6:00 PM games) or light blue (games starting before 6:00 PM games), red or black undershirt (depending on color of jersey), 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



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MANAGERS AND COACHES

- **Dress code for all Managers and Coaches on the field**
 - **No tank tops or sleeveless shirts**
 - **Must have closed toed shoes; no sandals**
 - **Nice shorts or slacks.** jeans are acceptable
- **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. Then report to 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 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
- **Managers are responsible to carry a list of the approved Composite bats.** All bats removed by the TD will remain out of the game unless the Manager has the list of approved bats
- **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 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 are allowed in the dugout or field.** Electronic scorebooks will be allowed in the dugout



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TOURNAMENT HOSTS RESPONSIBILITIES

- **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 Snack bar.**
- **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.**