

# ASAP

**“A Safety Awareness Program”**



## **2020 Safety Plan**

**Del Mar  
Little League**

**#405-31-93043**

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Sean Harkin / Player Agent (858) 353-0728

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<http://www.delmarll.org/>

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## **Policy Statement**

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

The following is Del Mar Little League's Safety Plan. This plan is designed to address all aspects of creating a safe baseball atmosphere as dictated by the general safety provisions mandated by Little League International and the facilities Del Mar Little League uses for its practices and home games. The plan is submitted to Little League International for approval and is also published and distributed to each member of the Board of Directors, Team Managers and Coaches. The Safety Plan is also available on the website at <http://delmarll.org/> for review by families and the general public.

## **Emergency Phone Numbers**

**For all Emergency Dial 911 for Ambulance, Police, and Fire Department.**

### **Key Board Members Phone Numbers**

Michael Morales / President (619) 723-6453

David Lang / Treasurer (858) 395-9062

Sean Harkin / Player Agent (858) 353-0728

Doug Means / Chief of Umpires (858) 610-2039

Bill Ward / Safety Officer (858) 692-5337

Shane Strup / Secretary (858) 663-7594

# **Board Members**

## **President 2020**

**Michael Morales**

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## **Secretary**

**Shane Strup**

[secretary@delmarll.org](mailto:secretary@delmarll.org)

## **Registrar**

**Drew Isaacman**

[registrar@delmarll.org](mailto:registrar@delmarll.org)

## **Treasurer**

**David Lang**

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## **Safety Officer**

**Bill Ward**

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## **Web/League Information Officer**

**Steven McDowell**

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## **Chief of Umpires**

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## **Equipment Manager**

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## **Fields**

**Drew Isaacman**

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## **Player Agent**

**Sean Harkin**

[playeragent@delmarll.org](mailto:playeragent@delmarll.org)

## **Sponsorship Coordinator**

**Luis Mendoza**

[sponsors@delmarll.org](mailto:sponsors@delmarll.org)

## **Majors Division Coordinator**

**John Kelly**

## **Juniors Division Coordinator**

**Chris Young**

[juniors@delmarll.org](mailto:juniors@delmarll.org)

## **AAA Division Coordinator**

**Bryce Dixon**

[aaa@delmarll.org](mailto:aaa@delmarll.org)

## **AA Division Coordinator**

**Scott Berg**

[aa@delmarll.org](mailto:aa@delmarll.org)

## **A/Rookie Division Coordinator**

**John Hellmann**

[rookie@delmarll.org](mailto:rookie@delmarll.org)

## **Coach Pitch Division Coordinator**

**Steve O'Brien**

[coachpitch@delmarll.org](mailto:coachpitch@delmarll.org)

## **T-Ball Division Coordinator**

**Jeff Hood**

[tball@delmarll.org](mailto:tball@delmarll.org)

## **Questions?**

**Michael Morales**

[info@delmarll.org](mailto:info@delmarll.org)

## **1. General Guidelines.**

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

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

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

Each year, the league appoints a board member responsible for League Safety. It is the Safety Officer's responsibility to prepare a safety plan and ensure that all information regarding the safety procedures for all activities, equipment, and facilities are communicated and published to all members of our organization. The 2020 Safety Officer is Bill Ward. He can be reached at (858) 692-5337 and/or [safety@delmarll.org](mailto:safety@delmarll.org) or through Little League National where all the board members are identified.

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

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

Prior to the first practice, Del Mar Little League requires all parents to complete the Little League National Medical release form. Managers are required to keep the emergency medical information in their possession during all league activities. The Safety Officer is responsible for periodic random checks to ensure that proper medical release information is being maintained by team managers.

Managers must notify a player's parents immediately if a medical emergency occurs in the event that the parents/guardians are not present. In the event of a medical emergency, managers, coaches or other parent volunteers should call 911 if immediate medical attention is deemed necessary. Managers are also informed which schools have a AED available if needed.

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

The league budgets funds to ensure all managers are provided a first-aid kit. Additionally, the league keeps at each field a large first-aid kit, along with a supply of cold packs. Managers are required to have first-aid kits at each game and practice.

#### **C. Safety training**

Safety training will be provided as part of the various meetings conducted by the league division coordinators and as part of the required Safe Sport online course to be completed by all volunteers. Topics include; going over first aid situations, how to watch for a concussion, and the importance of not having the child back on the field until he has been cleared by a Doctor, in the event of loss of consciousness, head injury where the kid is wobbly, dazed, confuse or vomiting. Items to be addressed include, going over the players Medical Release forms and who to contract if an injury happen, the importance of keeping the person hurt calm and alert, and if possible having two adults involved; one person to make contact with names identified on the medical release form and another focused on the person that is hurt. In addition to reiterating the need for Managers to have the medical release forms with them at all times.

Volunteers are encouraged to have a copy of the one page Safety First handout provided by the league along with a copy of this Safety Manual. Managers are also informed about the documents available on DMLL website and how to get additional player's medical release forms and injury tracking forms. Managers and coaches are encouraged to inform any board members throughout the season if they see any safety violations or have

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

This will be in addition to instruction provided by each division level coordinator in regards to practice and game safety expectations.

All volunteers will be required to complete an online concussion safety course provided by CDC Heads Up prior to engaging in DMLL activities.

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

In the event of an injury, managers must contact the league Safety Officer and the Player Agent in person, by phone, or by e-mail ([safety@delmarll.org](mailto:safety@delmarll.org)) within 24 hours. Managers must submit a Little League Baseball Incident/Injury Tracking Report to the safety officer. A copy of the Little League Baseball Incident/Injury Tracking Report is contained in the appendix to this plan.

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

All injuries reported to the league are documented and reviewed by the Safety Officer. The Safety Officer is responsible for ensuring that all the necessary forms, including insurance and injury reports, are distributed and completed.

#### **E. Managers' Safety checklist before each game.**

- First-Aid Kit (League furnished or own)
- Emergency medical information/Medical Release forms.
- Ice or Ice packs for injuries.
- Safety Plan.
- Injury report and insurance forms.

### **4. Equipment.**

#### **A. Distribution.**

The League Equipment Manager is responsible for inventorying and inspecting existing equipment, replacing equipment as needed, and ordering new equipment, subject to approval by the Board of Directors. All equipment purchases are required to meet Little League safety standards. The Equipment Manager for 2020 is Mike Gormely and his email

address [equipment@delmarll.org](mailto:equipment@delmarll.org).

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

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

## **B. General inspection.**

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

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

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

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

- Shin guards are in good condition and fit properly.
- Face masks are in good condition and fit properly.
- Throat protectors are in good condition and properly secured.
- Chest protectors are in good condition and fit properly.
- Catcher's mitt is in good condition.
- Batting helmets are in good condition and fit properly.
- Bats are in good condition and conform to Little League specifications.
- Balls appropriate for the level of play, example Soft for Coach Pitch and T-Ball.

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

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

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

### **A. Fields.**

#### **1. Majors Fields: Sage Canyon E/W, (Del Mar Heights West, Pacific Highlands Ranch for Practice)**

The League has two fields it uses for Majors. These fields have:

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

#### **2. "AAA" Division Fields: Ashley Falls E/W, (Ocean Air South for Practice)**

The league has two fields it uses for AAA. These fields have:

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

#### **3. "AA" Division Fields: Carmel Creek E/W, Sage Canyon E/W, Ashley Falls E/W, (Del Mar Heights Small, Pacific Highlands Ranch for Practice)**

The AA Teams may also have games on the AAA and Majors Fields. The League fields that are used primarily for "AA" [Carmel Creek E/W] have:

- Two fence-enclosed dugouts.
- Extended 20ft. backstops extending from dugout to dugout.
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.

#### **4. Rookie Division Fields: Del Mar Hills N/S**

The League has two fields it uses for the Rookie Division. These fields have:

- Two fence-enclosed dugouts.

- Backstops extending from dugout to dugout.
- Metal bleachers.
- Foul ball fencing or netting above the backstops to restrict foul balls.
- No outfield fences.
- A batting cage with safety netting. [Dell Mar Hills]

#### **5. Coach Pitch Fields: Sage Canyon Small Fields E/W**

The League has two fields it uses for Coach Pitch. These fields have:

- No fence-enclosed dugouts.
- Backstops behind home plate.
- Foul ball fencing above the backstops to restrict foul balls.
- While fields have no outfield fences, they are within schools that are fenced.

#### **6. T-Ball Fields: Ashley Falls Small Fields E/W**

The League uses two fields for T-Ball. These fields have:

- No fence-enclosed dugouts.
- Backstops behind home plate.
- Metal bleachers (Ashley Falls Small East only).
- Foul ball fencing above the backstops to restrict foul balls.
- While fields have no outfield fences, they are within schools that are fenced.

#### **7. Juniors Fields: Del Mar Heights West**

The League has one field it uses for Juniors. This field has:

- Two fence-enclosed dugouts.
- Extended 20 ft. backstops extending from dugout to dugout.
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.

#### **8. Intermediate Fields: Del Mar Heights West, Ocean Air North, (Del Mar Heights East for practice)**

The League has two field it uses for Juniors. These fields have:

- Two fence-enclosed dugouts.
- Extended 20 ft. backstops extending from dugout to dugout.
- Metal bleachers with safety railings.
- Foul ball fencing or netting above the backstops to restrict foul balls.

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

Through a joint-use agreement between the Del Mar Union School District and the City of San Diego, our teams have the use of the aforementioned fields. The maintenance of these fields is the responsibility of the school district and the city. Del Mar Little League, however, assists with improvements and maintenance in order to promote good relations with the school district and the city, and a safe environment for our players. Every year, Del Mar Little League pays for improvements to the various fields.

## **C. Field safety.**

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

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

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

### **1. Field.**

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

### **2. Spectator area.**

- Bleachers are in good condition.

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

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

All board members will assist with the enforcement of the public park regulations prohibiting skateboarding and the use of “roller blades” on the cement areas of the field complexes. All board members will ask that all cyclists walk their bikes while on the cement areas of the field complexes.

#### **E. 2020 Annual Little League Facility Survey Requirement.**

The Field Coordinator and/or the DMLL Board is responsible for completing the Annual Little League Facility Survey. A copy of the latest filed Annual Little League Facility Survey will be completed and submitted with the 2020 ASAP plan.

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

The league does not have a permanent concession stand as of yet. It does have a refrigeration system and when it does offer food, it operates similar to a concession stand during games at the fields located at Ashley Falls and Sage Canyon. The Snack Coordinator is responsible for overseeing the operations, ordering supplies, and handling the concession volunteer sign ups from Team Parents. There will always be at least two adult volunteers working the concessions. Typically, the Snack Shack Coordinator, a Team Parent, and/or Board member. Volunteers supporting the concession are trained in food handling and will adhere to the following rules.

##### **1. Menu.**

The menu is kept simple. Potentially hazardous foods (meats, eggs, dairy, protein salads, cut fruits and vegetables) are kept to a minimum. Care is taken to ensure there are no leftovers of premade or food warmed up at the site. The source of foods is only from site reviewed by the board. Items that have been prepared at home are not included on the menu.

##### **2. Microwaving.**

All foods that need to be heated are done so using a microwave until cooked thoroughly.

##### **3. Cooling and cold storage.**

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop one another. The lid should be off or a jar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to

remain unrefrigerated for too long has been the number one cause of foodborne illness.

#### **4. Hand washing.**

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

#### **5. Health and hygiene.**

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

#### **6. Food handling.**

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. To avoid transferring germs to food, use an acceptable dispensing utensil to serve food.

#### **7. Ice.**

Ice used to cool cans/bottles is not used in cup beverages and is stored separately. A scoop is used to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

#### **8. Wiping cloths.**

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

#### **9. Insect control and waste.**

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

#### **10. Food storage and cleanliness.**

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

### **6. Little League rules.**

Managers and coaches are required to follow and enforce all the Little League rules at practices and games. Each divisions rules will be messaged by division coordinators and available at the League website(s); <http://delmarll.org/>.

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

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

Managers and coaches must ensure bases that can disengage are in use at all fields.

Managers and coaches are required to know the league rules specific to the running of their division and follow all safety rules for their division and the fields they use.

National rules and the rules set within this safety plan.

Board Members will ensure necessary reporting to Little League National has been completed on a yearly basis including but not limited to:

submission of Little League Player and volunteer registration,  
completion of the facilities survey,  
providing a listing of board members and updating changes where required.

## **7. Volunteers.**

All Managers, coaches, board members, and all other persons, volunteers or hired workers, who provide regular service to the league and/or who have repetitive access to or contact with players or teams, must provide to the league the necessary information for the league to perform a background check using the JDP service available online from the LittleLeague.Org website. The background check is used for all new volunteers, volunteers that have changed address, and when other method for verifying the volunteer has not been done. The league does require new volunteers to provide a valid driver's license or other government issued photo identification for verification. Del Mar Little League does not allow **any** volunteer to be in contact with the players on the field if the above process has not been completed.

## **8. Communication with league families.**

All families are informed of league news through the use of the League website(s); <http://delmarll.org/>. Our website is updated several times per week.

The website contains information for contacting all board members. If a board member is not already at the field, and it is not a safety situation, families are encouraged to contact the umpire who will contact the Chief of Umpires. Within the information packets provided to Managers is also phone numbers of their coordinator, the safety officer, and other board members.

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

All managers and coaches are required to have automobile insurance before transporting any player. All volunteers transporting players to or from a Little League event must ensure that the player is using a safety restraint and they adhere to all laws governing the route of transportation.

# Appendix

- Little League Baseball Medical Release Form  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/Medical\\_Release\\_Form.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/Medical_Release_Form.pdf)
- Little League Baseball Incident/Injury Tracking Report  
<http://files.leagueathletics.com/Text/Documents/14711/39843.pdf>
- Little League Baseball Accident/Claim Form  
<http://files.leagueathletics.com/Text/Documents/14711/66124.pdf>

Del Mar Little League Site where parents can also access many of the above forms and Del Mar Specific Documents, Our Safety Plan, etc.

<http://www.delmarll.org/Documents.asp?n=68922&org=delmarll.org>

Including our one page Safety First Handout, that we encourage all our Managers to keep with their Medical Release Forms.

<https://s3.amazonaws.com/files.leagueathletics.com/Text/Documents/14711/66125.pdf>