

**Mission San Jose Little League**  
**District 14**



**2021**  
**Safety Plan**

## **QUALIFIED SAFETY PLAN REQUIREMENTS**

Mission San Jose Little League 2021

Please note that we have two parts to our Safety Program. One is our Safety Program Policies, Procedures and Objectives. This is an overview of our program for administrative purposes. Included in this document is the second part of our Safety Program, the Safety Manual (Appendixes 1-3). This is the operational document for our managers, coaches, umpires and Board Members. You will note that all of the requirements are found in both documents. We will refer to the abbreviation SPPO (Safety Program Policies, Procedures and Objectives) and SM (Safety Manual) when responding to the content pages corresponding to the requirements.

### **Safety Program Policies and Procedures Table of Contents**

1. Have an active safety officer	1. SPPO11 SM1
2 & 3. Publish and distribute a safety manual that includes	
a. Policy Statement and Safety Code	2-3a. SPPO 2 SM1
b. Emergency Procedures / Phone Numbers	2-3b. SPPO 2, 9 SM 2, 8, 9
c. Phone Numbers of Key League Officials	2-3c. SPPO 2 SM3
4. Complete a Facility Survey for all fields	4. SPPO 10, Appendix III
5. Require coaches / umpires to walk fields for hazards	5. SPPO 3, 9 SM 5
6. Inspect all equipment before use	6. SPPO 2 SM 5
7. Mandatory pre-season coaches training on first aid, proper mechanics and Little League Philosophy	
a. Local medical professionals, or Little League Emergency management Training Program	7a. SPPO 1, 3, 4,5,6,9 SM 7, 8, 9
b. High School and College Coaches or experienced coaches	7b. SPPO 1, 3, 4, 5, 6,9

c. District Administrators / Safety Officers	7c. SPPO 3
8. Require a first –aid kit at each game and practice	8. SPPO 2,8 SM 5,7
9. Have telephone access at all activities including practices	9. SPPO 2 SM 2
10. Enforce Little League rules including proper equipment	10. Appendix V
11. Concession managers trained in safe food preparation	11. Appendix V
12. Implement prompt accident reporting procedure	12. Appendix IV
13. Clearly understood procedure for inclement weather / lightning	13. SM 5
14. Complete player registration / roster, Managers/coaches to LL Data Center	14. Appendix III
15. COVID-19 Preparedness Guidelines for League’s Policy & Procedures	15. Appendix VI

## **SAFETY PROGRAM POLICIES AND OBJECTIVES (SPPO)**

Mission San Jose Little League – 2021

### **SAFETY PROGRAM MISSION STATEMENT:**

The Mission San Jose Little League is devoted to providing a safe and pleasant environment for players, volunteer staff (managers, coaches, umpires, and board members), parents, spectators, and John Gomes students, staff and their families. We are committed to respecting our guest relationship with the Fremont Unified School District and taking pride in our ability to enhance the physical appearance of the John Gomes Elementary School campus and maintain a healthy relationship and dialogue with School and City of Fremont administrators. We are dedicated to maintaining an ongoing Continuous Quality Safety Management Program that is based upon current National, Western Regional and District 14 Little League Guidelines.

A copy of this safety manual will be distributed to all managers, a copy will be posted on the league's display board. In addition to these, a copy will also be published on the league's web site.

#### **I. Safety Activities:**

##### **1. Board Member Training and Communication**

- A. Encourage Board Member participation in District, Regional and national Little League sponsored educational presentations, meetings or conferences to:
  - a. Update them on current policies, procedures, rules and regulations.
  - b. Facilitate communication of information to their League Boards, coaching, managing, and umpiring staff, players and parents.
- B. Encourage Board Members to arrange for League presentations from Community members with specialized expertise.

##### **2. Screening and Staff Evaluation**

- A. Screen all volunteer staff (managers, coaches) working directly with players
- B. Evaluate all volunteer staff (managers, coaches) working directly with players

##### **3. Staff Training**

- A. Provide training programs for managers, coaches, and umpiring staff to:

- a. Update league, Divisional and National rules and regulations
- b. Enhance abilities to manage practices and games safely
- c. Anticipate safety risks and intervene prior to problems developing
- d. Manage basic injuries using UNIVERSAL PRECAUTIONS activate the EMS when necessary, and notify player's family
- e. Limit League Liability by complying with Safety Checklist and Accident Reporting Procedures
- f. Communicate with families of injured players and determine when it is appropriate to return to play
- g. Recognize signs of child abuse and activate appropriate agency

4. Parent and Player Safety Education

- A. Provide Parent and Player educational interventions to increase awareness of safety hazards and suggestions for decreasing risk of injury.
- B. Provide basic training procedures for the volunteers that work in the Snack Shack.

**II. Equipment Safety:**

A. Equipment Quality

- A. Provide only Little League approved equipment. Inspected by the Equipment manager and Safety Officer
- B. Provide equipment that is safe, and in good condition
- B. Monitor the condition of the equipment on an ongoing basis
- C. Destroy and replace damaged equipment. Replacements made by Equipment Manager

B. Supplies

- A. Provide basic first aid supplies to all teams, and more extensive supplies in a centralized location. First Aid supplies must be present at **ALL** games and practices. Will be inspected by manager to ensure it is available before proceeding the activity.
- B. Provide a Mission San Jose Safety manual to each team with emergency procedures, phone numbers, practice and game site addresses, player emergency cards, pre-game Safety Checklists, Preliminary Accident Reports, and Child Abuse Reports, Basic CPR & First Aid Procedures, Universal Precautions, Post Injury Player Return Policy, Traffic Safety, Current Top Safety Tips (appendix I)

**III. Facility Safety:**

1. Provide safe fields, dugouts, and batting cage
2. Monitor field and dugout conditions on an ongoing basis
3. Identify pedestrian and traffic safety hazards and develop and implement interventions to decrease risk of injury.
4. Provide a safe environment in Snack Shack by inspecting for safety risks, compliance with health department regulations (food handling/storage, safety equipment, and Carbon Dioxide, fire extinguisher and first aid kit)
5. Provide safe and clean field house and restroom facilities
6. Maintain the equipment and cargo unit storage areas in a safe manner

### **SAFETY PROGRAM PROCEDURES:**

#### **I. Safety Activities:**

##### **1. Board Member Training and Communication:**

- A. The MSJLL president participates in District 14 Little League meetings and communicates updated information to board members. Dates for specialized board member District presentations are provided and attendance is encouraged. The Safety Officer attends the two designated Safety meetings. **Evaluation/Compliance:** Information provided is then communicated at the following MSJLL board meeting.
- B. A delegation of board members is encouraged to attend the Annual Western Regional Little League Conference in Southern California and the Umpiring Clinic. **Evaluation/Compliance:** Safety information from these training courses and conferences is communicated to the MSJLL Board and integrating into the League managers, coaching and umpiring staff's training programs.

##### **2. Screening and Evaluation of Staff:**

- A. All Managing and Coaching Staff are asked to sign a consent on their Little League volunteer application and provide a photocopy of picture ID to allow the President (or designee) to research their background for a history of criminal activity (appendix II). **Evaluation / Compliance:** Consent is signed.
- B. Names of volunteer staff are processed through First Advantage criminal data base. **Evaluation/Compliance:** If there is a positive history of a criminal offense, the volunteer's application is denied personally by the MSJLL President.
- C. Managing, coaching and umpire staff are counseled by player agents, head umpire and MSJLL President as necessary when issues arise

- D. Managers and coaches are evaluated informally by the current Player Agent, and a determination is made as to whether they would be accepted for the next season as a returning volunteer staff member
- E. Managers and coaches who will be "moving up"~ will be evaluated by verbal confidential conferencing between the current and future Player Agents to determine eligibility for assuming a manager or coaching role at the new division level
- F. Player Agents present their roster for returning staff to the Board for approval
- G. Leagues official will import player registration, player rosters, and Managers / coaches rosters to Little Leagues data center.

### 3. Staff Training:

A. There are a series of training programs that are offered for managers, coaching and umpire staff to communicate safety information.

a. Combined League manager meeting's Agenda:

1. Discuss General Policies:
  - a. Background checks and code of ethics
  - b. Practice field sites
  - c. Umpire's role in the game and with safety
  - d. Field Director role and relationship with Manager
  - e. Manager's responsibilities generally and related to safety
  - f. General Little League expectations and safety
2. Discuss MSJLL Managers Manual (appendix I):
  - a. General Safety Plan
  - b. Emergency Phone Numbers
  - c. Board Member Phone Numbers
  - d. Practice and Game site addresses
  - e. League Liability
  - f. Basic First Aid using Universal Precautions
  - g. Basic CPR Procedures
  - h. First Aid Kits
  - i. Pre-Game Safety Checklist Procedure
  - j. Preliminary Accident Report Procedure
  - k. Post-injury Return to play policy
  - l. Child Abuse Reporting Procedure

- m. Traffic Safety
- n. 2021 Safety tip Review

b. Manager / Coach Training:

MSJLL requires appointed managers and/or coaches to attend fundamentals training each season. At least one (1) member of the team coaching staff must participate in the training session(s) conducted by the league for the current season. Each manager or coach must attend a session(s) once every three (3) years, or upon changing divisions.

Fundamental training sessions may be conducted by any of the following methods, or a combination thereof:

- Clinic(s) directed by experienced league personnel
- Clinic(s) directed by experienced non-league personnel or training service
- Little league or other instructional materials (video, manuals)
- NYSCA instruction material (video, manuals)

Training sessions are to be scheduled after team draft(s)/player assignment, and prior to the start of games. Additional sessions may be added to accommodate coaching personnel not identified/available at the time of the scheduled sessions.

Upon completion of training, the league Safety Officer will maintain a summary of personnel attending the training.

See Appendix IV for current season training schedule.

c. Umpire Clinics (managers, coaches, and parents)

1. Emphasizes technical knowledge (rules, positioning, calls)
2. Integrates safety

d. Player Agent Meetings

e. Basic First Aid Training:

1. MSJLL requires a minimum of one (1) member of the coaching staff to be trained in basic first aid. Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses or paramedics to attend first aid training in order to meet requirement (per 2007 ASAP Qualified Safety Plan Requirements, pg. 3). MSJLL will provide training by qualified instructors for personnel without a current certification.

See Appendix IV for current season training schedule form

f. Basic CPR Training:

1. MSJLL requires a minimum of one (1) member of the coaching staff, or other personnel regularly in attendance at team functions, to have a current CPR certification. Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses or paramedics to attend CPR training in order to meet requirement (per 2007 ASAP Qualified Safety Plan Requirements, pg. 3). MSJLL will provide training by qualified instructors for personnel without a current certification.

See Appendix IV for current season training schedule form

4. Parent and Player Safety Education:

A. The MSJLL Season Directory is published yearly and provides safety information for parents and players:

a. Provides basic information of player safety rules:

1. Jewelry: No watches, earrings, pins, necklaces, bracelets or other metallic items (medical alert necklaces or bracelets must be secured and covered with flesh colored adhesive tape).
2. Equipment: No shorts or shoes with steel cleats. Baseball shoes with rubber cleats or plain tennis shoes are acceptable. Athletic supporter and cup required for males (MSJLL); athletic supporter and cup required for all catchers (National Little League). No skull caps.
3. Glasses/Sunglasses: Safety glasses with an elastic strap preferred; if not available, glasses should be secured with an elastic strap.
4. Injuries:
  - a. Bloody injuries during the game: "Bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate (National Little League Operating Manual 1999).
  - b. No casts on the field.
  - c. Player Injury Return Policy: If there is an injury requiring suspension from play, the family must provide a written medical release to the Manager before play can be resumed.

b. Includes a traffic flow map and cautions pedestrians and drivers regarding the risk of parking lot injuries.

c. discusses bicycle safety to and from practices and games

d. **Compliance / Evaluation:** Every player's family receives a current MSJLL season Directory.

- B. Parking Lot Safety Guidelines provided on the windshield of cars during “opening Day”
- C. Bicycle Safety materials provided to players through the team managers
- D. Parent Safety discussions are integrated into the Divisional Parent Meetings at the beginning of the season:
  - a. Jewelry, Uniforms and Equipment
  - b. Parking lot flow and safety
  - c. Picking up players after practice and games
  - d. Dugout etiquette (behavior, trash, food, water)
  - e. Player Injury Return to Play Policy
  - f. Bicycle Safety
- E. Training procedures for parent volunteers working in the Snack Shack:
  - a. Verbal orientation on opening and closing of the Snack Shack is provided by the director of the Snack Shack or designee
  - b. Food handling, preparation and storage safety procedures are posted in the Snack Shack for volunteer workers
  - c. Equipment cleaning safety procedures are posted in the Snack Shack for volunteer workers
  - d. Snack Shack Director reviews, revises and posts procedures
  - e. Emergency procedures are posted:
    - 1. Water shut-off location
    - 2. Gas shut-off location
    - 3. Electrical panel shut-off location
    - 4. Emergency phone numbers (Utilities, Poison control, Scholl District, Fire, Police)
  - f. **Compliance / Evaluation:** The procedures are posted in the Snack Shack

## II. **Equipment Safety:**

### 1. Equipment / Uniform Quality

- A. Only Little League approved equipment & uniforms will be used by the League or players.
- B. The Little League uniform patch will be used for minors and above.
- C. The Equipment and Uniform Manager will inspect all uniforms and equipment prior to the beginning of the season. Damaged equipments and uniforms will be discarded and replaced.
- D. The condition of equipment / uniform will be monitored by completing the Pre-Game Safety Checklist.
- E. **Compliance / Evaluation:** The pre-Game Safety Checklist will identify problems with equipment. There will be reviewed by the Safety officer

## 2. Supplies

- A. A basic first aid kit will be provided to each team. This will include a selection of bandages, gauze pads, cold packs, latex gloves (with bags for disposal), alcohol wipes, antiseptic towelettes, iodine prep pad, antibiotic ointment, and first aid guide.
- B. A Large comprehensive First Aid Kit, Ice and a “Sharps Disposal” box (for hazardous materials) will be located in the Snack Shack.
- C. Managing bloody supplies:
  - a. Universal Precaution Techniques should be practiced when handling any bloody open wound. It should be assumed that all blood could be infected and gloves should be worn for first aid treatment. Hands should be washed or disinfected with the antiseptic towelette after caring for the wound.
  - b. Gloves and bandages should be placed in the small zip lock bag and disposed of in the Bio-hazard “Sharps Disposal” box in the Snack Shack
  - c. The Safety Officer will dispose of the “Sharps Disposal” box
  - d. If first aid supplies need to be replaced, the Safety Officer or Snack Shack Director should be contacted.
  - e. **Compliance / Evaluation:** There should be soiled supplies in the “Sharps Disposal” box and the Pre-Game Check List should indicate the first aid kit is present

## 3. A MSJLL Manager’s Binder will be provided to each manager. Contents will include:

- A. The MSJLL Safety Manual (appendix I)
  - a. The Little League Ten Commandments of Safety
  - b. Phone numbers
    - 1. Emergency
    - 2. Board Members
  - c. Practice and game site addresses
  - d. Pre-Game Safety Checklist Procedures and forms
  - e. Preliminary Accident Reporting Procedures and Forms
  - f. Child Protective Service Reporting Procedures and forms
  - g. CPR Review
  - h. Basic First Aid, Universal Precautions, Activating the EMS
  - i. Player emergency forms
  - j. Post injury Return to Play Policy
  - k. Traffic Safety
  - l. bicycle Safety
  - m. Safety Tip Review
- B. Divisional Materials

C. Manger's materials of choice

III. **Facility Safety:**

1. Field and Spectator Areas

- A. The leagues safety officer will complete the annual facility survey after the annual inspection of all fields before the season starts.
- B. The Field Manager or Umpire will inspect the field for any type of hazards prior to each game
- C. The Field Manager will inspect the spectator conditions on a bi-weekly basis for any type of hazards.
- D. **Evaluation/Compliance:** The Pre-Game Safety Checklist will be reviewed for Field safety issues daily by the on duty Field Director and weekly by the Safety Officer
- E. Unsafe conditions will be reported to the Field Manager by the Field Director on duty, the umpire or by the Safety Officer
  
- F. Unsafe conditions that are identified by either local or district School administrators will be followed by the Safety Officer. A written plan and a timetable for addressing the identified problems will be developed and communicated to the School administrators by the Safety Officer.

2. Field House and Restrooms

- A. The rest rooms will be inspected and cleaned on a regular basis by the field boys or janitorial staff
- B. Any restroom safety hazard or problem will be reported to MSJLL President, Snack Shack Director, Field Director, or Safety Officer
- C. Access to the Field House should be primarily by adults. Players and their friends should be discouraged from entering the Field House unless they have a legitimate reason
- D. Telephone service will be provided in the Field House and Snack Shack
- E. A Safety Bulletin Board will be placed in the Field House along with file boxes for collecting Preliminary Accident Reports and Pre-Game Safety Checklists
- F. **Evaluation/Compliance:** The Field House will be inspected at the beginning and during the season for safety risks by the Safety Officer

3. Equipment Storage Areas, Dugouts, and Batting Cage

- A. The Field Manager will have primary responsibility for maintaining the equipment and supply storage areas, and batting cage safely
- B. The storage areas should be secured by locks and the grounds around them maintained (grass cut, weeds controlled, hazardous equipment safely stored)
- C. **Evaluation/Compliance:** The Safety Officer will periodically inspect these areas and be responsible for communicating with the local and District School administrators regarding maintenance conditions/plans.
- D. The Dugouts will be locked when not in use to avoid the potential for personal harm in a poorly visible area. Keys to the dugouts will be provided to the School for use during their recreational or Physical Education programs.  
**Evaluation/Compliance:** The dugouts will need to be unlocked prior to a game.
- E. The Batting Cage will be locked when not in use to avoid the potential for personal harm. It will be unlocked for use during scheduled practices or clinics.

#### 4. Snack Shack

- A. The Snack Shack will be routinely inspected by the Snack Shack Director for safety risks
- B. Health Department Standards for handling, serving and storing food will be implemented by the Snack Shack Director
- C. Policy will be communicated to the volunteer staff by written procedures posted in the Snack Shack
- D. Equipment will be inspected on a weekly basis by the Snack Shack Director
- E. Supplies and Equipment that could pose a Safety hazard will be secured
- F. Emergency equipment will be available in the Snack Shack. This will include a extensive first aid kit and a functional fire extinguisher
- G. The Snack Shack Director will periodically inspect the fire extinguisher and provide the manufacture suggested maintenance
- H. The Snack Shack Director will post the fire extinguisher use procedure in the Snack Shack
- I. **Evaluation/Compliance:** Procedures are posted. Fire extinguisher is present. The first aid kit is accessible. Zip lock bags are available for ice

#### 5. Traffic and Pedestrian Safety

- A. Enforcing the "one way" flow of traffic and the slow speed limit will be the responsibility of each Board Member, and the volunteer manager, coaching and umpiring staff
- B. Traffic and pedestrian safety infractions will be discussed when possible with the involved individuals
- C. The Field Directors on duty will be responsible for having the orange cones placed prior to the start of games to facilitate the "one way" flow of traffic.
- D. As part of the parent and player traffic safety education, these rules will be mentioned at all parent meetings and published in the Directory. On "Opening Day," flyers will be placed on the cars to alert them to the safety procedures.

- E. **Evaluation/Compliance:** Orange cones are present to deter traffic at all games.
6. Little League Self Appraisal Safety and Field Condition Survey will be completed annually to comply with the ASAP Guidelines (appendix III)

IV. **Safety Officer:**

1. MSJLL will have at least one safety officer on the board to keep up with all Safety issues, including tracking accidents.

# **APPENDIX I**

Mission San Jose Little League



## **SAFETY MANUAL**

2021

## MSJLL MANAGER MANUAL INDEX

Appendix I.	Safety Manual
Appendix II	Manager and Coach Volunteer Application
Appendix III	Qualified Program Registration & Little League National Facility Survey
Appendix IV	Preliminary Accident Reports
Appendix V	Season Training Summary and Snack Shack Safety Rules and Procedures
Appendix VI	COVID-19 Preparedness Guidelines for League's Policy & Procedures

MSJLL Mission Statement.....	Page 17
Little League Ten Commandments of Safety.....	Page 17
General Comments.....	Page 17
Board Member Telephone Numbers & E-mail.....	Page 18
Emergency Telephone Numbers.....	Page 19
Practice and Game Site Addresses.....	Page 21
MSJLL Pre-Game Safety Checklist and Procedure.....	Page 22
MSJLL Preliminary Accident Reports and Procedure.....	Page 25

MSJLL Return to Play Policy..... Page 25  
MSJLL First Aid Policies..... Page 25  
Activating the Emergency Medical System (EMS)..... Page 26  
CPR Review..... Page 26  
MSJLL Traffic and Pedestrian Safety Policy..... Page 28  
Bicycle Safety..... Page 28  
MSJLL Child Abuse Reporting Procedure..... Page 28  
MSJLL 2021 Safety Tip Review..... Page 28

Anitha Badrinarayanan  
MSJLL Safety Officer

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Jim Campbell  
MSJLL President

Signature \_\_\_\_\_  
Date \_\_\_\_\_

**MISSION SAN JOSE LITTLE LEAGUE SAFETY MISSION STATEMENT:**

The Mission San Jose Little League is devoted to providing a safe and pleasant environment for players, volunteer staff (managers, coaches, umpires, and board members), parents, spectators, and John Gomes students, staff and their families. We are also committed to respecting our guest relationship with the Fremont Unified School District and taking pride in our ability to enhance the physical appearance of the John Gomes Elementary School campus and maintaining a healthy relationship and dialogue with School and City of Fremont administrators. We are dedicated to maintaining an ongoing Continuous Quality Safety Management Program that is based upon current National, Western Regional and District 14 Little League Guidelines.

**LITTLE LEAGUE TEN COMMANDMENTS OF SAFETY**

1. Be alert!
2. Check playing field for safety hazards
3. Wear proper equipment
4. Ensure equipment is in good shape
5. Ensure first aid is available
6. Maintain control of the situation
7. Maintain discipline
8. Safety is a team sport
9. Be organized
10. Have fun!

**GENERAL COMMENTS:**

The safety of our players, their friends and families along with our volunteer staff is critical. While the MSJLL has been aware of safety and takes care to attend to this issue, there has not been a previous mechanism to measure compliance and highlight our excellence. With an increasing litigious environment, it is critical that we are able to demonstrate to our Insurance Carrier, the National Little League, and District 14, the Fremont Unified School District, families and players that our program is committed to Safety.

The MSJLL Safety Manual has been developed as a resource for our managers, coaches, umpire staff, and Board Members. It will be reviewed and revised as necessary. Consequently, comments and suggestions for future publications can be directed to the MSJLL Safety Officer or President.

## 2021 Board of Directors

Position	Name	Email	Phone
President	Jim Campbell	<a href="mailto:president@msjll.com">president@msjll.com</a>	408-705-5736
Vice President	Gary Marks	<a href="mailto:vp@msjll.com">vp@msjll.com</a>	510-673-3224
Secretary	Srenik Mehta	<a href="mailto:secretary@msjll.com">secretary@msjll.com</a>	415-613-8766
Treasurer	Jim Ackerman	<a href="mailto:treasurer@msjll.com">treasurer@msjll.com</a>	650-302-1948
Safety Officer	Anitha Badrinarayanan	<a href="mailto:safety@msjll.com">safety@msjll.com</a>	510-967-3038
Chief Player Agent	Joe Giardina	<a href="mailto:Chief@msjll.com">Chief@msjll.com</a>	510-335-9909
Coaching Coordinator	Ralph Flores	<a href="mailto:coaching@msjll.com">coaching@msjll.com</a>	510-598-5692
Facilities Manager	Jim Campbell	<a href="mailto:facilities@msjll.com">facilities@msjll.com</a>	408-705-5736
IT Manager	Rizwan Markar	<a href="mailto:it@msjll.com">it@msjll.com</a>	510-378-8645
Umpire-in-Chief	Paul Okino	<a href="mailto:umpires@msjll.com">umpires@msjll.com</a>	408-406-1655
Equipment Officer	Anupam Prabhakar	<a href="mailto:equipment@msjll.com">equipment@msjll.com</a>	408-921-3907
Major Player Agent	Rangarajan Ramachandran	<a href="mailto:playeragent@msjll.com">playeragent@msjll.com</a>	510-543-8352
Field Maintenance Manager	John Bettencourt	<a href="mailto:jbmfg1@yahoo.com">jbmfg1@yahoo.com</a>	510-378-0741
Team Parent Co-ordinator	Deboja Das	<a href="mailto:deboja@gmail.com">deboja@gmail.com</a>	408-382-1263
Marketing and Communication	Aimee Garza	<a href="mailto:marketing@msjll.com">marketing@msjll.com</a>	408-832-8553
Snack Shack Manager	Anna Reagan	<a href="mailto:ssmanager@msjll.com">ssmanager@msjll.com</a>	916-692-6807

### **EMERGENCY PHONE NUMBERS:**

1. Police:
  - a. Emergency: 911
  - b. From cellular phones: 791-4200 Police Direct – Fremont\*\*  
797-2345 Police Direct – Newark\*\*
  - c. Business: 790-6800
  
2. Fire/EMS:
  - a. Emergency: 911
  - b. From cellular phones: 793-3434 Fire Direct – Fremont\*\*  
793-3737 Fire Direct – Newark\*\*

c. Business: 494-4200

3. Animal Control:

a. Emergency: 790-6635

b. Business: 790-6640 (T-F 12-5pm, Sat 11am-4pm)

4. Child Protective Services: 259-1800

5. Washington Hospital: 797-1111

6. Kaiser Permanente Hospital (Fremont): 510-248-3000

8. MSJLL President Jim Campbell– 408-705-5736

9. Gomes School: 656-3414 or 656-3417

10. Poison Control: 1-800-222-1222  
1-800-972-3323

**EMERGENCY PHONES: PLEASE HAVE A DESIGNATED ADULT WITH A CELLULAR PHONE AVAILABLE FOR ALL OFF-SITE PRACTICES AND GAMES!!!**

\*\* Please put the direct number for local emergency agencies **DO NOT USE 911 from your cell phone** as this takes longer 911 relays the call to the proper authorities and can delay emergency care.

**PRACTICE AND GAME SITE ADDRESSES**

Mission San Jose Little League (home fields)

503 Lemos lane

Field location: John Gomes Elementary School Campus  
(Borders Las Palmas)

### **MSJLL PRE-GAME SAFETY CHECKLIST AND PROCEDURE**

1. The Pre-Game Safety Checklists will be in each of the MSJLL Manager's Manuals
2. The Home Team Manager will provide the Pre-Game Safety Checklist for the game
3. The Home Team Manager will complete the Pre-Game Safety Checklist for his team while the Visiting Team is warming up
4. The Visiting Team will receive the Pre-Game Safety Checklist from the Home Team Manager and complete his/her section while the Home Team is warming up
5. The Umpire will validate that the Player Emergency forms are present and initial the form
6. The Field Director will pick up the Pre-Game Checklists at his/her rounds. If they have not been completed, the game will be stopped until they are completed.
7. For those teams playing off-site, the MSJLL Team Manager should complete only his/her Pre-Game Safety Checklist and return it to the MSJLL Field House Safety wall mounted file slot within 48 hours.
8. The Pre-Game Checklists will be reviewed by the Field Director on duty for acute problems and weekly by the Safety Officer.
9. As problems are identified, the appropriate Board Member will be notified and a plan to rectify the issue will be developed.
10. In the event of bad weather/lightning, an on duty Field Manager will evaluate the severity of weather (and its impact on the fields), and will contact team managers if the cancellation of games is deemed necessary. The managers should then contact each player on their roster to inform them of the canceled game.

Mission San Jose Little League Pre-Game

**SAFETY CHECKLIST**

(to be initiated by HOME TEAM MANAGER on game day)

Date	Division	Home Team Manager	Visiting Team Manager

Catcher's Equipment	Home Team (circle one)		Visiting Team (circle one)	
Chest & Shin Guards	YES	NO	YES	NO
Helmet/Face Mask	YES	NO	YES	NO
Throat Protector	YES	NO	YES	NO
Chest Protector	YES	NO	YES	NO
Catcher's Mitt	YES	NO	YES	NO
Catcher's Cup	YES	NO	YES	NO
Catcher Equipment: Repairs Needed?	YES	NO	YES	NO

Player Equipment	Home Team (circle one)		Visiting Team (circle one)	
Batting Helmets	YES	NO	YES	NO
Bats	YES	NO	YES	NO
Composite Approved Bats	YES	NO	YES	NO
Jewelry, Pins, Watches Removed	YES	NO	YES	NO
Shoes/Rubber Cleats Only	YES	NO	YES	NO
Uniform (with Little League Patch)	YES	NO	YES	NO
Athletic Cup/Supporter (Boys)	YES	NO	YES	NO

Safety Equipment Available	Home Team (circle one)		Visiting Team (circle one)	
First Aid Kit/Cold Pack	YES	NO	YES	NO
Medical Release (Umpire)	YES	NO	YES	NO
MSJLL Safety Manual	YES	NO	YES	NO
Accident Report Forms	YES	NO	YES	NO

<b>Player Absences</b>	<b>Home Team (circle one)</b>	<b>Visiting Team (circle one)</b>
Do you have any player (not previously reported) who has missed 3 consecutive games?	YES NO	YES NO
Do you have any player (not previously reported) who has missed 5 consecutive team events?	YES NO	YES NO

**Comments:**

**Home Team Manager:**

**Visiting Team Manager:**

**Manager Signatures: Home** \_\_\_\_\_ **Visitor** \_\_\_\_\_

**Umpires verification all equipment has been checked and verified:**

**Umpire Signature:** \_\_\_\_\_

**SAFETY CHECKLIST (BACK PAGE)**

**THINK SAFETY FIRST!**

**MSJLL PRE-GAME PROCEDURES: Umpires, Managers and Coaches**

1. Introduce staff: Umpires (plate and base), Managers, and Coaches
2. Receive official lineups from each team
3. Discuss local rules
4. Discuss sportsmanship for players, spectators and coaching staff
5. Discuss pitching rules
6. Outline parameters for calling the game
8. **Complete Pre-Game Safety Checklist** (Umpire to validate that Medical release cards are present and the Field Director will pick up the checklist, NOTE: game will be stopped until checklist is completed)

**MSJLL GAME PROCEDURES: Umpires, Managers and Coaches**

1. Continue to monitor catcher and player's equipment
2. Continue to monitor the field, dugout and spectator area's safety condition
3. Enforce pitcher warming up rules:
  - a. Players only can warm up the pitcher

- b. Catcher and spotter must be present if warming up in foul territory
- if catching infield warm-ups or warming up the pitcher (helmet, mask with face guard, and throat protector)
- 4. Move the game along:
  - a. Prepare players and catchers for play at 2<sup>nd</sup> out
  - b. Limit pitcher warm up to eight pitches or one minute between innings
- 5. Respect Umpire calls
- 6. Control player and fan behavior
- 7. Signal calls loudly and clearly (Umpire)
- 8. Enforce **No** “On Deck Batter” rule for Major Division and below
- 9. Monitor dugouts for unsafe behavior
- 10. **Compete Preliminary Accident Report for injuries that may require medical attention. Turn in the report to the Field House file slot. All reports must be completed within 24 hrs. of the injury.**

c. Catcher must have proper gear

### **MSJLL PLAYER INJURY RETURN POLICY**

1. No casts. Players with casts cannot be on the field. If in the dugout, they must be in full uniform
2. If there was an injury that required a suspension from play, the family must provide a **written medical release to resume play**. This release should be given to the manager and a copy sent to the Safety Officer. It will be filed with the Preliminary Accident Report and CNA Claim

### **MSJLL FIRST AID POLICIES**

1. Each team will be supplied with a basic first aid kit. This will include selection of bandages, gauze pads, cold packs, latex gloves (with bags for disposal), alcohol wipes, antiseptic towelettes, iodine prep pad, antibiotic ointment, and first aid guide.
2. A Large comprehensive First Aid Kit, Ice and a “Sharps Disposal” box (for hazardous materials) will be located in the Snack Shack.
3. Managing bloody supplies:
  - a. **Universal Precaution Techniques** for “Blood Borne Pathogens” should be practiced when handling any bloody open wounds. It should be assumed that all blood could be infected and gloves should be worn for first aid treatment. Hands should be washed or disinfected with the antiseptic towel after caring for the wound.
  - b. Gloves and bandages should be placed in the small ziploc bag and disposed of in the Bio-hazard “Sharps Disposal” box in the Snack Shack.
  - c. The Safety Officer will dispose of the “Sharps Disposal” box when necessary.
    - a. If first aid supplies need to be replaced, the Safety Officer or Snack Shack Director should be contacted.
4. Returning player to the game:
  - a. “The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate” (source: Little League Operating Manual 1999)

**ACTIVATING THE EMERGENCY MEDICAL SYSTEM (EMS)**

A. When in doubt, call 911 or the non-911 cellular phone emergencies numbers at: Fremont Fire/Emergency 793-3434 or Newark Fire/Emergency 793-3737 and an EMT equipped Fire Department Truck will be dispatched. This will limit MSJLL's liability and be in the best interest of the player and his/her family. There is no fee involved with the call. The professional EMT can then assess the situation and determine the safest method (car or ambulance) to transport the player for medical care. (For other emergencies, you may call Fremont Police direct at 791-4200 or Newark Police at 797-2345).

B. If an ambulance is used for transport, there will be a fee involved. Many insurance programs will cover this expense. The family may have to call an emergency number to coordinate the arrangements. This will depend on the acuity of the player's condition and the availability of the parent.

C. If a parent is not on site to assume responsibility for a car transport, and the EMT is suggesting an ambulance transport, a conservative decision to transport by ambulance would be in the best interest of the MSJLL and the player.

D. The player's Medical Emergency Release forms must accompany the ambulance driver or an adult other than the parent. **It is critical that the Emergency Medical Release forms are with the team at all times.**

**CPR REVIEW**

	<u>Adult (&gt;8 yr.)</u>	<u>Child (1 yr.-8 yr.)</u>	<u>Infant</u>
Rescue Breathing <b>Victim has a pulse</b> Give 1 Breath every:	5 seconds	3 seconds	3 seconds
<b>No Pulse:</b> Locate Compression Landmark	Lower half of breastbone, right between nipples.	Same as Adult	One finger width below nipple line on breastbone
Compressions are Performed With;	2 hands stacked with heel of one	Heel of one hand on breastbone	2 or 3 fingers on breastbone

hand on breastbone

Rate of Compressions per Minute	100	100	100 or greater
Compression Depth	1-1/2 to 2 inches	1 to 1-1/2 inches	1/2 to 1 inch
Ratio Compressions to Breaths			
(1) Rescuer	15:2	5:1	5:1
(2) Rescuers	5:1	5:1	5:1

### **TRAFFIC AND PEDESTRIAN SAFETY POLICY**

1. Enforcing the “one way” flow of traffic and the slow speed limit will be the responsibility of each Board Member, Manager, Coach and Umpire.
2. Please discuss any traffic or pedestrian safety infractions when possible with the involved individuals.
3. The Field Directors on duty will be responsible for having the orange cones placed prior to the start of games to facilitate the “one way” flow of traffic. This significantly improved compliance last year and was in alignment with the John Gomes School Parking Lot Safety Plan.
4. Each Manager should emphasize traffic and pedestrian safety with his/ players and their parents at the Team Parent Meeting. If there are questions, direct the families to the Season Directory for the flow map.
5. Only cars displaying the “Handicapped” state approved sign will be allowed in the Handicapped parking spaces. If there is an opportunity to discuss this with offending drivers, please alert them to the policy.
6. **Bicycle Safety** will be emphasized in the MSJLL Parent/Player Directory, Newsletter, parent meetings, educational materials and by the team managers.

## **MSJLL PRELIMINARY ACCIDENT REPORT AND PROCEDURE**

1. A Preliminary Accident Report must be completed by the Manager or the Coach within 24 hours **for all significant injuries that might or does require a health care visit** including the use of ice packs and band aids
2. Return the Preliminary Accident Report to the wall mounted file slot in the Field House
3. The Safety Officer will review the Preliminary Accident Report and contact the player's family. If there was an injury that required a health care visit, the Safety Officer will complete a CNA Insurance Claim form. A copy of all Preliminary Accident Reports will be sent to the Little League District 14 Safety Officer. If there was a health care visit, both the Preliminary Accident Report and the CNA Accident Claim will be sent by the Safety Officer to the District 14 Safety Officer and the National Little League Headquarters in Williamsport
4. The CNA Insurance is designed as a secondary payment source for those families already having Medical Insurance. It would become the primary payment source for those families who are uninsured. Prior to any claims being paid, there would be an insurance investigation to validate the authenticity of the claim, and review the MSJLL's attention to safety

## **MSJLL CHILD ABUSE REPORTING PROCEDURE**

1. If a manager, coach, or other Board Member feels that a player may be abused, a confidential phone call can be made to Child Protective Services (CPS) to discuss the situation. If it would be appropriate to file a CPS referral, the manager, coach or Board Member can complete a CPS form

## **2021 SAFETY TIP REVIEW**

All National, Western Regional, District 14, and Mission San Jose Little League rules will be followed at all times including, but not limited to, the following:

1. Player's Equipment:
  - a. Jewelry: No watches, earrings, pins, necklaces, bracelets or other metallic items (medical alert necklaces or bracelets must be secured and covered with flesh-colored adhesive tape).

b. Equipment: No shorts, No shoes with steel cleats, baseball shoes with rubber cleats or plain tennis shoes are acceptable, athletic supporters required for males, athletic supporter and cup required for catchers (National Little League), also required for MSJLL players, no skull caps.

male

c. Glasses/Sun: Safety glasses with an elastic strap preferred, if not available, glasses should be secured with an elastic strap.

2. Catcher's Equipment:

a. During the game at the plate: Full gear: helmet, mask with face guard, throat and chest protector, catcher's mitt, shin guards, athletic support and cup (boys).

b. Warming up Pitcher in foul territory or at the plate:  
Helmet, mask with face guard, throat protector.

3. Pitcher's Warm up: Only another player can warm up the pitcher...No Adults, Managers or Coaches.

4. On Deck Batters: None allowed, except in Senior Divisions.

5. Sliding: No "Head First" sliding while advancing in the Major Division or below.

6. Casts: **No casts** on the field.

7. Bleeding Injuries: Bloody injuries during the game: "Bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate" (National Little League Operating Manual 1999).

8. Injury Return: Injuries requiring suspension from play, will require a written medical release prior to resuming play. Managers will provide the release to the Safety Officer.

# **APPENDIX II**

Mission San Jose Little League



# MANAGER AND COACH VOLUNTEER APPLICATION

## 2021

### LITTLE LEAGUE VOLUNTEER BACKGROUND CHECK PROCESS

1. Before any adult assists a child they must fill out a Volunteer Application form. The manager or the team parent will collect the email address and name of the individual that requires background check and email it to [Safety@msjll.com](mailto:Safety@msjll.com) .
2. Once the Safety Officer receives the email, they will create an online link for background check using JDP and send it directly to the volunteer. Depending on whether they are a returning volunteer or a new volunteer, appropriately forms will be sent to them.
3. The volunteer NEEDS to complete the form online within a week.
4. Safety is required to use a national sex offender registry to do a screening in order to ensure that the individual is cleared.
5. Once the form is clear, the Safety Officer will inform the individual the status. If the status is cleared they can proceed in practices and games.

# **APPENDIX III**

Mission San Jose Little League



## **QUALIFIED PROGRAM REGISTRATION & LITTLE LEAGUE NATIONAL FACILITY SURVEY**

2021

# **APPENDIX III**

Mission San Jose Little League



**QUALIFIED PROGRAM REGISTRATION & LITTLE  
LEAGUE NATIONAL FACILITY SURVEY  
2021**

# **APPENDIX IV**

Mission San Jose Little League



## **PRELIMINARY ACCIDENT REPORTS**

2021



# Little League Baseball and Softball MEDICAL RELEASE



NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or International Tournament affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR GUARDIAN AUTHORIZATION:**

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First Responder, E.R. Physician)

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co: Lexington Ins Policy No.: 011225810 League/Group ID#: 4051403

If parent(s)/guardian cannot be reached in case of emergency, contact

Name	Phone	Relationship to Player

Name	Phone	Relationship to Player

Please list any allergy/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problems which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_  
Authorized Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LEAGUE USE ONLY:**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.**  
Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

**For Local League Use Only**

**Activities/Reporting**

**A Safety Awareness Program's  
Incident/Injury Tracking Report**

League Name: \_\_\_\_\_ League ID: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Incident Date: \_\_\_\_\_  
Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_  
Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female  
City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
Parents' Address (If Different): \_\_\_\_\_ City \_\_\_\_\_

**Incident occurred while participating in:**

- A.)  Baseball  Softball  Challenger  TAD  
B.)  Challenger  T-Ball  Minor  Major  Intermediate (50/70)  
 Junior  Senior  Big League  
C.)  Tryout  Practice  Game  Tournament  Special Event  
 Travel to  Travel from  Other (Describe): \_\_\_\_\_

**Position/Role of person(s) involved in incident:**

- D.)  Batter  Baserunner  Pitcher  Catcher  First Base  Second  
 Third  Short Stop  Left Field  Center Field  Right Field  Dugout  
 Umpire  Coach/Manager  Spectator  Volunteer  Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Was first aid required?  Yes  No If yes, what: \_\_\_\_\_

Was professional medical treatment required?  Yes  No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

**Type of incident and location:**

- A.) On Primary Playing Field  
 Base Path:  Running or  Sliding  
 Hit by Ball:  Pitched or  Thrown or  Batted  
 Collision with:  Player or  Structure  
 Grounds Defect  
 Other: \_\_\_\_\_
- B.) Adjacent to Playing Field  
 Seating Area  
 Parking Area  
C.) Concession Area  
 Volunteer Worker  
 Customer/Bystander
- D.) Off Ball Field  
 Travel:  
 Car or  Bike or  
 Walking  
 League Activity  
 Other: \_\_\_\_\_

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at [http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf) and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: [http://www.littleleague.org/Assets/forms\\_pubs/asap/GLClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**LITTLE LEAGUE® BASEBALL AND SOFTBALL  
ACCIDENT NOTIFICATION FORM  
INSTRUCTIONS**

Send Completed Form To:  
Little League, International  
539 US Route 15 Hwy, PO Box 3485  
Williamsport PA 17701-0485  
Accident Claim Contact Numbers:  
Phone: 570-327-1674 Fax: 570-326-9280

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	PART 1
Date of Birth (MM/DD/YY)		Age	Sex
		<input type="checkbox"/> Female	<input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
		( )	( )
Address of Claimant		Address of Parent/Guardian, if different	

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE(9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> INTERMEDIATE (50/70) (11-13)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	
	<input type="checkbox"/> BIG (14-18)			

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

# General Liability Claim Form

Send Completed form to:

Little League Baseball and Softball

539 US Route 15 Hwy

P.O. Box 3485

Williamsport, Pennsylvania 17701-0485

(570) 326-1921 Fax (570) 326-2951

(LEXINGTON USE ONLY)

Telephone immediate notice to Little League® International

CN

Insured	Name of League		League I.D. Number (Used as location code)	
	Name of League Official (please print)		Position in League	
	Address of League Official (Street, City, State, Zip)		Phone No. (Res.)	
			Phone No. (Bus.)	

Time and Place of Accident	Date of Accident	Hour	<input type="checkbox"/> AM <input type="checkbox"/> PM	Accident occurred at (Street, City, State, Zip)
	Arising out of Operations conducted at			
	Was Police Report made? If yes, where? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Description of Accident: State cause and describe facts surrounding accident (Use reverse side if needed)

Who owns Premises	Person in charge of Premises
-------------------	------------------------------

Coverage Data	Limits	Elevator: Yes	Products: Yes	Cont: Yes
	BI/PD:   Med. Pay: None			
	Policy Number	Policy Dates: Begin: End:		

Is there any other insurance applicable to this risk?  
 Yes  No

Property Damage	Name of Owner	Description of Property
	Address (Street, City, State, Zip)	Name of Insurance Co.
		Nature and Extent of Damages and Estimate of Repair

Insured Person and Injuries	Name	Phone No. (Res.)
	Address (Street, City, State, Zip)	Occupation   Age   <input type="checkbox"/> Married <input type="checkbox"/> Single
	Employers Name and Address	Phone No. (Bus.)

Did you provide or authorize medical attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	Attending Doctor's Name and Address
Description of Injury	

Where was the injured taken after accident?	Probable length of Disability
---	-------------------------------

Witnesses:

Name, Address, Phone Number

Name, Address, Phone Number

Name, Address, Phone Number

Date of Report:	Signature of League Official:	Position in League
-----------------	-------------------------------	--------------------

USE REVERSE SIDE FOR DIAGRAM AND ANY OTHER INFORMATION OF IMPORTANCE IN REPORTING THE ACCIDENT



#### **Applicable in Arizona**

For your protection, Arizona law requires the following statement to appear on this form. Any person who knowingly presents a false or fraudulent claim for payment of a loss is subject to criminal and civil penalties.

#### **Applicable in Arkansas, Delaware, District of Columbia, Kentucky, Louisiana, Maine, Michigan, New Jersey, New Mexico, New York, North Dakota, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and West Virginia**

Any person who knowingly and with intent to defraud any insurance company or another person, files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact, material thereto, commits a fraudulent insurance act, which is a crime, subject to criminal prosecution and [NY: substantial] civil penalties. In DC, LA, ME, TN and VA, insurance benefits may also be denied.

#### **Applicable in California**

For your protection, California law requires the following to appear on this form: Any person who knowingly presents a false or fraudulent claim for payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

#### **Applicable in Colorado**

It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policy holder or claimant for the purpose of defrauding or attempting to defraud the policy holder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the Department of Regulatory Agencies.

#### **Applicable in Florida and Idaho**

Any person who Knowingly and with the intent to injure, Defraud, or Deceive any Insurance Company Files a Statement of Claim Containing any False, Incomplete or Misleading information is Guilty of a Felony.\*

\* In Florida - Third Degree Felony

#### **Applicable in Hawaii**

For your protection, Hawaii law requires you to be informed that presenting a fraudulent claim for payment of a loss or benefit is a crime punishable by fines or imprisonment, or both.

#### **Applicable in Indiana**

A person who knowingly and with intent to defraud an insurer files a statement of claim containing any false, incomplete, or misleading information commits a felony.

#### **Applicable in Minnesota**

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime.

#### **Applicable in Nevada**

Pursuant to NRS 686A.291, any person who knowingly and willfully files a statement of claim that contains any false, incomplete or misleading information concerning a material fact is guilty of a felony.

#### **Applicable in New Hampshire**

Any person who, with purpose to injure, defraud or deceive any insurance company, files a statement of claim containing any false, incomplete or misleading information is subject to prosecution and punishment for insurance fraud, as provided in RSA 638:20.

#### **Applicable in Ohio**

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

#### **Applicable in Oklahoma**

WARNING: Any person who knowingly and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.



**WARNING** — It is important that parents/guardians and players note that: *Protective equipment cannot prevent all injuries a player might receive while participating in baseball/softball.*

To expedite league personnel's reporting of injuries, we have prepared guidelines to use as a checklist in completing reports. It will save time -- and speed your payment of claims.

The NUFI Accident Master Policy acquired through Little League contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

To help explain insurance coverage to parents/guardians refer to *What Parents Should Know* on the internet that should be reproduced on your league's letterhead and distributed to parents/guardians of all participants at registration time.

If injuries occur, initially it is necessary to determine whether claimant's parents/guardians or the claimant has other insurance such as group, employer, Blue Cross and Blue Shield, etc., which pays benefits. (This information should be obtained at the time of registration prior to tryouts.) If such coverage is provided, the claim must be filed first with the primary company under which the parent/guardian or claimant is insured.

When filing a claim, all medical costs should be fully itemized and forwarded to Headquarters. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFI Accident Policy is acquired by leagues, not parents, and provides comprehensive coverage at an affordable cost. Accident coverage is underwritten by National Union Fire Insurance Company of Pittsburgh, Pa. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions.

With your league's cooperation, insurance rates have increased only three times since 1965. This rate stability would not have been possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Officer Program Kit**, is recommended for use by your Safety Officer. In 2000 the State of Virginia was the first state to have its accident insurance rates reduced by high participation in ASAP and reduction in injuries. In 2002, seven more states have had their accident insurance rates reduced, as well. They are Alaska, California, Delaware, Idaho, Montana, Washington, Wisconsin.

### TREATMENT OF DENTAL INJURIES

Deferred Dental Treatment for claims or injuries occurring in 2002 and beyond: If the insured incurs injury to sound, natural teeth and necessary treatment requires that dental treatment for that injury must be postponed to a date more than 52 weeks after the date of the injury due to, but not limited to, the physiological changes occurring to an insured who is a growing child, we will pay the lesser of the maximum benefit of \$1,500.00 or the reasonable expense incurred for the deferred dental treatment. Reasonable expenses incurred for deferred dental treatment are only covered if they are incurred on or before the insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.

---

## CHECKLIST FOR PREPARING CLAIM FORM

---

1. Print or type all information.
2. Complete all portions of the claim form before mailing to our office.
3. Be sure to include league name and league ID number.

### **PART I - CLAIMANT, OR PARENT(S)/GUARDIAN(S), IF CLAIMANT IS A MINOR**

1. The adult claimant or parent(s)/guardian(s) must sign this section, **if the claimant is a minor**.
2. Give the name and address of the injured person, along with the name and address of the parent(s)/guardian(s), if claimant is a minor.
3. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**
4. It is mandatory to forward information on other insurance. Without that information there will be a delay in processing your claim. If no insurance, written verification from each parent/spouse employer must be submitted.
5. Be certain all necessary papers are attached to the claim form. (See instruction 3.) Only itemized bills are acceptable.
6. On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent(s)/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a direct and independent result of an accident" must be stated on the form and bills. Please forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, league ID, and year of the injury on the form.

### **PART II - LEAGUE STATEMENT**

1. This section must be filled out, signed and dated by the **league official**.
2. Fill out all sections, including check marks in the appropriate boxes for all categories. **Do not leave any section blank. This will cause a delay in processing your claim and a copy of the claim form will be returned to you for completion.**

---

**IMPORTANT:** Notification of a claim should be filed with Little League International within 20 days of the incident for the current season.

---

# **APPENDIX V**

Mission San Jose Little League



## **SEASON TRAINING SUMMARY**

## **SNACK SHACK SAFETY RULES AND PROCEDURES**

2021

# FIRST AID / CPR TRAINING

Season: 2021

Scheduled Dates: 3/1/2021

Location: MJSLL Fields

Mentor: Adams Safety Training

Curriculum: Basic First Aid, CPR & AED

Division	Team	Team Name	Manager	Coach	Coach	Existing Certification
T-Ball	1					
	2					
	3					
	4					
Farm	1	Angels				
	2	A's				
	3	Braves				
	4	Cardinals				
	5	Cubs				
	6	Giants				
	7	Mets				
	8	Pirates				
	9	White Sox				
	10	Yankees				
Min Am	1	A's				
	2	Braves				
	3	Giants				
	4	White Sox				
Min Nat	1	Angels				
	2	A's				
	3	D'Backs				
	4	Giants				
	5	Mariners				
	6	Yankees				
Major	1	Angels				
	2	A's				
	3	Braves				
	4	Giants				
	5	Red Sox				
	6	Yankees				
Junior	1	Angels				
	2	A's				
	3	Braves				
	4	Mariners				
	5	Mets				
Senior	1	A's				
	2	Giants				

# FUNDAMENTALS TRAINING

Location: MJSLL Fields  
 Scheduled Dates: 3/1/2021

Mentor: South Bay Sports  
 Curriculum: Managers/Coach's clinic  
 Time:

Division	Team	Team Name	Manager	Coach	Coach	Coach
T-Ball	1					
	2					
	3					
	4					
Farm	1	Angels				
	2	A's				
	3	Braves				
	4	Cardinals				
	5	Cubs				
	6	Giants				
	7	Mets				
	8	Pirates				
	9	White Sox				
	10	Yankees				
Min Am	1	A's				
	2	Braves				
	3	Giants				
	4	White Sox				
Min Nat	1	Angels				
	2	A's				
	3	D'Backs				
	4	Giants				
	5	Mariners				
	6	Yankees				
Major	1	Angels				
	2	A's				
	3	Braves				
	4	Giants				
	5	Red Sox				
	6	Yankees				
Junior	1	Angels				
	2	A's				
	3	Braves				
	4	Mariners				
	5	Mets				
Senior	1	A's				
	2	Giants				

**MSJ LITTLE LEAGUE -- SNACK SHACK POLICY & AGREEMENT (2021 Season)**

1. You are required to work **ONE Snack Shack shift PER CHILD** during the regular season of play. You MAY NOT substitute a teen worker without prior authorization from the Snack Shack Coordinator.
2. **A \$50.00 fee per child/shift** is required if you cannot work during your team's scheduled shift.
3. If, for some reason, you cannot make your scheduled snack shack shift after already signing up for it, it is your responsibility to either switch schedules with another parent or request a hired replacement. Either way, you must notify the Snack Shack Coordinator at least one week in advance. You be required to pay the **\$50.00** fee if you elect the hired replacement option.
4. If you do not show up to your scheduled shift without any prior notification to the Snack Shack Coordinator, you will be required to pay a fee of **\$60.00**.
5. Any changes to the schedule that was assigned your team must be done through the Snack Shack Coordinator. This includes swapping days/times with other parents from other teams. All replacement workers must be approved ahead of time by the coordinator if they are not parents of **MSJLL** players.

*Please note: All fees will be used to hire replacement workers and to upgrade the Snack Shack equipment.*

**BASIC SNACK SHACK RULES:**

- NO CHILDREN are allowed in the Snack Shack at any time (unless the Snack Shack coordinator authorizes them). This includes any infants in infant seats.
- Please arrive ON TIME (or even a few minutes early) to your scheduled shift.
- **DO NOT LEAVE** until your replacement has arrived. See the Snack Shack coordinator if your replacement does not show up before you leave.
- Workers should be divided into food handlers (in back) and counter workers (in front). Those in the 10-2 Saturday shift should primarily be responsible for stocking up for the lunch rush.
- Leave the Snack Shack **CLEAN** and stocked after your shift.
- If you are on the closing shift, do not leave until all clean-up and equipment breakdown has been completed (including mopping floor & taking out garbage).
- If you are sick, please do not come ... try to switch with someone else and notify the Snack Shack Coordinator. If you do not switch or show up, you will be required to pay the \$60 fee as stated above.

Snack Shack Coordinator:

---

**I HAVE READ THE ABOVE AND UNDERSTAND ALL SNACK SHACK POLICIES & RULES**

I will work my assigned shift: \_\_\_\_\_  
Signature Date

I cannot work my shift (**\$60.00** fee) due: \_\_\_\_\_  
Signature Date

Paid by **CHECK (#)** \_\_\_\_\_ **CASH** \_\_\_\_\_ Rec'd BY \_\_\_\_\_

PLAYER'S NAME: \_\_\_\_\_ DIV/TEAM \_\_\_\_\_ 45  
(Please print) (Please print)

**SNACK SHACK WORKER RULES**  
**MISSION SAN JOSE LITTLE LEAGUE**

**GENERAL:**

- **Only scheduled workers in the Snack Shack area.** All others must stay outside the entire area. This means children, friends, umpires, etc.
- **Assign workers to "front" or "back" duty.** Teen-age scheduled replacement workers should be in the front or doing fountain drinks.
  - **Workers in the front** are to help customers, serve food and take money. They are not to prepare food of any kind.
  - **Workers in the back** are to prepare food (pretzels, churros, nachos, hot dogs, popcorn, etc.) and are not to handle money. Please make sure your hands are washed after any contact with money, mops, brooms, etc.
- Workers are allowed **fountain drinks only** during their shift. Please mark your cup with your name and use the same one for the entire shift if possible.
- **All food or bottled drinks (water, Gatorade, etc.) must be paid for.**
- **No food is to be eaten in the Snack Shack.** Please ask for a break and leave the snack shack area (field house is OK) before eating anything.
- Umpires are allowed water only during or immediately after their scheduled game. Any food items must be paid for.

**FOOD HANDLING:**

- **Wash your hands** before handling any unwrapped food.
- **Keep the work area clean.** Wipe up all spills immediately. There are sponges, towels and mops for this purpose.
- Only "back" workers are to handle unwrapped food (see above).

## GENERAL WAIVER OF CLAIMS

BE IT KNOWN, for good consideration, that the undersigned agrees to perform services for Mission San Jose Little League ("the League") and that the League is a voluntary non-profit organization.

The undersigned hereby jointly and severally releases the League from any and all claims, actions, suits, demands, agreements, liabilities and proceedings of every nature and description arising out of service by the undersigned to the League.

The undersigned acknowledges that this is not an employment relationship and is acting in the capacity of the independent contractor.

---

Signature

---

Date

---

Parent/Guardian Signature (if under 18)

---

Date

## **MSJLL FOOD HANDLING POLICIES/PROCEDURES ILLNESS**

1. A volunteer that is showing signs of illness with diarrhea, vomiting, jaundice, or fever with sore throat will notify a Lead in Charge or Manager
2. The volunteer will know not to work in the food service facility while ill with these symptoms
3. The volunteer will not handle food with an infected boil, cut, burn, or sore on the hand or wrist. Food may be handled if the injury is covered with a clean bandage and a latex-free glove is used.

### **HANDWASHING**

1. Use running warm water and soap, scrub hands and rinse thoroughly (approximately 20 seconds), dry hands with single-use towel, paper towel, or air dryer.
2. You must wash your hands after any of these listed activities;
  - a. After handling raw food and raw animal products
  - b. After handling dirty dishes
  - c. After handling garbage
  - d. After cleaning or using chemicals
3. Leads should know that a double handwash means to lather hands with soap and warm water for approximately 20 seconds, rinse, and repeat a second time. Dry hands with paper towels or air dryer.
4. When a double handwash is required:
  - a. After using the toilet and again when entering work area
  - b. After blowing nose, sneezing, coughing, or touching eyes, nose or mouth
  - c. Before starting in the work area
  - d. Anytime hands come into contact with body fluids
  - e. After touching money
  - f. After smoking
  - g. After eating or drinking. When you're thirsty while working, you may drink from a closed beverage cup with lid and straw or cup with lid and handle.
5. Food service gloves are capable of spreading germs and are not substitute for proper hand washing
6. No smoking, eating in food preparation areas, including food and utensil storage areas.

### **TEMPERATURE CONTROL**

Temperatures are important factors in preventing illness

1. Identify potentially hazardous foods as food that will support bacterial growth when held at temperatures in the danger zone.
  - a. Danger zone is any temperature between 41 degrees F and 140 degrees F.
  - b. Food being cooled or heated must move through the danger zone as rapidly as possible
  - c. 140 degrees F or hotter as the proper temperature for hot holding potentially hazardous food.
  - d. 41 degrees F or colder as the proper temperature for cold holding potentially hazardous food
  - e. Food is not safe if left in the danger zone for four (4) hours or more

## **CONTAMINATION AND CROSS CONTAMINATION**

1. Identify physical contamination as foreign objects accidentally introduced into food. Food items may arrive already contaminated with dirt or pesticides
2. Cross contamination happens when microorganisms are transferred from one food or surface to another food
3. Prevent cross contamination such as washing, rinsing, and sanitizing utensils, work surfaces and equipment between uses.
4. Storage conditions should be;
  - Raw meats stored below and completely separate from ready-to-eat food in refrigeration units.
  - Keep different types of raw meat separate from each other
  - Make sure all items are well covered or placed in container that has an air tight lid
  - Store chemicals, cleansers and pesticides completely separate from food, utensils, and single service items.

# CLOSING INSTRUCTIONS

## 1. REPLENISH STOCK

- Stock front with Gatorade and Water
- Stock front with candy (non-chocolate)
- Stock all cups and lids and straws
- Remove all chocolate candy and place in back pantry.

## 2. DRINK DISPENSER

- Fill ice bin in drink dispenser
- Make sure that all ice scoops are removed from the bin & placed on top
- Wipe down outside of dispenser and wire trays
- Wipe off nozzles and handles. Remove nozzles to clean if necessary
- Run water through overflow tray until no soda/syrup is present
- Refill cup/lid area as necessary

## 3. CHURRO WARMER & OVEN

- Turn off warmer and make sure that churro oven timer is off
- Wipe down entire inside of warmer including holder spikes
- Wipe down all spilled cinnamon/sugar mix around warmer
- Wipe down oven racks
- Close and seal excess cinnamon/sugar mix and place in refrigerator

## 4. COFFEE/HOT CHOCOLATE

- Turn off all warmer burners
- Empty and wash all coffee carafes
- Empty used coffee grounds/filters

## 5. PRETZEL WARMER

- Turn off warmer and unplug
- Wipe down entire inside of warmer including holder wires

## 6. SNO-CONE MACHINE

- Turn off all switches on front and unplug the machine
- Wipe down the outside & inside of the machine & counters (leave excess ice - It will drain)
- Refill syrup squeeze bottles & place in refrigerator & refill cup holder if necessary

## 7. MICROWAVE OVENS

- Wipe inside and outside of all microwave ovens

## 8. POPCORN MACHINE

- Turn off warmer and unplug machine
- Remove all popcorn from warming bin and from removable tray underneath
- Wipe down all parts of machine (warmer grate & walls, cooking pot, cooking lid, etc.)

## 9. CHILI WARMER

- Turn off warmer and unplug
- Place left-over chili in bowl, seal and place in refrigerator
- Wash chili warmer crock, lid and spoon
- Discard water (be careful - it's HOT), and Wipe down outside of warmer (do not immerse in water)

## 10. NACHO MACHINE

- Wipe down outside of machine and all trays
- If bag empty, remove and throw away & turn off /unplug machine
- If bag not empty, leave as is. On Saturdays, remove bag and shut down/unplug machine
- Place a full bag in the top holding section.

**11. HOT DOG MACHINE (this is VERY HOT - please be careful!)**

- Turn off front switch and Unplug machine
- Remove all internal metal parts and the two glass panels and wash thoroughly
- **CAREFULLY** remove water from lower portion of machine
- Get cleaned chili crock and, using a towel, unscrew the drain on the front
- Of the machine. Drain the water into the crock and empty into sink.
- Replace drain cover.

**(THE WATER IS EXTREMELY HOT - BE VERY CAREFUL WHEN DRAINING THE MACHINE!!!)**

- Wash down inside of machine. Do not immerse the machine in water
- Reassemble all washed parts and leave unplugged.

**12. FOOD PREP AREA**

- Wash all knives, cutting boards, utensils, etc. that were used.
- Wash onion/tomato/relish holder. Leave on counter, do not ref ill.
- Throw out excess chips and wash chip bowl.
- Make sure any opened chip bags are closed tightly.

**13. COUNTERTOPS**

- Wipe down ALL counters including front customer counters and around ALL machines.

**14. FINAL GENERAL CLEAN-UP**

- Make sure that front windows are closed and locked with 4 clips latches (2 for each window)
- Make sure that all perishable food is placed in the refrigerator or freezer
- Make sure all used soda cups and disposable utensils/plates are placed in the garbage.
- Empty all garbage cans into the dumpster and replace plastic liner bags.
- Break down all cardboard boxes and place in dumpster
- Make sure all freezer and refrigerator doors are closed COMPLETELY
- Place dirty towels on the floor under the sink in a pile.
- Sweep floor thoroughly and MOP, using HOT water and pine floor cleaner. Empty bucket when done.
- Make sure cash box is returned from the field director and place in back room.
- Turn off all lights and lock inside and outside door.

# **APPENDIX VI**

Mission San Jose Little League



## **COVID-19 Preparedness Guidelines for League's Policy & Procedures**

2021

MSJLL's Physical Distancing and Safety Plan

Review and acknowledge the Resumption of Play/Waiver and Safety Protocol Acknowledgment.

**Required reading materials:**

Guidance Related to Cohorts released by California Department of Public Health:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

Alameda County COVID-19 plan for schools

<https://covid-19.acgov.org/schools>

**Other materials:**

Please review the Kaiser Permanente's Return to Sports guidelines corresponding to COVID 19.

<https://permanente.org/wp-content/uploads/2020/12/Return-to-Sports-12-21-2020.pdf>