

# 2021 SAFETY PLAN



**Little League Identification Number 405-52-21**

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# Safety is Everyone's Responsibility

Palo Alto Little League's priority is Safety First! The entire Little League community must work together to ensure that games, practices, and other events remain safe – and therefore fun – for all Palo Alto Little League players. This Plan explains the necessary contributions from all participants including league officials, managers, coaches, parents, and players. It also provides all of Palo Alto Little League's safety rules and other information.

The purpose of the Palo Alto Little League Safety Plan is to communicate guidelines for increasing the safety of activities, equipment, instruction and facilities through education, compliance, and reporting. In support of this goal, Palo Alto Little League also commits itself to providing the necessary organizational structure and focus to develop, monitor, and enforce compliance with all aspects of the plan.

The Safety Plan includes the Safety Code (see below) adopted by the Palo Alto Little League Board of Directors. Together these documents outline specific safety related policies and procedures of the League. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

We value your contributions. Please report any conditions you observe that appear unsafe, or provide any suggestions for enhancing safety, to the Palo Alto Little League Safety Officer at [safety@pabaseball.org](mailto:safety@pabaseball.org)

This safety plan provides the guidelines and instructions for the safe operations of the league. It will be made available to all managers, coaches, board members, umpires, and others involved in League activities via the [PALL website](#). It will also be summarized at managers and parents meetings. We expect all League volunteers, players and parents to abide by the plan and make safety a high priority in all League activities.

The League President and Safety Officer have primary responsibility for developing, implementing, and ensuring compliance with the Safety Plan. However, the entire Palo Alto Little League Board of Directors, elected League Officers, and Board Approved Managers and Coaches share in the responsibility to ensure awareness and compliance with the Safety Plan relative to their respective position or office.

# Roles and Responsibilities

## **Safety is everyone's responsibility**

About 750 children participate in Palo Alto Little League (PALL), and the job of keeping our kids safe requires the active support of the entire PALL village. Little League requirements are detailed throughout this Plan. It is helpful, however, to consider the specific contributions each member of the community is expected to make.

## **Safety Officer**

The PALL Safety Officer has overall responsibility for safety issues, primarily building and ensuring compliance with this Plan. Every member of the community should feel free to communicate with the Safety Officer regarding any concerns, by emailing [safety@pabaseball.org](mailto:safety@pabaseball.org). Currently the Safety Officer is Saxon Noh. The Safety Officer is responsible for:

- Coordinating with Player Agents, Managers and Coaches in order to provide the safest environment possible, and to rapidly resolve any unsafe conditions brought to his/her attention.
- Keeping an Injury Log. This log will list where and when accidents and injuries occurred, to whom, in which divisions, and who was under what supervision at the time of the injury.
- Providing a Safety and First Aid Clinic for all managers, coaches, umpires, and player agents during the pre-season.

## **Equipment Manager**

The PALL equipment manager has safety responsibilities primarily for the inspection, maintenance, and distribution of League equipment, including distribution of first aid kits to each team.

## **Player Agents**

The player agents for each division of play are responsible for communicating to managers and coaches this Safety Plan and training requirements, and ensuring compliance.

## **Managers/Coaches**

Managers and coaches bear the primary responsibility for ensuring the safety of players during practices and games. Managers and coaches must meet specified fundamentals and

first-aid/safety training requirements, which are specified in this Plan.

## **Umpires**

Umpires have primary responsibility for enforcing Little League rules, many of which are grounded in safety considerations as well as concern for fair play. They also inspect helmets, catcher's masks, bats and the field looking for potential safety issues prior to each game.

## **Parents**

Parents should discuss basic safe practices with players, such as not swinging bats except in appropriate areas under appropriate supervision. Some of these basic tenets are discussed in the PALL Safety Code, included herein. Additionally, parents should set a good example for players.

## **Players**

Portions of the PALL Safety Code apply to the players. Players should review these portions of the Code – with a parent as applicable – and adhere to them.

# **Volunteer Background Check**

Palo Alto Little League (PALL) requires that all volunteers who will come into contact with children to submit and pass a third-party-run criminal and sex offender background check. All Board of Director members, Managers, Coaches, and any other persons who will regularly come in contact with players or teams must apply for a background check prior to serving. As mandated by Little League International, Palo Alto Little League will not permit any person to participate in the league, whose background check reveals a conviction or guilty plea for any crime involving or against a minor.

PALL reserves the right to change vendor, and currently uses a service called J.D. Palantine (<https://www.jdp.com/littleleague-backgroundcheck/>) to conduct background checks including review of sex offender registries and criminal history records for approval of these volunteers. Background checks are required prior to the applicant assuming his/her duties for the current season. Failure to complete a background check as required by PALL and upon request makes that adult ineligible to volunteer in any capacity with PALL. Information provided or revealed during a background check may be securely stored by the PALL vice president for all personnel named above, for a minimum of the duration of the applicant's service to the league. PALL will maintain the privacy of these records, and will use them only for the intended purpose, i.e., to perform the mandatory background check.

Palo Alto Little League will prohibit any individual from participating as a volunteer or hired worker, if the league deems the individual unfit to work with minors.

# Manager & Coach Responsibilities

The Manager is responsible for the safety of his/her players. He/She is also ultimately responsible for the actions of designated coaches. If a Manager leaves the field, or is otherwise unavailable, during a practice or game, that Manager shall designate a Coach as a substitute manager ("Substitute Manager") and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

## Managers Must:

- Read this Safety Plan and ensure all team coaches read this Safety Plan.
- Have the First-Aid kit supplied by PALL or an equivalent First-Aid kit available at all practices and games.
- Make sure that *telephone access* is available at all activities including practices.
- Attend a *training session* on Safety, concussion/head injuries, injury prevention and First Aid given by PALL. At least one team representative is required to attend each year (either coach or manager). Will be provided during division managers meeting.
- Any new manager or coach must attend or participate in a fundamentals training session on proper instruction to players. This year, fundamentals training will be provided by the league through access to online training tools. All managers and coaches are encouraged to attend or participate in the training annually.
- Teach players the ***fundamentals*** of the game while advocating safety, including but not limited to:
  - Fielding ground balls and fly balls
  - Throwing correctly and only to players expecting a throw
  - Warming up to avoid injury
  - Safely handling a baseball bat
  - Turning away properly from a pitch thrown at the player
  - Sliding correctly
- Understand and manage to what the players are safely capable of.

- Notify a parent/guardian and the Safety Officer ([safety@pabaseball.org](mailto:safety@pabaseball.org)) if a child sustains a serious injury or suspected concussion. If a serious injury or suspected concussion occurs, he or she cannot return to practice unless they have a note from their doctor.
- Encourage all parents, coaches, and players to download and use HitCheck concussion tool. Encourage coaches to take CDC provided HeadsUp training (<https://www.train.org/cdctrain/course/1089818>). Provided by the CDC free of charge.
- Encourage players and volunteers to bring *water bottles* to practices and games. Per COVID Protocols, all bottles must be individually labelled. Also, strongly encourage parents that they bring ***sunscreen*** for themselves and their child.
- Verify they and their coaches and volunteers have each passed the annual volunteer background check. Do not permit anyone, who has not passed a volunteer background check, to assist with team activities or have substantial contact with PALL players. If there is any question about whether a volunteer has successfully passed the background check, please contact the Safety Officer ([safety@pabaseball.org](mailto:safety@pabaseball.org)).
- Ensure all Medical Release, and Parent/Player Code of Conduct forms are executed by players and parents and supplied to you before a player may attend practice or games with Palo Alto Little League.

### **Prior to the Game Managers will:**

- Walk the field prior to the game to identify any hazards. Look for rocks, glass, holes etc. and correct if feasible. It is the coach/managers ***responsibility*** to assure the players safety during the game. If there is a facility issue, report to the Fields Board Representative at [facilities@pabaseball.org](mailto:facilities@pabaseball.org).
- Inspect or, when applicable, cooperate with the umpire to inspect the players' equipment before use. If a player has unsafe equipment, it must be removed from the field of play and must not be used at practice or in a game. It is recommended that any unsafe equipment that cannot be repaired and made safe be made unusable to stop the player from "saving" it from waste.
- Ensure the players warm up prior to the game, are ready to play, have submitted and cleared the TeamSnap My Health Check, and are not injured or sick. (see also COVID-19 Guidelines).

## During the Game Managers will:

- Make sure that their team removes all of their equipment off the field and into the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players **alert** in the field and orderly in the dugout.
- Make sure catchers are wearing the **proper equipment** including cup and mask with dangling throat-guard. Catchers must wear catcher's mask/helmet during warmup and infield/outfield practice.
- Observe the "**no on-deck**" rule when at bat. This includes keeping players in the dugout or designated dugout area at all times when not at bat or a base runner or coach. Bats stay in bags or racks in the dugout. The "no on-deck" rule also prohibits players warming up off the field of play during a game (e.g. batters must not warm up outside the fence at the top of the stairs of the dugouts at Middlefield Ballpark).
- Keep players off the fences, backstops, and cages.
- Encourage players to **drink** often so they do not dehydrate, and to apply sunscreen.
- **Never allow children to play if they are ill, sustained a suspected concussion or head injury, or are injured.** This includes ensuring players have successfully completed and cleared the Health Check in Teamsnap before each league event. In the event of a collision, play it safe and test for suspected concussion using the league-provided tool.
- Players in a cast may not enter a game.
- Immediately attend to players who become injured in a game. You must **notify a parent** no matter how small or insignificant the injury is. If there was an injury requiring professional medical care, complete an accident report form and provide the forms and information to the PALL Safety Officer.
- Supervise ejected, ill or injured players until released to the parent, guardian, or person the parent or guardian designates.
- Discuss any safety problems that occurred before, during or after the game with the PALL Safety Officer ([safety@pallbaseball.org](mailto:safety@pallbaseball.org)).



- Ensure players use equipment appropriate and allowed for age, division, and ability. For example, do not use hardballs in divisions where safety balls are provided and mandated.

## **Safety Code**

The Board of Directors has adopted the Palo Alto Little League Safety Code. All league officers, participants, members and volunteers are required to abide by this code. On game day and during practices, it is expected that team managers and umpires will take actions necessary to comply with this code. The League Safety Officer will monitor compliance and make revisions to the Safety Code from year to year, as necessary.

### **Palo Alto Little League Safety Code**

- Little League Rules and the Safety Code will be in force at all league activities.
- A comprehensive survey shall be conducted each year for all fields used by Palo Alto Little League, and the results documented on appropriate forms.
- Access to a phone in order to contact emergency medical services is required for every league activity.
- Managers, coaches and umpires will be provided with basic training in first aid, concussion and head injury detection and issues, proper mechanics/fundamentals, and Little League philosophy. More advanced training is available to coaches and teams upon request.
- First-aid kits are issued to each team manager, and shall be present at each Little League game or practice.
- No games or practices should be held when weather or field conditions are unsafe, particularly when footing is poor or lighting is inadequate.
- Managers and/or umpires shall walk the fields and inspect for hazards prior to using the field. Play area should be inspected frequently for holes, damage, rocks, glass and other foreign objects that could cause injury.
- During games, all team equipment should be stored within the team dugout, or behind screens, and not within areas defined by the umpires or teams as "in play".

- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- During practice, equipment not in use should be stored in a designated space (e.g. dugout, along fence) such that the equipment does not pose a safety hazard to players or others on the field.
- During practice and games, all players should be alert and watching the batter on each pitch.
- Only a player on the field called to bat by the umpire may swing a bat (Age 5 - 12). No on deck position or swings are permitted. When called to bat by an umpire, the player shall proceed to the batter's box and may take a couple of practice swings before entering. At all times, players need to be alert of the area around them when swinging bats.
- No swinging bats at any time within the walkways, common areas, on deck position and dugouts.
- During warm-up drills, establish enough space between players so that no one is endangered by wild throws or missed catches.
- Equipment should be inspected regularly for condition, proper fit, and compliance with Little League Baseball rules and regulations.
- Batters must wear NOCSAE approved protective helmets during batting practice, coaching or running bases, and at bat during games and practices. Face masks, safety vests and mouth guards are permissible and recommended for those players/parents with concerns in these areas.
- Only bats approved by Little League International (bats that have been certified by, and bear the certification stamp of, the USABat Standard and single piece wood bats) may be used in PALL activities, including during practices.
- Players shall be instructed on how to properly turn away from pitches thrown at them rather than ducking or turning into the pitch.
- Catcher must wear catcher's helmet, mask, throat guard, chest protector, shin guards and protective cup (males) at all times for all practices and games. NO EXCEPTIONS. Managers should encourage all other male players to wear protective cups for practices and games.
- The Catcher must wear catcher's helmet and mask with a throat guard while warming up pitchers at all times. This applies to before games, between innings and in the bullpen during all games and practices. NO EXCEPTIONS.

- No anchored bases – only breakaway bases - are allowed on league fields.
- Parents of Players who wear glasses should be encouraged to provide "safety glasses".
- Pre-game warm-ups (i.e., playing catch, pepper, swinging bats, etc.) should be performed within the confines of the playing field and not within areas that are frequented by, and thus, endanger spectators.
- Reduced impact balls are to be used for T-ball, CP, and AA level play and considered for practice use in other divisions.
- All players are suggested to consider wearing sliding pants.
- Player's are to be encouraged to drink water, or sports drinks in moderation during practice and games.

***Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the League Safety Officer or another Board member immediately. Do not play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often.***

## **Guidelines for Use of Batting Cages**

The Palo Alto Little League has implemented the following guidelines for use of batting cages:

- Adult supervision is required at all times
- Close the entry gate prior to batting
- Batters must wear helmets
- Pitcher/pitching machine operator must use an "L" screen
- Only coaches may pitch to batters. No 'kid pitchers' allowed
- Pitching machine must be operated by an adult.

- Only the batter and one pitcher/machine operator are allowed in the batting cage during batting.

# Reporting Accidents & Injuries

All managers, coaches, parents, umpires, and volunteers should use the following procedures for reporting injuries. Bring this information with you to every PALL event.

## PHONE NUMBERS

**Call 911 in any true emergency or for urgent medical assistance.** Cell phone callers will be connected to the Palo Alto Police dispatcher. Stay on the line and provide information requested by the dispatcher including the location of the field or practice area you are calling from.

Non-emergency calls contacts:

Palo Alto Police Dept: (650) 329-2413

Palo Alto Fire Dept: (650) 329-2184

Stanford Hospital: (650) 723-5111  
300 Pasteur Dr, Stanford CA

Kim Nguyen, President: (415) 609-7180

Saxon Noh, VP and Safety: (415) 786-7161

Andy Mutz, Secretary: (650) 868-8946

## WHAT TO REPORT

Any incident during a League activity (e.g. practice or game) that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer ([safety@pabaseball.org](mailto:safety@pabaseball.org)). The terms "medical treatment and/or first aid" include any injury that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require the medical assistance of a physician for evaluation and diagnosis.

## WHEN TO REPORT

All such incidents described above must be reported to the League Safety Officer, within 48 hours of the incident.

Email/Scan to: [safety@pabaseball.org](mailto:safety@pabaseball.org)

## USE THE INCIDENT TRACKING FORM TO REPORT INJURIES

The form is available for download from the Resources section of the League website:

<https://www.pabaseball.org/wp-content/uploads/sites/769/2018/01/Incident-Injury-Tracking-Form.pdf>

**In completing the form make sure the following information is provided:**

- The name and phone number of the individual involved and their parent(s).
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the individual reporting the incident.

## SAFETY OFFICER RESPONSIBILITY FOR INJURY REPORTING

The League Safety Officer will receive this injury report and to record in the league's official files.

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

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

## RETURNING TO PLAY FOLLOWING INJURY OR ILLNESS –

According to Little Baseball National Headquarters Regulation III (D) for all levels of baseball and softball: "When a player misses more than seven (7) continuous days of participation for an illness or injury, the team Manager must receive written permission given by a physician or other medical provider for a return to full baseball/softball activity."

Under the League COVID-19 Health and Safety Guidelines, any players exhibiting any listed symptoms must receive clearance from a physician or other medical provider before returning to any PALL activities.

Physician or other medical provider permission must also be secured following a concussion or head injury as outlined in the Concussion Information Sheet parents and players are required to review and sign in the registration process before play with the league and as attached.

# Some Important Do's and Don'ts for an Injured player

## Do ...

- Reassure and aid children who are injured
- Provide or obtain medical attention for those who require it.
- Give aid when needed to the extent of your ability. Know your limitations.
- Carry your first-aid kit to all games and practices.
- Assist those who require medical attention before any other priority.
- Make arrangements to have a cellular phone available at every PALL event.
- Ask for help if you're not sure of the proper procedures (i.e. CPR, etc.)
- Report any present or potential safety hazard to the League Safety Officer immediately

## DON'T ...

- Administer any medications.
- Provide any food or beverages (other than water) to an injured individual
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Be alone with a child not your own, but instead always have your child at least and another parent or coach stay until the child's parent arrives.



# Emergency Care

- \* In the event of a player injury or illness that appears to be an emergency, the game or practice shall be suspended until the crisis is resolved. If the player's parent/guardian is present, all PALL officials will aid in providing emergency support, according to the parent/guardian's direction. The manager/coach, or the umpire, is authorized by PALL to call 911 and request emergency services if the manager/coach or umpire believes it is necessary in the best interests of the player(s).
- \* If the player's parent/guardian, or a person designated as an emergency contact, is not present, the manager/coach will address emergencies according to the protocol stated herein.
- \* The manager, coach or team representative will address any urgent potentially life-threatening issues as indicated by the event. Next the manager or coach will attempt to reach the emergency contact designated in the Consent to Treat/Release form. To the extent reasonable, the manager, coach or team representative will follow the designated emergency contact's instructions in obtaining emergency care.
- \* If the manager, coach or team representative is not able to reach a designated contact, or in the absence of reasonable instructions, the manager/coach shall take such steps as appear necessary in the best interests of the player(s). The manager/coach is authorized by Palo Alto Little League to make conservative decisions tending to minimize risk to players, such as calling "911", summoning ambulance/EMT support, and calling for ambulance transportation to Stanford Hospital ER.
- \* PALL recognizes that not all families would select Stanford Hospital ER. This ER, however, is the closest facility providing all emergency services, and is a world-renowned institution. PALL has designated Stanford Hospital ER as the single ER treatment facility in the absence of a different direction from an authorized, available person.
- \* If it becomes necessary to transport an injured or ill player to Stanford Hospital ER, a manager, coach, or designated team representative will remain with the player until the arrival of the player's parent/guardian, or a designated emergency contact. If treatment concludes before arrival of the player's parent/guardian or designated emergency contact, the manager, coach or team representative will remain with the player, but may leave the ER as appropriate at the discretion of the manager, coach or team representative.

# Head Injuries

1. A youth athlete who is suspected of sustaining a concussion or head injury must be removed from play – “when in doubt, sit them out”
2. A youth athlete who has been removed from play **must receive written clearance from a licensed health care provider prior to returning to play**
3. PALL is providing HitCheck, a concussion assessment app for mobile phones for every team to better support rapid diagnosis of possible concussions.

## WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost, even if they do not directly hit their head.

Watch for the following two things among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head.  
-and-
2. Any change in the athlete’s behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)

## PREVENTION AND PREPARATION

As a coach, you can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your athletes and the team:

**Teach athletes and parents that it’s dangerous to play with a concussion.** Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don’t let athletes persuade you that they’re “just fine” after they have sustained any bump or blow to the head. Ask if players have ever had a concussion.

A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called second impact syndrome.

Keep athletes with known or suspected concussion from play until they have been evaluated and given permission to return to play by a health care professional with experience in evaluating for concussion. Remind your athletes: “It’s better to miss one game than the whole season.”

## **ACTION PLAN**

### **WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?**

1. **Remove the athlete from play.**
2. Evaluate the player using HitCheck.
3. Keep the player out of the game if a concussion is suspected.
4. Contact parent/guardian and advise the athlete be evaluated right away by an appropriate health care professional.
5. Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
6. Allow the athlete to return to play only with written permission from a health care professional with experience in evaluating for concussion. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete’s return to the activity until the player receives appropriate medical evaluation and approval for return to play.

# General Health

## PHYSICAL CONCERNS –

Parents/guardians of players with special conditions or needs must ensure that the team's manager/coaches are aware of any such conditions or needs. PALL provides a registration form permitting you to describe any conditions or needs of which the manager/coaches for your child's team should be aware.

## MEDICAL APPROVAL AND RELEASE –

Every player must have on file with the team a completed and signed "Consent to Treat/Release" form, provided by Palo Alto Little League. A copy of the form is available from the website.

A manager/coach from each team, or a designated team representative, must maintain a copy of a completed and signed form for each player on the team. The forms must be available at each practice and game, and scheduled Little League event in which the team is participating, in the event that there is an emergency requiring use.

## COMMUNICABLE DISEASE PROCEDURES –

While the risk of one participant infecting another during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Managers and coaches should anticipate such a situation to arise during practice or games and gloves are provided in the safety kit issued to each team. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Gloves or other precautions should be used to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.

# **Basic Fundamental Training and Safety Clinic for Managers/Coaches & Players**

In order to ensure that PALL Coaches and Managers are well prepared for the task of coaching little league baseball/softball they are required to attend both instructional clinics including safety offered internally or in district around the start of practice in March. These clinics provide instruction on proper warm-up exercises, basic first aid, injury prevention and head injuries, coaching techniques, and instructional methods to teach proper hitting, throwing and catching mechanics.

For 2017, we will provide information on AED and CPR training as an option for coaches/ managers who are interested, as well as information on concussion testing.

## **Lightning Procedures**

When lightning is seen/heard anywhere near the vicinity of the field:

- Stop Game/Practice immediately
- Stay away from metal backstop, fencing, bleachers (including dugouts)
- Wait for an official Umpire decision on whether or not to continue the game or coach determination to continue practice.
- Websites to check for assistance:
- [NOAA Lightning Safety](#)

# Annual Facility Survey

Little League International provides a “Facility Survey” with a checklist guiding an annual inspection of ball fields, school yards, and parks used for Little League games and practices. PALL has completed that Survey. Because conditions may change over the course of a season, please contact the Safety Officer at [safety@pabaseball.org](mailto:safety@pabaseball.org) if you observe an unsafe condition.

Middlefield Ballpark is owned by PALL, and PALL has the right and responsibility to maintain this beautiful facility. In addition, as of 2007 PALL has taken on operational responsibility for maintaining the portion of Hoover Park used for Little League games. For these facilities, PALL performs additional inspections: Prior to the beginning of each season, the Facility Manager inspects each storage shed and box to ensure proper storage conditions and that equipment and supplies are in good repair.

## Field Inspections

Prior to each practice, a manager or coach should inspect the field for obvious hazards, such as soccer equipment or other items left on the field, animal waste, etc., or holes and erosion creating a hazard.

## Concession Stands

For the Spring 2021 Season, PALL will not be operating the concession stand at Middlefield Ballpark due to state health and safety guidelines, including Guidelines for Youth Sports. If opening of the concession stand is allowed at a later date, PALL is fortunate to have the Sandborn family providing concessions at Middlefield Ballpark. The contract with the Sandborn’s requires that the concession stands meet all Code requirements, including:

### Food Handling

All concession stands shall provide one of the following for cleansing hands:

- Running water, hand soap and paper towels.
- “Dry” or gel soap for cleansing hands without running water. Concession volunteers will be instructed to wash hands prior to beginning shift. Appropriate tissues and gloves shall be provided, and all unpackaged foods shall be handled using such skin barriers.

### Food Storage

Perishable foods shall be stored in the refrigerator, and disposed at the perish date. Perishable foods shall not be re-prepared (cheese for nachos, hot dogs etc. should be disposed if heated and not sold).

### Concession Stand Safety

A fully stocked First Aid kit and fire extinguisher shall be provided in each concession stand along with a poster on treating a choking victim.

# Palo Alto Little League 2021 COVID-19 Health & Safety Requirements for a Phased Season

*For the 2021 Season, PALL has implemented specific Guidelines and requirements to address the risks related to COVID-19. The below reflects the current Guidelines at the time of this report. These Guidelines may be updated from time to time in order to address the current local, state, and federal guidelines. Please be sure to review the Guidelines on our website (<https://www.pabaseball.org/health-and-safety/>) to ensure that you are following the most current version.*

Last modified 2/28/2021

The following requirements apply to all Palo Alto Little League events as set forth below. The State of California's [Blueprint for a Safer Economy](#) (as of February 28, 2021), the [Order of the Health Officer](#) of the County of Santa Clara (as of February 26, 2021), and the [State's guidance for Outdoor and Indoor Youth and Recreational Adult Sports](#) (as of February 19, 2021) (the "Health Orders") permit certain activities to proceed in accordance with specific requirements, while other activities are prohibited. As a result, Palo Alto Little League has established a "phased" approach to the 2021 season. The league will operate under Phase 1 of this plan whenever the guidelines and restrictions set forth in the Health Orders do not allow Little League games to be played. The league will operate under Phase 2 of this plan whenever public health authorities do allow Little League games. As of this date, the Health Orders allow baseball games to take place as long as Santa Clara County is either (1) in the "Red Tier" or better; or (2) in the "Purple Tier" with an "adjusted case rate" equal to or less than 14 per 100,000, as defined in the Health Orders.

## General Requirements & Restrictions (All Phases)

The following restrictions and requirements apply to any and all Palo Alto Little League events, regardless of which phase is in effect:

### Before departing for any Little League Event

- All individuals must measure their body temperature prior to participating or attending any Little League activity. An individual with any of the following symptoms/conditions cannot attend a Little League activity until evaluated by a medical provider and given clearance to do so:
  1. Active COVID-19 infection
  2. Known contact with an individual testing positive for COVID-19 within the past 14 days
  3. Any of the following within the previous 3 days:
    - Fever greater than 100.0 degrees Fahrenheit or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
- Any individual, including players, with higher risk for severe illness or with a serious underlying medical or respiratory condition, or any individual living with a high-risk individual, should only attend Little League activities with permission from a medical professional and should ensure the strictest adherence to safety guidelines, such as those regarding face coverings, distancing, and hand washing. Such groups include:
  - Those with a serious underlying medical condition, including heart disease, morbid obesity, diabetes, lung disease, an immunocompromised status, chronic kidney disease, and others [discussed here](#)
  - Those currently residing in a nursing home or long-term care facility
  - Those over 65 years old
- Parents must keep TeamSnap's "Availability" feature accurate and up-to-date for their player(s) for all scheduled events. Palo Alto Little League is required to keep per-event attendance records as a means of facilitating contact tracing in the event of potential exposure. A designated team manager or coach will confirm player attendance using TeamSnap after each event.
- All players, coaches, volunteers, independent contractors, and spectators should wash or disinfect their hands before leaving to attend any Little League activity.



## Participating at any Little League Event

- A team manager, acting manager, or league official, has discretion to remove from activity, separate, and request parent/guardian pick up for any player showing any of the symptoms listed above or who, despite reminders, is not following the health and safety guidelines described in this document.
- Participants' immediate household members may observe a Little League event but only as needed for age-appropriate supervision.
- All players, coaches, volunteers, independent contractors, and spectators must practice social distancing of at least six feet wherever possible from individuals not residing within their household. For situations when players are engaging in the sports activity, see below for more information.
- Players and coaches must take measures to prevent all but the essential contact necessary to participate in practice and play. This includes refraining from and prohibiting handshakes, high fives, fist/elbow bumps, chest bumps, group celebrations, etc.
- All adults picking up or dropping off players must wear [face coverings](#).
- All managers/coaches, volunteers, umpires, spectators, etc. must wear [face coverings](#) at all times.
- All players age 9 or older must wear [face coverings](#) at all times while participating in a Little League event. Players who are unable to wear a face covering for a medical or disability-related reason are exempt from this requirement. Face coverings are recommended whenever possible for players younger than 9.
- Face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- No shared or team beverages, snacks, or food of any kind are allowed. Players should bring individual, pre-packaged food, if needed.
- Players, managers/coaches, and umpires should bring their own personal drinks to all team activities. Drinks should be labeled with the person's name.
- Players should not wear protective medical gloves on the field during play.
- Players must have their own personal equipment: batting helmet, glove, batting gloves, etc.; this type of personal equipment may not be shared.
- It may not be practical for some pieces of necessary equipment (e.g., bats, catcher's gear) to be obtained by every individual. When it is necessary to share equipment that does **not** come into contact with the head or face (e.g., bats), participants must use hand sanitizer that contains at least 60 percent alcohol before and after each use. For equipment that **does** come into contact

with the head or face (e.g., catcher's helmets), all surfaces of the equipment must be cleaned first and then disinfected with an EPA-approved disinfectant against coronaviruses and allowed sufficient time to dry before being used by another player.

### **At Home (Recommended)**

- Player's equipment (e.g. bags, helmets, bats, gloves, etc.) should be cleaned and disinfected after each use by a parent/guardian/caretaker, where applicable. If surfaces are visibly soiled or dirty, they should be cleaned with a detergent or soap and water prior to disinfection.
- Individuals disinfecting equipment are encouraged to use gloves while using disinfectants and follow the manufacturer's directions for use. All disinfectants should be stored properly, in a safe area, out of reach of children.
- Players should wash hands/shower immediately upon returning home. Player clothes/uniforms should be laundered.

## Phase 1 – “Practice Camps”

During periods when the Health Orders prohibit youth baseball games, each group of players will operate as its own practice camp. Each group will operate as an unchanging (i.e., stable) cohort of players. Once assigned to a cohort and practice camps begin, a player may not change from one cohort to another. A player participating in a practice camp may NOT participate in any other group childcare program (e.g., soccer camp, chess camp, etc.) during the same period other than their school-based cohort. In addition, a player may not move from one after-school cohort to another more often than every three weeks.

Unless specifically approved by Palo Alto Little League’s Safety Officer, coaches may not work with more than one group of children (e.g., another team, camp, or daycare facility).

### Guidance Specific to Practices

- Only a single cohort/team is allowed to practice on a field at any time.
- Practices are limited to the managers/coaches and players of the cohort/team.
- Players should arrive and depart with members of their own household only.
- If there is another cohort/team practice prior to yours, families are encouraged to stay in their vehicles until the start of your practice or at the recommended social distance – at least six feet from individuals not residing within their household.
- All players should maintain at least 6 feet of physical distance from other participants whenever possible, including during use of batting cages and while waiting their turn.
- To minimize sharing of items and reduce possible transmission, we strongly encourage all players to bring their own hand sanitizer with at least 60 percent alcohol. However, managers will maintain a supply of hand sanitizer and request that players and coaches sanitize their hands at various appropriate times during practices (e.g., during water breaks).
- Players and families should vacate the field/facility as soon as is reasonably possible after the conclusion of a practice to minimize unnecessary contact with other cohorts.

## Phase 2 – Intra-League Games

During periods when the Health Orders allow playing youth baseball games, all of the guidelines above under Phase 1 apply for team practices, with the following exception: while the Health Orders recommend that players refrain from participating with more than one team over the same season or time period, this not a strict requirement during Phase 2.

In addition, the following guidelines apply to all Palo Alto Little League games. These guidelines and requirements may change as the Health Orders are revised.

### Arriving to a Game

- Players/families/spectators are instructed not to show up to fields more than 40 minutes before game time.
- If there is a game prior to yours, families and spectators are encouraged to stay in their vehicles until the start of their game play (to prevent overcrowding of spectator spaces and walkways) or at the recommended social distance – at least six feet from individuals not residing within their household.

### The Game Site

- All spectators must follow social distancing practices — stay at least six feet away from individuals outside their household; wear a face covering; and avoid direct hand or other contact with players/managers/coaches.
- Spectators should bring their own seating or portable chairs when possible.
- No food/drink/concession sales will be allowed at facilities.
- Families are encouraged to bring their own food/beverages for their own consumption only.
- Sunflower seeds, gum, etc., are not allowed.
- All players, umpires, and managers/coaches are to refrain from spitting at all times, including in dugout areas and on the playing field.
- A “one-in-one-out” restroom policy, where only one individual is permitted within the restroom at one time, shall be implemented to ensure adequate distancing in the confined restroom space. Wash hands!

## Pre-Game

- Each player will be assigned a spot in the stands or other designated area to place their equipment and sit while waiting for their opportunity to play. These spots are to be maintained at least six feet apart and must be placed behind a fence whenever possible.
- Personal player bat/equipment bags are **not** allowed in the dugout. Player equipment is to be spaced accordingly outside the dugout to prevent direct contact by others.
- When instructed to do so, players should place their individual equipment in a well-spaced out manner for inspection by umpires. Umpires should avoid direct contact with equipment where possible but, when required, use hand sanitizer that contains at least 60 percent alcohol after the inspection of each individual piece of equipment.
- Social distancing of at least six feet between individuals should be implemented during all pre-game plate meetings between teams and umpires.
- Plate meetings should only consist of one manager or coach from each team, and game umpires. Players may not participate in plate meetings.
- All plate meeting participants must wear a face covering.

## Game Play

- In order to limit individual contact, each team is required to provide new baseballs for their team to use while on defense. Baseballs should be wiped with a disinfectant wipe after each half-inning of play.
- Balls used during infield/outfield warm-up should be isolated from balls not yet used that game; a different set of warm-up balls should be used each half-inning.
- Managers shall maintain a supply of hand sanitizer that contains at least 60 percent alcohol and request players and coaches sanitize their hands at the beginning of each offensive half-inning.
- Foul balls landing outside the field of play should be retrieved by participating players, coaches, and umpires. No spectators should retrieve a foul ball.
- Players are to stay at their assigned spots when on the bench or while waiting their turn to bat. While on offense, only the on-deck and in-the-hole batters are allowed in the dugout.
- Umpires are permitted to position themselves behind the pitcher's mound/circle to call balls and strikes. Umpires are encouraged to keep a safe distance from players as much as possible.
- Umpires should limit their contact with the ball, and catchers should retrieve foul balls and passed balls where possible.

## Post-Game

- Little League Baseball suggests lining up outside the dugout, while maintaining at least 6-foot distancing, and tipping caps to the opposing team as a sign of good sportsmanship after a game.
- All post-game meetings must maintain at least 6-foot distancing.

## Departing a Game

- Players and families should vacate the field/facility as soon as is reasonably possible after the conclusion of their game to minimize unnecessary contact with players, coaches, and spectators from the next game, ideally within 15 minutes.

# General Health Recommendations to Improve Personal Protection

## **Wash Your Hands Often:**

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, using the restroom, or before/after eating.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, mouth, or face covering. Wash or sanitize your hands if you do so.
- Players/coaches/spectators are encouraged to bring their own hand sanitizer for personal use.

## **Cover Your Mouth and Nose with a Face Covering When Around Others:**

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a face covering when they have to go out in public, for example in public areas around your Little League fields and parks.
- Face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The face covering is meant primarily to protect other people in case you are infected.
- Do NOT use a [facemask meant for a healthcare worker](#), as it is important that these facemasks are available for those professionals needing that personal protective equipment.
- Continue to keep at least six feet between yourself and others. The face covering is not a substitute for social distancing.

## **Cover Coughs and Sneezes:**

- If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash immediately.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60 percent alcohol.

All players and coaches should practice good general health habits, including maintenance of adequate hydration, consumption of a varied, vitamin-rich diet with sufficient vegetables and fruits, and getting adequate sleep.



## References

<https://www.sccgov.org/sites/covid19/Pages/public-health-orders.aspx>

<https://www.sccgov.org/sites/covid19/Pages/mandatory-directives-youth-and-adult-recreational-athletic-activities.aspx>

<https://www.sccgov.org/sites/covid19/Pages/mandatory-directives-gatherings.aspx>

<https://covid19.ca.gov/safer-economy/>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

<https://www.littleleague.org/player-safety/coronavirus-update/season-resumption-guide/best-practices/organizing-playing-watching-games/>

# Helpful Links

PALL COVID-19 Health and Safety Guidelines:

<https://www.pabaseball.org/health-and-safety/>

Palo Alto Little League Rule and Handbook Page:

<https://www.pabaseball.org/rules-and-handbooks/>

On this page you can find:

- League's local rules
- League's Safety Plan
- Accident Insurance Claims Information
  - Also available from <https://www.littleleague.org/downloads/accident-claim-form/> and <https://www.littleleague.org/downloads/accident-claim-form-instructions/>