

**LOS ALTOS/LOS ALTOS HILLS LITTLE LEAGUE**  
**SAFETY PLAN 2024**  
**LEAGUE ID: 405-44-21**

**Los Altos/Los Altos Hills Little League Policy:**

The policy of Los Altos/Los Altos Hills Little League is to provide an extremely positive experience for boys and girls in our community ranging in age from 5 to 14 years. Los Altos/Los Altos Hills Little League takes great pride in the support, enrichment, motivation, and above all, fun provided for all of our players.

**Safety Code**

To ensure an enjoyable experience, it is imperative that a safe environment be provided for everyone involved. Creating this safe environment requires attention and help from all of us – managers, coaches, administrators, snack-shack staff, players, parents, visitors, etc.

The Safety Officer through the Commissioners will distribute copies of the Safety Plan to coaches and managers. The President, Snack Shack Coordinator, and Chief Information Officer will also receive copies. The Safety Plan will be posted on the League's website for easy access to forms and standards. Please read, understand, and follow the instructions in this manual, so that our league may provide a safe baseball playing experience to our players.

This manual contains the following:

Los Altos/Los Altos Hills Little League Policy	<a href="#">1</a>
Safety Code	<a href="#">1</a>
Emergency Procedures	<a href="#">2</a>
Accident Reporting Procedures	<a href="#">3</a>
Phone Numbers of Selected Board Members	<a href="#">4</a>
Safety Checklist – League Survey Form for Use Prior to the Start of a Game or Practice	<a href="#">5-7</a>
Proper Equipment	<a href="#">8</a>
First-Aid and Safety Training for Managers and Coaches	<a href="#">9</a>
Proper Mechanics Training for Managers, Coaches, Umpires and Players	<a href="#">9</a>
First-Aid Kit	<a href="#">10</a>
Telephone Access During a Game or Practice	<a href="#">10</a>
Background Checking of Los Altos Little League Volunteers	<a href="#">11</a>
Snack Shack – Safe Food Preparation and Handling	<a href="#">12</a>
Food Poisoning	<a href="#">13</a>
Player Safety – To and From the Game	<a href="#">14</a>
Guidelines for Games During Inclement Weather	<a href="#">14</a>
Incident / Injury Tracking Report	<a href="#">16</a>
Little League Baseball Safety Rules	<a href="#">17</a>

*Los Altos Little League Safety Director: Xiaolei Li*

## Emergency Procedures:

In the event of an accident, the manager or coach shall remain calm and tend to the injured player(s). It is only natural for the other members of the team to run to the injured player. In order to administer proper care to the injured player, instruct all other players to go back to their respective positions.

### ***In case of a minor injury:***

Use the first aid kit as needed to apply an ice pack or support bandages.

If blood is present, wear non-latex barrier gloves to protect yourself and the injured player(s). Use soap and water, or an antiseptic wipe to clean the wound and apply light pressure to stop bleeding. Use a suitable (preferably, sterile) bandage with or without antiseptic ointment to cover the injured area.

If any part of the uniform or equipment is soiled with blood, the uniform shall be thoroughly cleaned prior to continued use. Clothing may need to be changed for complete cleaning.

### ***In case of a major injury:***

If you have determined that an injury is major, professional medical attention should be sought.

**If appropriate, call 911** on a landline. At Purissima, there is no direct 911 cell service, on a cell phone call **(408) 299-3233** for emergency help. Local emergency numbers will be posted in all sheds at Purissima. Stay with the injured player and provide comfort until medical attention arrives. Keep the player calm and as comfortable as possible. Avoid moving the player in any way unless remaining there presents a greater danger.

When calling 911 or (408) 299-3233 in Los Altos Hills, be prepared to give your **name**, your **location**, and a **brief description of the emergency**. Listen carefully to the operator's requests or questions. Once finished with the phone call, get in position or designate others to an appropriate location to meet and direct emergency personnel and vehicles to the injured player.

### ***Choosing a Medical Care Facility***

It shall be the team manager or coach's responsibility to determine if any player shall continue to participate in practice or a game. If you feel the need to get medical attention under any circumstances, then:

1. If emergency personnel are present, allow them to provide instructions for care.
2. Consult with the player's parents (if present) for doctor or hospital information, and ask if they wish to take the player to one of these facilities.
3. If no parent of the injured player is present, check the player's medical release information provided by your league. **This information must be with the team at all Little League events (practices, games, picnics, etc.)**. If there is a doctor, medical clinic or hospital listed, this should be your first choice. Provide this information to emergency personnel.

*Los Altos Little League Safety Director: Xiaolei Li*

**Choosing a Medical Care Facility (cont).**

Los Altos Little League has selected the following facilities in the absence of a choice by the parents or in the medical release information.

*Hospital Facility*

Name:	<u>El Camino Hospital</u>
Address	<u>2500 Grant Road</u>
City	<u>Mountain View</u>
Phone	<u>(650) 940-7000</u>

Additional detailed information is available in the sheds, emergency phone numbers are posted in the sheds.

**Accident Reporting Procedure:**

Little League Baseball is constantly looking for ways to improve safety for everyone. To help the league in this effort we are required to provide detailed reports of all accidents and/or injuries. Fill out an Incident / Injury Tracking Report form and submit it to the Safety Director, **Xiaolei Li** ([propheci@gmail.com](mailto:propheci@gmail.com)); or your division Commissioner within 48 hours of the incident.

<b>Juniors Commissioner</b>	Ashton Grewal	<a href="mailto:ashton.grewal@gmail.com">ashton.grewal@gmail.com</a>
<b>Majors Commissioner</b>	Matt Lee	<a href="mailto:matthewlee@gmail.com">matthewlee@gmail.com</a>
<b>Minors AAA Commissioner</b>	Allan McCall ( <a href="mailto:tresm78@yahoo.com">tresm78@yahoo.com</a> )	
<b>Minors AA Commissioner</b>	Jason Carballar ( <a href="mailto:jcarballar@gmail.com">jcarballar@gmail.com</a> )	
<b>Minors A Commissioner</b>	Michael Sgroi	<a href="mailto:Msgroi@stanford.edu">Msgroi@stanford.edu</a>
<b>T-Ball Commissioner</b>	Marissa Goodger	<a href="mailto:marissa7@gmail.com">marissa7@gmail.com</a>

Incident / Injury Tracking Report forms shall be available at all game fields and practice sites and on the website. Every team manager and coach shall have blank forms at all Little League events. The Safety Officer supplies the Incident / Injury Tracking report forms.

Completed injury reports will be submitted by the league safety officer to the District 44 District Administrator. As of January 2024, District 44 does not have a Safety Officer.

Sean O'Connor ([da44lsv@gmail.com](mailto:da44lsv@gmail.com))

*Los Altos Little League Safety Director: Xiaolei Li*

**Phone Numbers of selected Board Members:**

TITLE	FIRST	LAST	RESPONSIBILITY	PHONE
President	Lori	McKinney	League	(408) 398-4999
CFO	MaryAlice	Brinkman	League	(661) 599-1840
Registrar	Sandor	Barna	League	(626) 644-9770
Secretary	Heather	Goodwin-Yu	League	(408) 656-1683
Safety Officer	Xiaolei	Li	League	(217) 390-8478
Uniforms & Equipment	Jason	Papciak	League	(650) 785-6612
Director of Umpires	Chris	Hamby	League	(703) 785-1214
Director of Player Agents	David	Rock	League	(650) 274-1290

Note: California District 44 Administrator: Sean O'Connor ([da44llsv@gmail.com](mailto:da44llsv@gmail.com))

*Los Altos Little League Safety Director: Xiaolei Li*

**Safety Checklist – League Survey Form, Use Prior to the Start of a Game or Practice**

Safety Director, use this form to inspect every game or practice field prior to use each year.

Managers/Coaches forward completed forms to the Safety Director.

League Name: Los Altos Little League Field: Purissima 1, 2, 3, & 4  
 Safety Director: Xiaolei Li Inspection Date: \_\_\_\_\_

Minors  Majors  Junior/Senior  Big League \_\_\_\_\_ Baseball  Softball \_\_\_\_\_

Ratings: 1-Excellent (Low problem potential), 2-Good, 3-Fair, 4-Poor, 5-Bad (Serious problem potential)

**SPECTATOR AREA**

Bleachers	
Hand-rails	
Bicycle racks	
Guard rails	
Parking area	
Crowd control	

**DUGOUTS**

Wire and fencing	
Benches	
Cap and coat hangers	
Roof condition	
Stops	
Bat racks	
Helmet racks	
Cleanliness	

**INFIELD CONDITION**

Backstop	
Bases secure	
Pitcher mound	
Surface condition (level, holes, clay, etc)	
Coaches box (level, holes, etc)	
Infield fence	
Home plate (broken, worn, height, etc)	
Batter's box (level, holes, etc)	
Grass (height, ridge at grass boundaries)	
Foul ball nets	
Lighting	
Sprinkler heads (too high or low, etc)	
Foreign objects (rocks, glass, sticks, etc)	
Other	

**OUTFIELD CONDITIONS**

Surface condition (level, holes, etc)	
Grass (height, ridge at grass boundaries)	
Foreign objects (rocks, glass, sticks, etc)	
Holes dug by cleats	

**OUTFIELD CONDITIONS (cont.)**

Uneven surface	
Wire and fencing	
Warning track	
Lighting	
Other	

**PLAYER EQUIPMENT**

Batting helmets	
Bats	
Dark glasses	
Eye-glasses	
Shoes	
Belts	
Pitcher's toe	
Personal safety equipment	
Proper uniform (LL patch, sleeves, etc)	
Jewelry	
Other	

**CATCHER EQUIPMENT**

Shin guards	
Helmet	
Chest protector	
Face mask with throat guard	
Catcher using personal safety equipment	

**SNACK BAR**

First-aid kit with proper supplies	
Parent medical release	
Blanket for treating shock	
Following food safety practices	
Ventilation	
Fire extinguisher	
CO2 tanks secure	
Cleanliness	
Insect screens	
Quality of cooked food	
Other	

Los Altos Little League Safety Director: Xiaolei Li

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Safety Director, use this form to inspect every game or practice field prior to use each year.  
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League Name: Los Altos American Little League Field: Hillview  
Safety Director: Xiaolei Li Inspection Date: \_\_\_\_\_

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Los Altos Little League Safety Director: Xiaolei Li

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League Name: Los Altos American Little League Field: Almond School  
Safety Director: Xiaolei Li Inspection Date: \_\_\_\_\_

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Los Altos Little League Safety Director: Xiaolei Li

**Proper Equipment:**

Use this list to insure that your team is supplied with the proper equipment. If any of these items is missing or defective, contact the equipment director Adam Brinkman (adam.brinkman@gmail.com) and the safety director immediately. More information is contained in the Official Regulations and Playing Rules for Little League Baseball and Softball.

ITEM	DESCRIPTION	CONDITION (Good/Bad)
Batting Helmets	For T-Ball, A, AA, AAA, Majors and T-Ball and Minors softball there are 6 helmets kept in the equipment sheds at the fields. All helmets are free of cracks or chips. <b>Chinstraps required if helmet has snaps.</b> Must meet NOCSAE specifications.	
Bats	Smooth rounded wood or Little League approved material, free of cracks, dents or burrs. Non-wood bats must have a grip made of cork, tape or composite.	
Baseballs	All balls must meet Little League standards and specifications.	
Softballs	All balls must meet Little League standards and specifications	
Catcher's Helmet	The catcher's helmet must be free of cracks or chips. Must meet NOCSAE specifications. It may not be a skullcap. A catcher's mask, along with a dangling throat protector, is required.	
Catcher's Glove	For baseball and softball, catchers must use a catcher's mitt of any shape, size or weight consistent with protecting the hand. Mitts must be free of tears, with all laces intact.	
Catcher's Chest Guard	Long model chest protectors with neck collars are required, free from tears or cracks, with all straps intact. Juniors and Seniors may wear short model chest protectors.	
Catcher's Shin Guards	Shin guards must cover the entire knee, and down over the top of the foot. The guards must be free of tears or cracks, with all straps intact.	
Softball Face Masks	A face mask is supplied (one per bag) for Softball pitchers in Minors.	

*Los Altos Little League Safety Director: Xiaolei Li*

**First-Aid and Safety Training for Managers and Coaches:**

All managers and coaches were required to attend the Los Altos/Los Altos Hills Little League Positive Coaching Clinic and Safety Seminars. This year these meetings on **March Xth, 2025** at the Los Altos Hills townhall. First aid training was given by Steve Apfelberg, Los Altos Little League President and safety and child protection was discussed by Xiaolei Li, Los Altos Little League Safety Officer. Updates on safety will be given at regular manager/coach meetings throughout the season. Attendance will be documented. Training qualifies volunteer for three years, though each team must be represented annually.

**Training for Players:**

Joey Rogers (2022 LALL Juniors Practice Coach, & Head Coach, Prospect High) will offer a 2-hour clinic. It will cover a range of fundamentals covering basic baseball knowledge and core skills.

**Players Clinic**

TBD

AA / AAA: 10AM - 12PM

Majors: 1PM - 3PM

**Training for Umpires:**

Mountain View Little League and Los Altos Little League are teaming up to offer an umpire mechanics clinic for returning umpires and prospective umpires. It is being hosted by District 44 Umpire In Chief, Mark Teagle and his squad of District 44 instructors.

WHAT: District 44 umpire mechanics clinic

WHERE: TBD

WHEN: TBD 2025

*Los Altos Little League Safety Director: Xiaolei Li*

**First Aid Kit:**

Every field and/or traveling team is supplied with a first-aid kit prior to the start of the first preseason practice. This kit should contain at a minimum the following items:

Item	Count
Instant Cold Packs	3 or more
Band aids	15
Soft Gauze bandages	4
Oval Eye Pads	2
Hypo-allergenic first aid tape (in dispenser)	1 roll
Ace 2" elastic bandage	2
Antiseptic ointment	1 tube
Surgical gloves	3 pairs
Antiseptic wipes	4
First aid manual	1

It will be the responsibility of the Safety Director and/or Managers to ensure that the first aid kits are fully always stocked. Contact the Safety Director to restock before any item runs out.

**Note: A first-aid kit must be available to the team for all Little League activities.**

**Telephone Access During a Game or Practice:**

Identify the location of the nearest telephone at each team activity. This may be a regular or cellular phone at a field, or a pay phone several blocks away. Designate a person at each team activity to make phone calls in an emergency. Remember, when calling 911, be prepared to give your **name**, your **location**, and a **brief description of the emergency**. Listen carefully to the operator's requests or questions. Once finished with the phone call, go to an appropriate location to direct emergency personnel and vehicles to the injured player.

911 cell service at Purissima is a relay service through CHP. If using a cell phone to call for help from Purissima please dial **(408) 299-3233**. This phone number is posted at all the sheds at Purissima.

*Los Altos Little League Safety Director: Xiaolei Li*

**Background Checking of Los Altos Little League Volunteers:**

A background check will be conducted annually on all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. All umpires over the age of eighteen will have a background check.

All volunteers must complete a Little League volunteer application. A link to the volunteer application and subsequent background check website (<https://www.jdpalatine.net>) is sent to all coaches, board members, league umpires, and volunteers. The league safety officer, commissioners, umpire in chief and league president ensure that all of the aforementioned volunteers go through and complete the on-line volunteer and background check process.

For 2022, California Assembly Bill 506 requires all volunteers who have direct contact with or supervision of children under the age of 18 for 16 hours or more per month and 32 hours or more per year are required to complete a California Department of Justice background check complete with Live Scan fingerprinting. The majority of volunteers completed this requirement as part of the Opening Day celebration on March 12 and the remainder will complete it as their schedules permit. The custodian of DOJ background check records (COR) is Xiaolei Li, Los Altos Little League Safety Officer.

The purpose of these background checks is, first and foremost, to protect children. Second, they protect Little League as a non-hostile environment against those who would seek to do harm. Third, they help to protect individuals and our league from possible loss of personal or league assets because of litigation.

Los Altos/Los Altos Hills Little League uses JDP to conduct a search. Little League International has contracted with JDP to provide local leagues with a service that allows members to search a criminal records database of more than 350 million criminal records. Searches are made of available criminal records from various repository sources and state level Sex Offender Registries across the 50 states and the District of Columbia. All volunteers should understand that the ONLY losers in this initiative are those who would prey on our most precious resource, our children.

*Los Altos Little League Safety Director: Xiaolei Li*

## Snack Shack – Safe Food Preparation and Handling

Los Altos/Los Altos Hills Little League is committed to maintaining the health and safety of players, adults, and visitors that attend Little League functions. Recognition of food poisoning as a major health hazard has been increasing. Since many Leagues serve packaged and/or prepared food, food service is relatively uncontrolled (i.e. with volunteer workers). There is a serious risk of food poisoning, which may result in litigation against the League, its Board of Directors and Little League Inc. California law requires a set of minimum standards for any establishments engaged in selling food. The following is an excerpt from the introduction to Santa Clara County's *FOOD SAFETY - It's Everyone's Business*.

It is crucial that food be properly handled and that food service establishments be kept clean and sanitary to prevent customers from getting sick from the food you serve. Knowledge of proper food-handling techniques is important in preventing food borne illness.

Bacteria, parasites, viruses, and toxins have all been implicated in food borne illness. According to the U.S. Food and Drug Administration, as many as 10,000 deaths each year have been attributed to food poisoning in the United States.

Following safe food handling procedures will improve food quality, reduce losses from food spoilage, and help to maintain the high standard of service expected from your customers. Failure to follow safe food handling practices can lead to food poisoning and costly legal procedures.

### Food Safety Program

Be aware that if your food establishment is found guilty in a lawsuit involving a food borne illness, both compensatory damages (the actual expenses incurred by the person or persons made ill) and punitive damages (a punishment for the negligence on the part of the food establishment) may be awarded. A functioning food safety program, which incorporates the suggestions made in the *FOOD SAFETY - It's Everyone's Business* manual, may limit your liability in two ways:

- 1) It significantly reduces the likelihood that food service personnel will prepare and serve food that can make your customers ill.
- 2) It documents the fact that established procedures were consistently followed.

The law that governs the operation of all retail food facilities in California is known as the CA Uniform Retail Food Facilities Law (CURFFL); Sections 27500 to 27921 of the CA Health and Safety Code.

- Please wash your hands with soap before you start your job at the Snack Shack. Also, please wash your hands frequently during your shift. (signs are posted).
- Please handle all food materials in a sanitary manner. Please use gloves to handle food materials that are not already wrapped.

When preparing hot dogs and hamburgers:

- Please make sure that the barbecue is cleaned thoroughly prior to cooking any food material on it. Hamburgers should be cooked for a sufficient amount of time so there should not be any uncooked meat in the center of the hamburger.
- Hot dogs and Polish dogs should also be cooked thoroughly. Please make sure that the outside of this food material does not get burned.

*Los Altos Little League Safety Director: Xiaolei Li*

- Food items such as meats, condiments, onions, cheese, etc. should be kept out of direct sunlight. At the end of the day, prior to closing, please throw away any food material that has been heated, such as nacho cheese, hamburgers, etc.

## Food Poisoning

Consuming foods or beverages that have become contaminated by the presence of harmful substances or organisms causes food poisoning. There are three basic categories of food related hazards that can result in a food borne illness or injury.

**BIOLOGICAL HAZARDS:** Harmful bacteria, parasites, viruses, fungi, insects, and poisonous plants and animals.

**CHEMICAL HAZARDS:** Harmful substances, such as cleaning solutions, pesticides, poisons, sanitizers, etc.

**PHYSICAL HAZARDS:** Foreign objects such as glass, rocks, metal, etc.

### Primary Causes of Food Borne Illnesses

There are at least eight major food-handling errors commonly made that can cause food borne disease outbreaks:

- Failure to properly **COOK** food.
- Failure to properly **COOL** food.
- Failure to properly **REHEAT** cooked foods to temperatures that kill bacteria.
- Allowing foods to remain within the temperature danger zone (45 degrees F to 140 degrees F).
- Preparing food several hours to several days in advance of serving.
- Raw, contaminated ingredients mixed into foods that receive no additional cooking (cross-contamination).
- Cross-contamination through improperly cleaned equipment or utensils.
- Contamination of food from employees who are ill or who practice poor personal hygiene.

### **If You or Your Customers Get Food Poisoning**

- Stop serving the food.
- Advise the affected individuals to call their physicians or otherwise seek professional medical attention.
- Call the Department of Environmental Health.
- Save the questionable food for possible analysis.

If you (or an employee or a customer) get food poisoning, it is important to act immediately so that other people do not become sick. AT ONCE - stop serving the food items that were eaten.

Separate and label suspected food to prevent its use. Do not throw out the foods; save any

*Los Altos Little League Safety Director: Xiaolei Li*

questionable foods in the refrigerator for possible future laboratory analysis.

**Player Safety – To and From the Game:**

Managers and coaches, please use your judgment to insure that players have a safe method to come to and leave from practices and games. Little League activities begin and end with the trips to and from the field. Never leave players unattended after practice or games or any other activities.

**Guidelines for Games During Inclement Weather:**

The possibility of encountering one of the following events during a game is far from negligible:

- Rain
- Lightning
- Darkness
- High winds
- Very hot, sunny days
- Earthquake or tornado

**Rain:**

Light rain that does not create an unsafe environment may not be cause to stop a game or practice. Heavy rain that leads to puddling or soaking wet field conditions may cause stoppage of a game or practice. Use good judgment in determining if conditions have become unsafe. Note: The umpire is the sole person responsible for discontinuing play in a game. If a game or practice is stopped, remain with players until their parents have picked them up.

If it has been raining prior to a game or practice session, carefully inspect the fields for safety prior to beginning any activity. Note: The umpire and managers of both teams determine whether the field is playable prior to the start of a game.

**Lightning:**

If a game is in progress and there is thunder or lightning with or without rain, the game should be cancelled. Keep everyone involved away from metal objects. Avoid open fields and trees. Make sure that everyone remains in as safe a place as possible.

**High winds:**

In the event of high (25 mph and above) winds, dust particles could obstruct a player’s ability to focus on the game. The game may be resumed once the wind velocity reduces or the wind stops altogether.

**Very Hot Sunny Days:**

In our area it is common to have spring and summer days when the temperature rises to a very uncomfortable state. On those days, it is strongly recommended that the dugout overhead be covered with the tarp from the equipment shed to provide comfort to the players. Also please make sure that there is sufficient amount of water for drinking. Encourage players to apply a sunscreen to prevent sunburn.

**Earthquake and Tornado:**

At any point in a game, if there is an earthquake or a tornado, the game should be cancelled immediately. The Managers and coaches should gather all of the members of the team and remain at

*Los Altos Little League Safety Director: Xiaolei Li*

a safe area near the field, if possible. The manager and coaches should remain near the field, if possible, for at least 30 minutes after an earthquake or tornado for the parent(s) of the kids to come and pick them up. If it is unsafe to be around the field, the manager and coaches should gather all of the kids and go to an area away from the field, at the discretion of the manager. If after 30 minutes all of the kids are not picked up, the manager should take the kids, who are not yet picked up, to his or her home. It is expected that the parents of these kids will go to the manager's house and pick up their kids.

**Incident / Injury Tracking Report**

League Name:		League ID:		Incident Date:	
Field Name/Location:				Incident Time:	
Injured Person's Name:					
Address:			Age:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
City:		State:	ZIP:	Home Phone:	
Parent's Name (If Player):				Work Phone:	
Parents' Address (If Different):					
City:		State:	ZIP:		
<b>Incident Occurred while participating in:</b>					
<b>A.)</b>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Softball	<input type="checkbox"/> Challenger	<input type="checkbox"/> TAD	
<b>B.)</b>	<input type="checkbox"/> Challenger	<input type="checkbox"/> T-Ball (5-8)	<input type="checkbox"/> Minor (7-12)	<input type="checkbox"/> Major (9-12)	<input type="checkbox"/> Junior (13-14)
	<input type="checkbox"/> Senior (14-16)	<input type="checkbox"/> Big League (16-18)			
<b>C.)</b>	<input type="checkbox"/> Tryout	<input type="checkbox"/> Practice	<input type="checkbox"/> Game	<input type="checkbox"/> Tournament	<input type="checkbox"/> Special Event
	<input type="checkbox"/> Travel to	<input type="checkbox"/> Travel from	<input type="checkbox"/> Other (Describe):		
<b>Position/Role of person(s) involved in incident:</b>					
<b>D.)</b>	<input type="checkbox"/> Batter	<input type="checkbox"/> Baserunner	<input type="checkbox"/> Pitcher	<input type="checkbox"/> Catcher	<input type="checkbox"/> First Base <input type="checkbox"/> Second Base
	<input type="checkbox"/> Third	<input type="checkbox"/> Short Stop	<input type="checkbox"/> Left Field	<input type="checkbox"/> Center Field	<input type="checkbox"/> Right Field <input type="checkbox"/> Dugout
	<input type="checkbox"/> Umpire	<input type="checkbox"/> Coach/Manager	<input type="checkbox"/> Spectator	<input type="checkbox"/> Volunteer	<input type="checkbox"/> Other:
<b>Type of Injury:</b>					
<b>Was first aid required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what:					
<b>Was professional medical treatment required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what:					
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)					
<b>Type of incident and location:</b>					
<b>A) On Primary Playing Field</b>					
<input type="checkbox"/> Base Path:	<input type="checkbox"/> Running <i>or</i>	<input type="checkbox"/> Sliding			
<input type="checkbox"/> Hit by Ball:	<input type="checkbox"/> Pitched <i>or</i>	<input type="checkbox"/> Thrown <i>or</i>	<input type="checkbox"/> Batted		
<input type="checkbox"/> Collision with:	<input type="checkbox"/> Player <i>or</i>		<input type="checkbox"/> Structure		
<input type="checkbox"/> Grounds Defect	<input type="checkbox"/> Other:				
<b>B) Adjacent to Playing Field</b>					
<input type="checkbox"/> Seating Area		<input type="checkbox"/> Parking Area			
<b>C) Concession Area</b>					
<input type="checkbox"/> Volunteer Worker		<input type="checkbox"/> Customer/Bystander			
<b>D) Off Ball Field</b>					
<input type="checkbox"/> Travel:	<input type="checkbox"/> Car <i>or</i>	<input type="checkbox"/> Bike <i>or</i>	<input type="checkbox"/> Walking	<input type="checkbox"/> League Activity	<input type="checkbox"/> Other:
<b>Please give a short description of incident:</b>					
<b>Could this accident have been avoided? How:</b>					

This form is for Little League purposes only, to report 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 claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attn: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

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

Los Altos Little League Safety Director: Xiaolei Li

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

**Little League Baseball Safety Rules**

1. Document all injuries related to baseball activities using the Los Altos/Los Altos Hills Little League Incident/Injury Tracking Report form, and submit completed forms promptly to your league commissioner or safety officer. Incident / Injury Tracking Report forms are provided in the Los Altos/Los Altos Hills Little League First Aid kit. Additional forms are available at most fields.
2. Be sure you have access to a fully stocked personal First Aid kit. First aid kits and extra supplies are obtainable from storage areas where you play and practice (e.g., storage sheds at Hillview, Egan, Almond, and Santa Rita; individual field equipment sheds at Purissima).
3. Do not practice or conduct games in extreme weather conditions (heavy rain, lightning, severe cold or heat).
4. Inspect playing fields regularly for damaged fences, holes, and foreign objects (stones, glass, etc).
5. Insure that balls, bats, helmets and other equipment are kept behind dugout screens during play.
6. Inspect play equipment (bats, helmets, chest protectors, shin guards, bases, etc.) regularly. DO NOT use damaged or compromised equipment at any time. Make sure equipment fits players properly.
7. All male players during both practice and games must wear athletic supporters.
8. Catchers must wear proper protective equipment (headgear with throat guard, cup, chest protector, and shin guards) when warming up a pitcher as well as during game play. Catchers may not wear skullcaps.
9. Batters must always wear approved protective helmets during practice as well as games.
10. Only baseball shoes with rubber cleats molded to the soles may be worn. Steel cleats are only allowed in the Juniors and Seniors divisions.
11. Players are prohibited from wearing jewelry (watches, rings, chains, pins, earrings) or other metallic items.
12. Parents of players that wear glasses should be encouraged to provide safety glasses and an elastic retaining strap to keep the glasses from falling off.
13. Where possible, do not strap bases down during sliding practice.
14. At no time should "horseplay" be allowed on the field. This includes, but is not limited to:
  - No climbing, jumping, or hanging on field and dugout fences.
  - No inappropriate use of equipment.
15. Try to obtain extra training for players whose physical handicaps or lack of coordination might make them susceptible to injury.
16. Managers and Coaches are NOT permitted to catch pitches, even during batting practice.
17. On the Purissima fields, umpires, managers and coaches should take special precautions to ensure the safety of both human and equine spectators beyond the outfield fences. If there is a reasonable risk of balls being hit over the outfield fences during games or practices, briefly pausing play to allow riders to pass by is suggested.

*Los Altos Little League Safety Director: Xiaolei Li*