



2025 CHINO HILLS LITTLE LEAGUE ASAP SAFETY PLAN

League ID Number 405-23-08
WWW.CHINOHILLSLL.COM





CONTENTS

SECTION 1:

League Safety Plan Guidelines.....	3-8
Field/Facility Information and Inspections.....	4-5
Equipment Inspections – Pre and Post Season.....	5
Volunteer Form, Training, ID Cards, and Background Checks.....	6
League and Emergency Contact Information.....	9
Parent Code of Conduct.....	10
Volunteer and Coaches Code of Conduct.....	11-13

SECTION 2:

Managers/Coaches Safety Tip Sheet.....	14
Managers Responsibilities.....	15
Assistant Safety Director Responsibilities.....	16
Managers/Coaches Discipline Procedure and Acknowledgement Form.....	17-19
Safety and First Aid Training handouts.....	20-22
Parent/Player Concussion Information and Form.....	23-25
Inclement Weather.....	26
Emergency Procedures.....	27-28

SECTION 3:

CHLL League Use Only - Incident /Injury Reporting Form.....	29
AIG Accident Claim Form.....	30-31
What Parents should know about Little League Insurance.....	32
Claim Form Instructions.....	33-34
Notes Page.....	35



SECTION 1:

SAFETY PLAN GUIDELINES

Chino Hills Little League will make every effort to encourage safety for all participants, reduce the risk of injury, and promote sportsmanship and competition by implementing the following Safety Plan:

Managers/Coaches will be held responsible for the safety of all team members.

SAFETY AND FIRST AID TRAINING / MANAGERS SAFETY AND FIELD TRAINING MEETING DATE –2/15/2025:

Managers will be required to attend a mandatory training meeting wherein safety and field training will be addressed, and managers' and coaches' responsibilities will be outlined in detail. Managers and coaches will also be instructed in the method of filing claims for insurance purposes. All managers will be advised to utilize the Chino Hills website "Coaches Corner" to review this manual and other important safety documents and information. The field training session will include basic hitting; sliding, fielding techniques, heat illnesses and stopping play for weather conditions are also explained. The President, Vice President, Safety Director and Division VP's will attend this meeting to ensure safety instructions and field technique training are provided to all managers and coaches.

CDC ONLINE CONCUSSION TRAINING AND LEAGUE REQUIREMENTS:

All managers, assistant coaches and league volunteers are required to create a login ID on the CDC website and complete the concussion online training course. Once the course is completed the managers are required to submit all certificates for their coaches and volunteers participating on their team. Managers are also provided with the Parent/Player Concussion Information sheet and are responsible for collecting all player and parent signature sheets prior to the completion of their first scheduled team practice. See pages 23-25 for additional information on concussions, including the parent and player signature form.

SUDDEN CARDIAC ARREST TRAINING AND LEAGUE REQUIREMENTS:

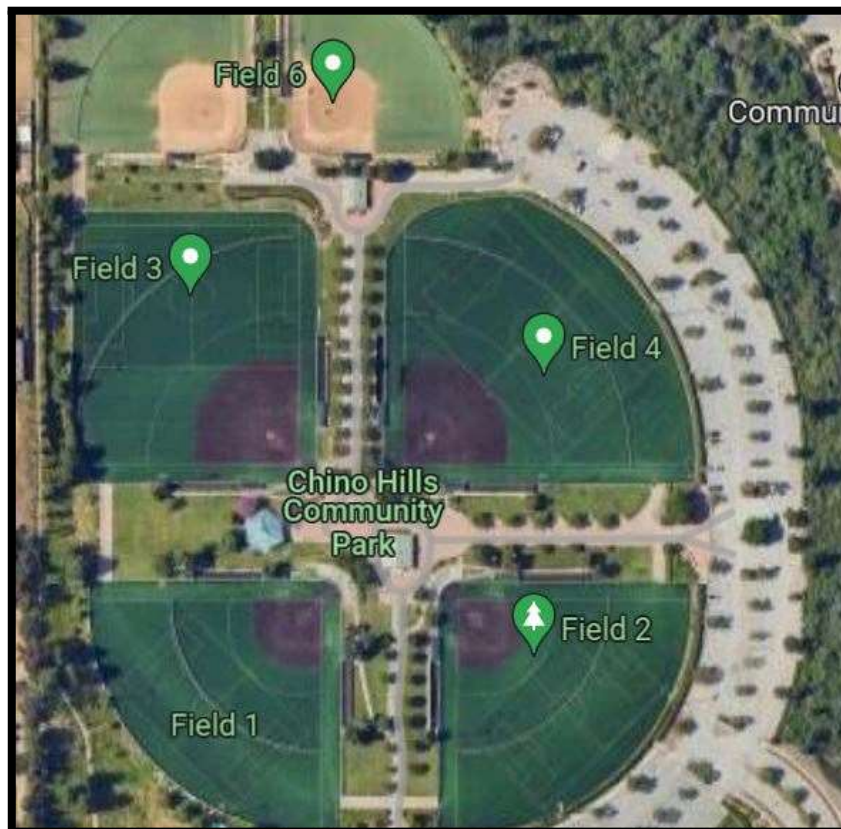
All managers, assistant coaches and league volunteers are required to complete Sudden Cardiac Arrest Training. Once the course is completed individual volunteers are required to submit all certificates to the League President at president.chll@gmail.com. Free training can be found at [Eric Paredes Save A Life Foundation: Home](#)



FIELD INSPECTIONS AND LOCATION INFORMATION:

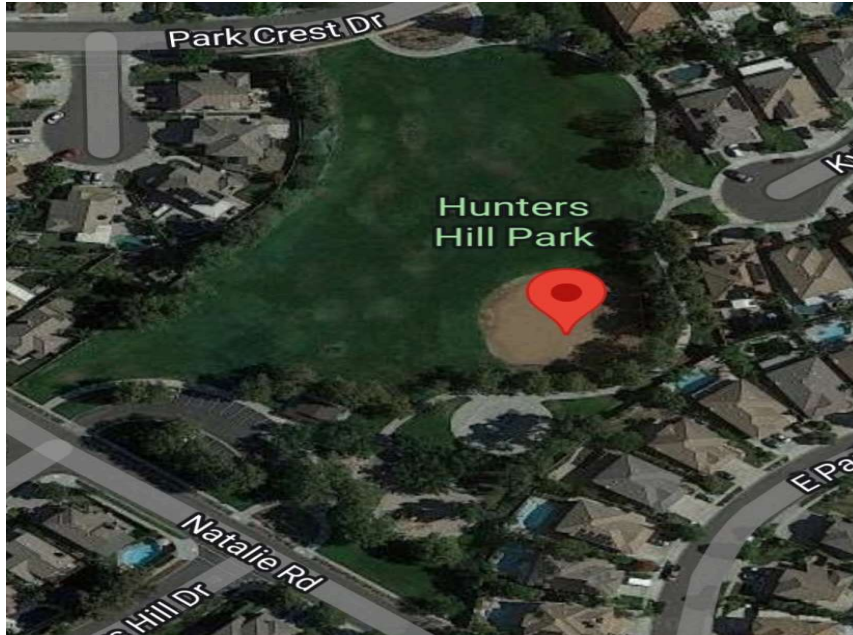
All fields are inspected before games and practices by participating managers, coaches, and available board members to ensure undue hazards are identified and repaired. Lighting for fields will be inspected by the City of Chino Hills Parks and Recreation staff. The League President and Safety Director will also perform random field inspections to ensure they are safe. All safety hazards will be submitted to the City of Chino Hills Park and Recreation Staff requesting repairs be made.

[Chino Hills Community Park](#) consists of 6 refurbished artificial turf baseball fields that have additional uses, such as for soccer. Restrooms are located in the building adjacent to field 6 and behind the snack bar in between fields 1-4. Parking is located on the East end of the park and is accessed from Eucalyptus Ave west of Peyton Dr. There are multiple entrances to the park from the parking lot. **PER THE CITY OF CHINO HILLS, NO METAL CLEATS WILL BE ALLOWED ON THE NEW TURF FIELDS.**





Hunters Hill Park consists of 1 baseball field that has additional uses such as for community recreation. Restrooms are located in the building adjacent to the parking lot. There are multiple access points to the field . From the parking lot accessed from Natalie Rd., walking in from Park Crest Drive and Kylie Court.



EQUIPMENT INSPECTIONS:

The Equipment Manager will perform a thorough equipment inspection at the beginning and ending of the spring and fall seasons. In addition, all managers, coaches, umpires and the Safety Director are also responsible for ensuring all equipment such as helmets, bats and catchers' equipment are inspected for safety purposes throughout the season. Any unsafe equipment will be required to be repaired or replaced by the Equipment Manager. All damaged equipment will be destroyed and disposed of to prevent further use.



VOLUNTEER APPLICATION BACKGROUND CHECK / LIVE SCAN FINGERPRINTING (CA DOJ) & IDENTIFICATION CARDS:

All Managers, Coaches, parent volunteers and League Directors will complete the league volunteer application form when registering on the Chino Hills Little League website and will be subject to completing a JDP and LiveScan background check. All volunteers are asked to read and sign the Volunteer Code of Conduct Form provided on our website. All Chino Hills Little League volunteers and board members will submit a LiveScan application through CA DOJ. Once the volunteer has been cleared by the JDP background check and LiveScan, a Chino Hills Little League identification (ID) card will be issued to the cleared volunteer. The ID card will identify the volunteers name and JDP cleared confirmation number as well as a current photograph. The Safety Director will perform field audits to ensure only cleared volunteers are on the field with children. The volunteer application can be found at <https://www.littleleague.org/downloads/volunteer-application/> .

ABUSE AWARENESS TRAINING - CA DOJ PER CA AB506 AND LITTLE LEAGUE INTERNATIONAL REQUIREMENTS

California State Department of Justice and Little League International Require Annual Abuse Awareness and Mandated Reporter Training.

All Chino Hills Little League volunteers are to complete Abuse Awareness and Mandated Reporter Training Annually. Completion certificates will be sent to the League Safety Officer.

The Required free training can be found on the Little League International Website at <https://www.littleleague.org/university/articles/abuse-awareness-training-course/>.

Additional Training can be found at USA Baseball website at <https://www.usabdevelops.com/ItemDetail?iProductCode=OCAAA&Category=ONLINE&WebsiteKey=f50aacb2-a59e-4e43-8f67-29f48a308a9e> .

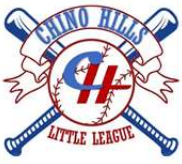
or at [https://mandatedreporterca.com/Volunteers | Child Abuse Mandated Reporter Training \(mandatedreporterca.com\)](https://mandatedreporterca.com/Volunteers|ChildAbuseMandatedReporterTraining(mandatedreporterca.com)) .

Report Suspected Child Abuse or Neglect:

If you suspect that a child's health or safety is jeopardized due to abuse or neglect by parents or other caretaker who has custody of the child. First contact local law enforcement and or the child protective services agency in your county to make the report.

Second, notify the League President or Safety Officer of the incident.

Chino Hills Police Department	909-364-2000
San Bernardino County Sheriffs	909-884-0156
Child Protective services for San Bernardino County	909-384-9233



800-827-8724

LEAGUE CONTACTS:

Managers and Team Parents will be given contact names and numbers for Chino Hills Little League Board Members. Refer to page 9 of this manual for a complete list. All managers and team parents are instructed to call 911 in an emergency, but to notify the Safety Director as soon as possible.

FIRST AID KITS:

All managers will be supplied with a first aid kit and must carry it to all games and practices in the provided equipment bag. In addition, a larger first aid kit and ice are available in the Community Park Recreation department office for all games and practices.

ACCIDENT / INJURY REPORTING:

Upon an injury or accident occurring involving a player, volunteer, or league facility, the President and Safety Director must be immediately notified by the manager. All accidents and injuries will be reported in writing by completing the Incident Form provided on page 29 of this plan, completed and submitted to the Safety Director within 24 hours. The Safety Director will retain a copy of the accident reports for future reference.

POTENTIAL ACCIDENTS/SAFETY HAZARDS:

Safety hazards, preventable accidents or "near misses" must be reported to the Safety Director in writing so that an action report can be made and distributed to the proper Director for action. Examples include but are not limited to field conditions are poor due to weather or other factors, equipment that is broken and needs repairing or replaced, and any training or coaching procedure issues/concerns. The action report will list the problems and action taken to resolve it. The action reports will be monitored until completion and retained by the Safety Director for future reference.

INCLEMENT WEATHER AND EMERGENCY PROCEDURES:

CHLL Safety Director will review and update potential inclement weather and emergency response scenarios for the safety plan. A list of potential emergencies and weather conditions are listed and should be reviewed by all managers, volunteers, and team parents.



SNACK BAR:

The snack bar will be supervised and operated by a third-party vendor. The snack bar staff has been trained and holds a Food Handler's Certification and required county board of health permits. The third-party vendor is also responsible for overseeing the safe operation of the snack bar including written instructions posted in the snack bar. The snack bar at a minimum will be inspected by the county once a year. Chino Hills Little League does not participate in any snack bar fundraising events nor do we provide volunteers to manage the snack bar.

SAFETY DIRECTOR ALERTS:

The Safety Director is listed on file with Little League and will receive Little League International ASAP news via email communications. In addition, the Chino Hills Little League Board Members, under encouragement of the League President and League Safety Director, will always be alert to recognize opportunities to discourage safety violations. The Safety Plan will be submitted to our District Safety Director for review and necessary corrections will be made.

MEDICAL RELEASE FORMS:

Parents are required to complete the medical release form at time of online registration. In addition, parents are provided with a copy of the blank medical release form which they are instructed to complete and turn into their Team Manager prior to their first field practice. Managers will keep all completed medical release forms in their team roster folder provided at the Managers Safety meeting. The Safety Director and League President will perform random inspections at field practices and games to ensure the Manager has the medical release forms in his/her possession.



CHINO HILLS LITTLE LEAGUE CONTACTS

EMERGENCY CONTACTS

Police/Fire.....911
 California Poison Control.....800-876-4766

NON-EMERGENCY CONTACTS

Chino Hills Police Department.....909-364-2000
 Chino Hills Fire Department.....909-902-5260

LOCAL AREA HOSPITALS

Chino Valley Medical Center.....909-464-8600
 5451 Walnut Avenue Chino, CA 91710

LOCAL AREA URGENT CARE CENTERS

Chino Hills Urgent Care Center.....909-393-4334
 Total Care Walk-in Clinic.....909-591-8200
 Pomona Valley Health Center Urgent Care.....909-630-7868

PARKS & RECREATION DEPARTMENT

Chino Hills Parks & Rec Dept.....909-364-2700
 14000 City Center Drive Chino Hills, CA 91709
 Community Park Field Condition Hotline.....909-364-2738

CHINO HILLS LITTLE LEAGUE BOARD CONTACTS

President - Desiree Franklin.....510-333-6560
 Vice President - Teddy Barragan.....562-708-3221
 Umpire in Chief - Scott Kemper.....714-315-9384
 Safety Director – Scott Palasek.....714-944-7433
 Safety Email – CHLL4Safety@gmail.com

LITTLE LEAGUE DISTRICT STAFF

District Administrator- Nikki Gonzalez.....626-354-2216

LITTLE LEAGUE SUPPORT

WESTERN REGIONAL OFFICE909-887-6444
 FAX.....909-877-6135
 6707 Little League Drive San Bernardino, CA 92407
 NATIONAL LITTLE LEAGUE BASEBALL.....570-326-1921
 FAX.....570-326-2376
 P.O. BOX 3485 Williamsport, PA 17701



PARENT CODE OF CONDUCT

Parents, family members, coaches and volunteers should always show encouragement and good sportsmanship towards one another.

ANY DEROGATORY COMMUNICATIONS DIRECTED AT PLAYERS, MANAGERS, COACHES, PARENTS, FAMILY MEMBERS OR UMPIRES WILL NOT BE TOLERATED.

As the parent or legal guardian of the child/children playing in the Chino Hills Little League, you are required to abide by all rules, guidelines and policies established by Chino Hills Little League, and District 23 of which your child/children may be a participant.

Additionally, you must, to the best of your ability, ensure that all members of your family, your friends and relatives who may be directly or indirectly participating in Team, League or District activities, will also abide by all rules and policies established.

Any complaints or issues that relate to the Parental Code of Conduct can be directed to the CHLL Board of Directors at: chinohillsllwebmaster@gmail.com

Below are some specific DO's and DO NOT's that will be expected/enforced at all league activities.

- **DO NOT** criticize, demean, belittle, mock, taunt or question the ability or authority of any official, coach or volunteer of the Team or League.
- **DO NOT** question an Umpire's judgment or officiating ability before, during or after a game.
- **DO NOT** use foul language.
- **DO NOT** smoke or use tobacco products or partake of alcoholic beverages while on the premises of a Team or League activity.
- **DO NOT** pressure the Coach to play your child at a certain position.
- **DO** your best to ensure that your child/children are on time for all games, practices and activities.
- **DO** your best to control any negative behavior by your child/children as pointed out by his/her coach or League Official.
- **DO** encourage your child/children to play any position his/her coach recommends he/she play.
- **DO** attempt to learn and understand the Current Little League Baseball and Interlock rules.
- **DO** communicate all grievances, problems, and concerns with a Team or League official OUTSIDE of the presence of children.

If your behavior is deemed to be in violation of the Parental Code of Conduct; inconsistent with the goals and philosophies of the League; is not in the best interest of the children, parents, and spectators, who may be participating in the league activity you will be asked to leave the premises. **Repeated incidents will result in being banned from attending any League Activities.**



VOLUNTEER – COACHES CODE OF CONDUCT

As a volunteer participating in the Chino Hills Little League, you are required to abide by all rules, guidelines, and policies established by Chino Hills Little League, and District 23 of which you may be a participant.

Coaching a youth sports program such as Little League Baseball is a privilege that is not to be taken for granted. As a Manager or coach, appointed by the Chino Hills Little League (CHLL) Board of Directors, you have an important role in the development of the young children in our community. We strive to teach each child the positive values of trust, good sportsmanship, good citizenship, responsibility, respect, fair play, and teamwork – values they can use throughout their lives. The game of Baseball embodies the discipline of teamwork. It challenges players towards the perfection of physical skills and brings into play the excitement of tactics and strategy. The very nature of baseball is also to teach that while every player eventually strikes out, or is on a losing team, there is always another chance for success in the next at-bat or game. With this in mind, the Chino Hills Little League expects each manager and assistant coach to adhere to the following Code of Conduct:

Sportsmanship:

1. I will promote good sportsmanship, teach good baseball skills, and have fun in the process.
2. I realize, accept and will practice the principle that a team's reputation is built not only on its playing ability but also on its sportsmanship, courtesy, and manner.
3. I understand verbal abuse of an official, coach, player, or spectator, including obscene gestures, will not be tolerated and that the offender may be removed from the CHLL fields at the discretion of an umpire or CHLL board member.
4. I understand coaches will refrain from complaining about perceived bad calls to players and fans.
5. I understand all discussions will be held in conversational tones. Under no circumstances will a manager or coach yell at an umpire, coach, fan, or player.
6. I understand profanity is expressly forbidden at all times when participating in a CHLL game, practice or league event.
7. I understand alcoholic beverages and the use of illicit drugs are prohibited at all CHLL games, practices and league events.
8. I understand the use of tobacco products at all CHLL games, practices and league events is prohibited.

Rules and Policies:

1. I will know and understand the rules and abide by them (whether local or national). I will instruct my team members in the rules and coach my team in such a way as to motivate each player to compete according to the rules at all times.
2. I will adhere to all Little League safety guidelines from the CHLL ASAP Safety Plan.
3. I will understand the local league participation rules for my division. All coaches must ensure that each player gets minimum opportunities to bat and play the field in each game. I also understand that specific rules are also in place to limit the number and frequency of innings pitched by a particular player.
4. I will fully comply with the Player/Parents Code of Conduct.
5. I will review the CHLL website www.chinohillsl.com on a regular basis to make sure that I am informed of all updated Little League and CHLL Rules and policies.
6. I will ensure all volunteers are wearing the appropriate CHLL identification when they are interacting with any children at a league game, practice or any league sponsored event.



The Umpires and Other Resources:

1. I recognize baseball is a game of interpretations, and as a result, disputes will occur from time to time. However, it is important that players learn respect. All disputes that are taken up with the umpire will be handled in a civil manner. I understand only managers may initiate such discussions with an umpire. The managers/coaches will conduct themselves with decorum and once the umpire has made his/her final ruling, the managers will make no further field protest. Off-field protests may be lodged with the Board of Directors per league policy.
2. I understand most of the umpires are “in training” as well as the players. I recognize that all umpires will make mistakes occasionally, and as manager/coach, I will give the umpires the respect their position within the game deserves.
3. I will be responsible for caring for league equipment, for the care of fields prior to games/practices and for cleaning up fields, dugouts and stands after games in accordance with policies that CHLL may establish from time to time. I will make sure that all league-provided equipment is clean and accounted for when returned after the season.

The Parents and the League:

1. I will maintain an open line of communication with players and their parents. I will be approachable. When approached by a parent to discuss any issue, I will interact and respond in a courteous manner.
2. I will understand and explain the philosophies, goals, and objectives, and Codes of Conduct of CHLL, i.e. CHLL is organized as a recreational league, meant for the enjoyment of all the players.
3. I will ensure that fans of the team conduct themselves with sportsmanship and maturity at all times while in attendance at game and practices and will assist the officials in maintaining control of spectators during games. Players, managers, and coaches of participating teams may not address or mingle with spectators, nor sit in the stands during a game in which they are engaged. I will make sure that coaches and players are the only persons allowed in the dugout during a game.
4. I will support, through participation and organization of parents, CHLL in all fundraising efforts along with other duties that may be assigned to teams from time to time.

The Team:

1. I will conduct practices in an organized manner, with a planned agenda that focuses on specific skill development appropriate for the skill level of the players.
2. I will focus on providing instruction commensurate with players abilities so all players have the opportunity to advance their skills towards their full potential, gain confidence and develop self-esteem, as well as establish a solid foundation for further baseball competition.
3. I will teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
4. I understand that managers are appointed by the league to be responsible for the team’s actions on the field and to represent the team in communications with the umpires, opposing teams, and the league. If a manager leaves the field, he shall designate an assistant coach as a substitute who will then be responsible and held accountable for the manager’s duties.



Non-Game Duties of Managers:

Each manager has considerable duties outside of coordinating practices and managing the games. Accordingly, if I am a Manager, I will adhere to the following as well:

1. I will maintain open communication with players and parents to inform them of practices, games and other responsibilities in a timely and efficient manner.
2. I will attend all required coach meetings, safety, and clinics unless I am out of town or have a significant previously made commitment. If I cannot attend, I will ensure that one of my assistant coaches attends on my behalf.
3. I will complete, obtain and submit to the League all required paperwork, which will include Volunteer Applications and Player/Parent Code of Conduct forms.
4. I will make sure that I maintain a notebook containing the Player Medical Release Forms, the Local CHLL Interlock Rules and a copy of the national Little League rule book and make sure it is present at each team practice and game.
5. I understand that I am the point of contact between my team and other teams and CHLL officials. I understand that I am the person that is responsible for my team. I will take my obligations seriously and communicate effectively and in a courteous manner.

Chino Hills Little League Coaches Code of Conduct:

I, the undersigned, agree to follow the Code of Conduct and comply with all League rules, policies and procedures. I understand the violation of the Code will not be tolerated and that violations will subject me to disciplinary action in accordance with the CHLL By-laws under Article V- Discipline, and could include a warning, game(s) suspension or season suspension, as well as impact my opportunity to manage or coach in future seasons. I further acknowledge the authority of the Board of Directors of Chino Hills Little League and understand that if permitted to manage or coach I serve solely at the pleasure of the Board, which permission may be revoked at any time. My failure to honor the authority of the Board and its members or to show them proper respect will be deemed to be a violation of this Code of Conduct. Accordingly, I understand that I may be called to speak to some or all of the Board at any time and that if called my failure to so attend could result in an immediate suspension. I understand that if I am suspended, I will not be permitted to attend any league functions, practices, or games, as a volunteer of the Chino Hills Little League.

Signature _____

Name (printed) _____

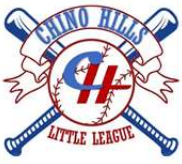
Date _____



SECTION 2:

MANAGER SAFETY TIP SHEET *BE ALERT – SAFETY IS ALWAYS FIRST*

- Safety Director, Managers, Managers/Coaches must have a first aid kit with them at all practices and all games. Additionally, a first aid kit and ice will be at the Community Park Snack Bar at all times.
- Each team shall assign one manager or coach to act as an Assistant Safety Director.
- Each team shall have one CPR certified adult present for games and practices.
- No games or practices should be held when the weather or field conditions are poor particularly when lighting is inadequate.
- Playing fields should be inspected frequently for holes, damage, stones, glass and other foreign objects. This must be done each time the field is being used.
- Only players, managers, coaches and umpires should be permitted on the playing field during games and practices.
- Members of the offensive team shall carry gloves and other equipment off the field and to the dugout while their team is at bat. No equipment shall be left lying on the field either in foul or fair territory.
- Procedure has been established for retrieving foul balls batted out of the playing area.
- Inspect playing equipment often for unsafe conditions, such as cracked or bent bats, catcher's equipment, bases, etc. Make sure equipment fits the player properly. The catcher's mask, helmet, and throat guard must be in good condition.
- Batters **MUST** wear approved helmets during batting practice, as well as during games.
- All male players **MUST** wear athletic supporters. Catchers (male) **MUST** wear the metal fiber or plastic type cup.
- Head first slides are not allowed.
- During sliding practices, bases should not be strapped down.
- At **NO TIME** should "horseplay" be permitted on or around the playing fields.
- A manager, coach, or a cleared volunteer are allowed to catch pitchers for pitching warm ups. This applies to the regular season only (update to LL Rule 3.09 for 2023 Spring Regular Season).



MANAGER'S RESPONSIBILITIES

1. To field a responsible, well-disciplined team.
2. Teach the basic skills needed by every player
3. Be the liaison between members/players and the Board of Directors.
4. Teach "Good Sportsmanship" in all situations.
5. Follow all League Rules, District 23 Interlock Rules and Little League Rules.
6. Complete all league assignments, managers meetings, safety training, concussion training, etc.
7. Know your "Rule book", as well as your division interlock rules.
8. Show leadership and self-control by example at all times. BE A GOOD LEADER!
9. Keep all equipment in a safe playing condition and return all league equipment at the end of the season.
10. Remember, the game is for the KIDS.
11. Support ALL league functions.
12. Make sure someone has inspected field conditions before each game
13. Players shall not wear watches, rings, or other types of jewelry. Managers and coaches shall not wear pins in their hats when on the playing field or in the dugout.
14. Catchers **MUST** wear a cup, long model chest protector with neck collar, throat guard, shin guards, mask, and a catcher's helmet during infield practice and when warming up a pitcher.
15. Baseball shoes with rubber cleats molded in the sole, tennis or gym shoes are the only authorized shoes.
16. Do not allow players to throw bats or any other equipment.
17. Plaster casts should not be worn during the game.
18. Batting-rings (donuts) are not allowed on the playing field.
19. ON DECK BATTERS WILL ONLY BE PERMITTED IN THE (50-70), JUNIOR AND SENIOR DIVISIONS
- 20. WHETHER WINNING OR LOSING, ALWAYS HAVE FUN.**



ASSISTANT SAFETY OFFICER DUTIES

There will be one manager or coach from each team to act as an Assistant Safety Director. The name and phone number will be provided to the League Safety Director before the first scheduled game for that team begins.

*Parents of players who wear glasses should be encouraged to provide **safety glasses** and an **elastic retaining strap** to keep glasses from falling off.*

1. Fill out accident investigation forms and turn them into the President and League Safety Director no later than twenty-four (24) hours after the accident.
2. Check the playing field for unsafe conditions before practice and games, make all necessary corrections and report them to the League Safety Director.
3. Stop all acts of horseplay by your team and inform the League of any unsafe acts by other teams.
4. Injured players cannot return to practice or games without a medical release signed by a doctor.
5. Check players and equipment before each practice or game for any unsafe conditions.
6. Have parent medical release forms at every team activity.
7. Instruct all players on safety rules and the safety program throughout the season.
8. If a female player is on the team, a female adult/parent must be at all practices and games.
9. Ensure all concussion protocols are followed at games and field practices.
10. Ensure manager, coach, parent/volunteers are not catching for pitchers (LL Rule 3.09); this includes standing at backstop during formal practice as informal catcher for batting practice.



MANAGERS/COACHES DISCIPLINE PROCEDURE

The President and Officials of Chino Hills Little League select managers and coaches, and though the assignments are filled by volunteers it should be noted that managing and coaching a baseball team is a great responsibility and a privilege. Managers and coaches should possess leadership abilities and the “know-how” to work with young children and be able to teach the fundamentals of baseball with an emphasis on teamwork, good sportsmanship and discipline.

The trust of the parents in our community is given to each individual manager and coach. Therefore, Chino Hills Little League Officials will hold managers and coaches to the highest standards. Chino Hills Little League has a **zero** tolerance for any misconduct by managers and coaches. **Managers** will be held accountable for the actions of their players and coaches during any Little League activities.

To ensure we have the highest level of role models for the children participating in all Chino Hills Little League activities, the following discipline procedures have been established. **(These procedures may be used as guidelines when disciplining any league volunteers, parents, players and up to and including members of the Chino Hills Little League Board of Directors).**

MANAGER/COACH DISCIPLINE PROCEDURES

Managers/Coaches shall acknowledge receipt of the discipline procedures prior to accepting a position as a manager or coach. The discipline procedures will be strictly enforced and are not open to interpretation by any coach or manager. The procedures established are exclusive to Chino Hills Little League. The Current Little League Baseball Official Rule Book shall be used as the official rule guidelines. Final interpretation of any rule shall be the responsibility of the Chino Hills Little League Board of Directors.

The Three Strike Rule:

- I. 1st Offense the manager or coach will be given a verbal warning by League Board Members.
Note: Verbal warnings will be given at the direction of the League President or Executive Vice President. Whenever possible, two board members should address the verbal warning, one of which should be directly involved in the manager or coach’s chain of command (i.e. Division VP). If logistical needs or unforeseen circumstances exist preventing the warning to be given in person, at the discretion of the League President a verbal warning may be given by phone or email by the League President, Executive Vice President or the involved Division VP.
- II. 2nd Offense will require the involved manager or coach to be brought before the Chino Hills Little League Board to appropriately address the issue. Pending on the outcome of this meeting, the involved coach or manager may be placed on probation for the remainder of the season and/or suspended for a time period deemed appropriate for the offense, as voted by the board of directors. (Managers may be asked to appear as witnesses if their coaches are involved in any kind of misconduct).
- III. 3rd Offense will require the involved manager or coach to be brought before the Chino Hills Little League Board for possible removal or appropriate suspension. The terms of any penalties will be discussed and voted by the Chino Hills Little League Board of Directors. Violators will be allowed due process as outlined in the League’s Constitution. Managers may be asked to appear before the board on behalf of any of their coaches involved in misconduct.
- IV. The Chino Hills Board Members shall notify the President or Executive Vice President via personal communication, prior to enforcing the Manager/Coach Discipline Procedures on any individuals (whenever practical). The normal chain of command should include Divisional Vice Presidents as the first line when enforcing the discipline procedures. Any blatant misconduct that endangers any individual(s) should be addressed immediately and notification can be made when reasonable. The following are just a few examples of misconduct or inappropriate behavior that would fall under the guidelines for discipline enforcement:



Note: The Chino Hills Little League Board reserves the right to discipline or suspend any Manager or Coach for any action or activity that is detrimental to our league and may bypass the Three-Strike Rule for any offense(s) deemed serious enough to require immediate suspension or expulsion.

- a) If a manager or coach becomes involved in any type of misconduct to include: outburst against league officials in public, including other umpires, managers and coaches.
- b) The use of abusive language toward anyone involved with the league, in public or private that is linked to Little League activities.
- c) Any physical or verbal gestures that would be deemed inappropriate by league officials.
- d) Any inappropriate conversation that takes place around children or that offends any involved or uninvolved individual(s).
- e) Any violation of the Local and Official Little League Rules. Note: Failure to comply with player(s) minimal playing rule may result in the suspension of the manager for his/her next scheduled game. This includes playoffs, tournaments and All-star games. For example, if a manager fails to comply with the minimum-playing rule for a player on the last game of the regular season and he/she is the All-star Manager/Coach, the suspension will take place during the 1st All-star game. The player(s) not given the entire minimal playing time shall start his/her next scheduled game and play a minimum of three defensive innings before being substituted and will not sit out consecutive innings after this requirement has been met. Failure to comply with this remedy will result in additional suspension(s) or expulsion. This rule will also apply to any violation of pitching rules and the eligibility of a pitcher used during a league game that exceeds maximum innings or pitches allowed in a week or pitching without required rest period.
- f) Any physical or verbal threats against any individual involved in our league.
- g) Failure to comply with any official league directives, including schedules, modification of schedules and or amendments to local rules.
- h) Suspensions are defined as not being able to attend the game in any capacity. This includes as a spectator in the stands. Suspended individuals shall not be present at the ballpark where the game is taking place. If circumstances exist related to a sibling playing at an adjacent field the sanctioned individual may be allowed to attend the sibling's game at the discretion of the League President and/or the board of directors. Failure to comply with this rule will result in the forfeit of the game and possible ban from the league for the individual involved.
- i) Managers and coaches are reminded to leave all personal conflicts with other league managers, coaches or officials far away from any activities involving Little League Baseball. Managers and coaches are reminded to have their player(s) cheer for their own team, and not to make any kind of derogatory gestures or remarks toward the opposing teams, including spectators.

Managers should highly encourage parents and spectators to do the same. This will avoid some of the unfortunate incidents that have occurred in the past. Managers and coaches are reminded to work with each other. Coaches and managers should pass along any game related information to each other (i.e. eligibility of an individual pitcher based on the number of innings or pitches pitched that week). This again avoids conflicts and the information should be made public to all league officials that inquire.

The objectives of these procedures are to deter individuals from conducting themselves in any inappropriate manner and to ensure that every Little Leaguer enjoys his/her experience. These procedures are effective immediately. Please sign the attached **ACKNOWLEDGEMENT OF RECEIPT FORM**.

Sincerely,
Desiree Franklin
President,
Chino Hills Little League



CHINO HILLS LITTLE LEAGUE 2025 ACKNOWLEDGEMENT OF RECEIPT FORM

MANAGERS/COACHES DISCIPLINE PROCEDURE

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receipt of a personal copy of the Manager/Coaches Discipline Procedures. As a manager or coach of the Chino Hills Little League, I agree to abide by these procedures.

Name: _____ Date: _____

Signature: _____



FIRST AID

Little League recommends using the P.R.I.C.E.S. method for treating injuries. Below are limited guidelines for the treatment of injuries. Please refer to your individual first aid/CPR training and/or emergency services for additional information:

Protect, Rest, Ice, Compression, Elevation, Support

******If a person is unconscious, not moving, or not breathing/no pulse, call 911 and begin first aid/CPR as necessary******

First aid for cuts and wounds

- After putting on medical gloves, ***if bleeding is heavy, apply firm pressure to the wound with a folded cloth or bandage for approximately 10 minutes.*** Do not remove the bandage to look at the wound during this time, as it may begin bleeding again. If blood soaks through, add another cloth or bandage and continue holding pressure on the cut for an additional 10 minutes.
- Help the person to remain calm.
- If the wound is on an arm or leg, raise the limb above the heart to slow bleeding.
- Remove obvious debris from the wound, such as sticks or grass. ***If an object is embedded in the body, do NOT remove it.***
- If the cut is small, wash it out with soap and water. Do NOT clean a large wound.
- When bleeding has stopped, bandage the cut.
- Seek immediate medical care for wounds that are jagged or deep, or continue bleeding, are on the face or genitals, involve an animal or human bite or if there is dirt inside that won't come out after washing.

First aid care for broken bone

- Stop any bleeding. Apply pressure to the wound with a sterile bandage, a clean cloth, or a clean clothing.
- While waiting for medical care, give first aid treatment for shock if the victim has symptoms such as dizziness, weakness, pale and clammy skin, shortness of breath, and increased heart rate. The person should lie quietly with the feet elevated about 12 inches. Cover him or her with a blanket to maintain body warmth.
- Immobilize the injured area, especially if you will be moving the victim. Do not move them if there is a back or neck injury. Make a splint by folding a piece of cardboard or newspaper or a magazine, then placing it gently under the limb. Carefully tie the splint to the injured area with pieces of cloth.
- Seek medical care immediately.

First Aid for swelling/contusions

- Apply a cold compress or ice in a plastic bag to the injured area. Make sure to place a cloth between the skin and the ice so you don't damage the skin.
- Seek medical care as needed.



Communicable Diseases / Bodily Fluid Exposure

While the risk of one athlete infecting another with a communicable disease, such as HIV, during competition is close to non-existent, there is a remote risk that other blood born infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- 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.
- Routine use of gloves or other precautions 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.
- Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be used if available.
- Coaches/Players with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
- Contaminated towels should be properly disposed of/disinfected.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

Throwing injuries

- Fractures and strains of throwing arms are common in children. **Maximum pitch counts must be strictly enforced.**

Heat exhaustion

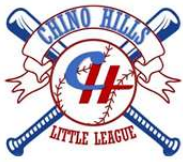
- Symptoms include: **Headaches, nausea, vomiting, dizziness, excessive sweating, rapid pulse, and fatigue.**
- Athletes who exhibit symptoms of heat exhaustion must be hydrated and brought to a shaded cool area until symptoms abate.
- Heat exhaustion can quickly turn into heat stroke, a potentially deadly condition requiring immediate medical attention.
- Seek medical attention as needed.

Nose bleeds

- While sitting forward pinch the soft part of the nose for 3-5 minutes.
- If bleeding continues, seek medical attention.

Tooth Injury

- If a tooth is displaced, insert the tooth back into its socket or store the tooth in milk if available (not water).
- Seek medical care attention immediately.



Eye Injury

- Black eye - Apply a cold compress without pressure.
- Foreign object - Rinse eye for debris/dirt. If a larger object is embedded in the eye, do not remove it.
- If one eye is damaged, bandage/cover both to prevent eye movement.
- Seek medical care immediately.

Note: Children with inhalers/epi-pens should have them available for self-administration if needed. Fully stocked first aid kits are required at all games & practices.

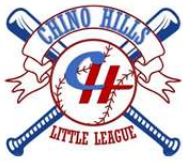
CONCUSSIONS

The Chino Hills Little League utilizes the Center for Disease Control's (CDC) Concussion online training (referred to as "Heads Up") to meet the training requirements mandated by the State of California for concussion awareness. All Chino Hills Little League board members, managers, coaches, and team parents must complete the training at: <https://www.train.org/cdctrain/course/1089818/>. A certificate will be issued to you after completing the training. Please email that certificate to CHLL4Safety@gmail.com. Parents and players must also sign the CDC concussion form found on page 23.

Please visit <https://www.cdc.gov/headsup/index.html> and more information is provided below:

Concussions


- A concussion is caused by a blow or jolt to the head or body that causes the brain to move rapidly back and forth. Even a mild hit to the head can be serious.
- Most concussions occur without loss of consciousness.
- Signs and symptoms of concussion can show up right away or may not appear for days or weeks after the injury.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have at any point in their lives, had a concussion have an increased risk for another.
- In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.
- Rest is key to helping an athlete recover from a concussion.
- Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, weeks or months.
- All athletes (and their parents) must review and sign the attached CDC concussion information sheet.



ADDITIONAL CONCUSSION INFORMATION FROM THE CDC

Chino Hills Little League

CONCUSSION INFORMATION SHEET




HEADS UP CONCUSSION

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

WHAT IS A CONCUSSION?

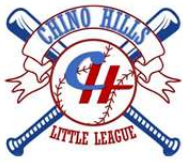
A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.



HOW CAN I SPOT A POSSIBLE CONCUSSION?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

<p>SIGNS OBSERVED BY PARENTS OR COACHES</p> <ul style="list-style-type: none"> • Appears dazed or stunned. • Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent. • Moves clumsily. • Answers questions slowly. • Loses consciousness (even briefly). • Shows mood, behavior, or personality changes. • Can't recall events prior to or after a hit or fall. 	<p>SYMPTOMS REPORTED BY CHILDREN AND TEENS</p> <ul style="list-style-type: none"> • Headache or “pressure” in head. • Nausea or vomiting. • Balance problems or dizziness, or double or blurry vision. • Bothered by light or noise. • Feeling sluggish, hazy, foggy, or groggy. • Confusion, or concentration or memory problems. • Just not “feeling right,” or “feeling down.”
--	---



WHAT ARE SOME MORE SERIOUS DANGER SIGNS TO LOOK OUT FOR?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other.
- Drowsiness or inability to wake up.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Unusual behavior, increased confusion, restlessness, or agitation.
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously.

WHAT SHOULD I DO IF MY CHILD OR TEEN HAS A POSSIBLE CONCUSSION?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a health care provider and only return to play with permission from a health care provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's health care provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a health care provider.

HOW CAN I HELP KEEP MY CHILDREN OR TEENS SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - » Work with their coach to teach ways to lower the chances of getting a concussion.
 - » Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - » Ensure that they follow their coach's rules for safety and the rules of the sport.
 - » Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



TO LEARN MORE GO TO >> cdc.gov/HEADSUP

JOIN THE CONVERSATION AT

↳ www.facebook.com/CDCHEADSUP

Content Source: CDC's HEADS UP campaign. Customizable HEADS UP fact sheets were made possible through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).



PARENT AND PLAYER CDC CONCUSSION FORM

CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

To learn more, go to cdc.gov/HEADSUP



Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: _____ Date: _____

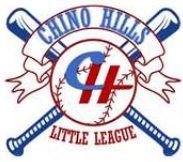
Athlete's Signature: _____

I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: _____ Date: _____

Parent or Legal Guardian's Signature: _____

Revised January 2019



INCLEMENT WEATHER

Fields may be closed, or games and practices may be suspended, in the event of inclement weather or poor air quality, at the discretion of CHLL and/or the City of Chino Hills. Field closures will be announced via social media and/or on the Chino Hills Little League website. **The Chino Hills Community Park Field Condition Hotline (909-364-2738) is also a resource for field conditions.** Game-time decisions will be made by the adult umpire and/or a CHLL Board Member.

RAIN:

- As a guideline, in the event of heavy rain, games and practices should be postponed or canceled if standing water is on the field, muddy conditions or saturated outfield turf.
- If the weather is marginal, an adult umpire or CHLL Board Member will make the call on the field.

LIGHTNING AND/OR THUNDER:

- When thunder is heard, or lightning is seen, immediately stop the game and find shelter. If you cannot find shelter inside a nearby building, a vehicle with the windows rolled up is relatively safe. Do not shelter in the metal dugouts. Do not hold a bat.
- Once 30 minutes have passed without any lightning, play may resume (pending umpire and/or CHLL Board Member approval).
- All practices will be canceled in the event of thunder or lightning.

EXTREME HEAT:

- Generally, temperatures above 100°F are unsafe for physical activity.
- Outdoor games and practices should be rescheduled when temperatures exceed 100°F.
- Players should be well hydrated. Coaches must provide water for players who do not bring their own.
- When heat is intense, schedule water/activity breaks every 15 – 20 minutes (in the shade if possible).
- Baseball caps help shade the head, face and eyes and must be worn when on the field.
- Players should be encouraged to bring and use their own sunscreen.

SMOG AND/OR SMOKEY AIR:

- The air quality index (AQI) is a number used by the U.S. government to assess air pollution.
- An AQI of 151 or higher (<https://airnow.gov>) is considered unhealthy. In this event, practices should be canceled, and an adult umpire and/or CHLL Board Member has the authority to postpone or cancel a game.

WIND STORMS OR STRONG/GUSTY CONDITIONS:

- Blowing dirt can pose a risk to a player's ability to see and breathe. A prolonged wind storm may warrant postponement or cancellation of a game or practice, as determined by the umpire, coach, or CHLL Board Member.

Note: If the weather is questionable, please be aware we will try to play games rather than postpone games. Every effort will be made to get the fields ready. The safety of the children, however, is our priority. Although we want games to be played, we will not do so at the risk of the children.



EMERGENCY PROCEDURES

EARTHQUAKE:

If outdoors, move away from buildings, streetlights, large trees and utility wires. Sit down on the field. If indoors, get under -- and hold onto -- a desk or table, or stand against an interior wall. Stay clear of exterior walls, glass, heavy furniture, fireplaces and appliances. Note: Field lights may burst. Stay away from windows and do not use an elevator. After the earthquake, move outdoors and prepare for aftershocks.

MISSING CHILD:

Initially ask adult volunteers to search the area including bathrooms, neighboring fields, nearby play areas, behind the outfield fence, etc. Ask the child's guardian if another family member or friend may have given the child a ride. Do not allow children to search without an accompanying adult. If a child cannot be located after a cursory search, the police should be informed that a child is missing. In the meantime, all remaining children should be accounted for and kept under the supervision of adults. Make note of any suspicious people/cars/activity. Help law enforcement by collecting as much current information on the child as possible including the clothing they were wearing, their height, weight and age, the last known location and who they last spoke with before going missing.

SUSPICIOUS PACKAGE:

If you see a suspicious package, do not open it, shake it or carry it to another location. Ask those in the area if it belongs to them. If reasonable measures have been taken to identify the owner of the package with no success, make those in the vicinity aware of its presence and contact law enforcement.

ONLINE OR TELEPHONIC BOMB THREAT:

Take a screenshot of the threat or if called in, keep the caller on the line as long as possible while taking down as much information about the caller, the bomb and its location as possible. Record the conversation if possible. Do not hang up, even if the caller does -- Use another phone to call the police. Immediately write down as much information as you can remember, making note of accents, phrasing, speech irregularities or any background noises. After calling the police, inform ANY CHLL Board Member of the situation.

THREATENING BEHAVIOR OR PHYSICAL FIGHTS:

Do not engage a subject who is threatening others or physically fighting. If possible, stay away from the subject and call 911 for a police response. After calling the police, inform ANY CHLL Board Member.

ACTIVE SHOOTER:

The Chino Hills Little League fields are outdoors, so the typical lockdown procedure for an active shooter situation is not practical. Instead, the U.S. Department of Homeland Security (DHS) recommends the following options when dealing with an active shooter situation:

- **RUN:** If there is an accessible path away from the gunfire, leave belongings behind and evacuate. Do so even if others do not follow. Attempt to follow a path that offers cover or concealment, an obstructed view or shielding (e.g. walls, trees, fence lines). Avoid running through open fields (especially in groups). If possible, run with your head low in a zig-zag pattern. Call 911 when it is safe to do so. If police are present, run with your hands up.
- **HIDE:** Shelter out of the active shooter's view in any area that offers protection from gunfire. Stay low. Pick a spot that will not trap you or restrict your movement. Silence your cell phone and remain as quiet



as possible. Dial 911, if possible, to alert police to the active shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

- **FIGHT:** As a last resort, take action. Disrupt or incapacitate. Act aggressively. Throw items (balls) or use improvised weapons (bats). Yell, scream, poke, scratch, bite. Commit to your actions (it's your life or theirs). Spread out and attack from different angles.


Remember, IF YOU SEE SOMETHING, SAY SOMETHING. Prior active shooters voiced or indicated their intentions (warning behaviors) by telling others of their plan (in person or social media), threatening others, inquired about response plans or site security, and/or indicated to others they were acquiring weapons to carry out the act. If someone brings or shows a weapon at a game or practice, makes a threat of targeted violence, or makes any claim to harm others in person or on social media, contact law enforcement. After alerting law enforcement, please notify the CHLL Safety Director or ANY CHLL Board Member. Reports can be made to CHLL4Safety@gmail.com as well. Any necessary public announcements concerning Chino Hills Little League safety will be made via the following, including but not limited to: direct communication to parents, coaches, players; social media; or the CHLL website.



SECTION 3:

ACCIDENT / INJURY REPORTING

Please utilize the following information and forms for accident / injury reporting to Little League. Forms can be submitted to CHLL4Safety@gmail.com



CHINO HILLS LITTLE LEAGUE ACCIDENT / INJURY REPORT FORM

Report any incident that causes a player/coach/umpire to receive medical treatment and/or first aid.

SUMMARY:

Player Injured: _____ Date and Time of Injury: _____

Name and phone number of person filling out this form: _____

Age of Player: _____ Sex: _____

Team and Division: _____ Coach Name and Number _____

Player Injured Home Address: _____

Player Injured Phone Number: _____

Field Number or Name: _____

Exact location injured on the playing field: _____

Incident occurred during (Please Check): Game () Practice () Other () _____

What was the injured player doing when the incident occurred? _____

Who else was involved? _____

What specific parts of the body were injured? _____

IMMEDIATE ACTION TAKEN:
(Please Check)

No treatment of injury: ()

First aid administered: () Type of first aid: _____

Taken to a physician: () Person's name escorting injured player: _____

Taken to hospital: () Hospital name: _____

Were Fire/EMS/Police called and/or transported injured player: () If so, what hospital: _____

Was a parent / relative / guardian notified (Circle One): Yes No

If "YES": Name and relationship to injured player: _____

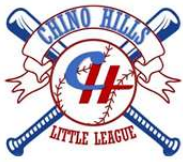
FOLLOW UP:

Please explain any follow up action taken by the manager, coach, team mom, etc.:
(Example: Coach calls injured player at home)


Comments or suggestions on how this injury could be avoided in the future:

Complete and email within 24 hours of the incident to:
League Safety Director, CHLL4Safety@gmail.com

NOTE: This form is used by CHLL for tracking and safety purposes. The safety officer will follow up with the injured party within 48 hours to verify information and discuss claim options. It should be noted this is not an insurance form for Little League.



LITTLE LEAGUE BASEBALL AIG ACCIDENT NOTIFICATION FORMS



**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

Accident & Health (U.S.)

- 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.
- 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.
- 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.
- Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
- 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.
- 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	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: _____
 AM 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) (Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	
<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)	

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

For Residents of California:

Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

For Residents of New York:

Any person who knowingly and with the intent to defraud any insurance company or other person files an application for insurance or 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, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

For Residents of Pennsylvania:

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or 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 and subjects such person to criminal and civil penalties.

For Residents of All Other States:

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

PART 2 - LEAGUE STATEMENT (Other than Parent or Claimant)

Name of League	Name of Injured Person/Claimant	League I.D. Number
Name of League Official		Position in League
Address of League Official		Telephone Numbers (Inc. Area Codes) Residence: () Business: () Fax: ()

Were you a witness to the accident? Yes No
Provide names and addresses of any known witnesses to the reported accident.

Check the boxes for all appropriate items below. At least one item in each column must be selected.

POSITION WHEN INJURED	INJURY	PART OF BODY	CAUSE OF INJURY
<input type="checkbox"/> 01 1ST	<input type="checkbox"/> 01 ABRASION	<input type="checkbox"/> 01 ABDOMEN	<input type="checkbox"/> 01 BATTED BALL
<input type="checkbox"/> 02 2ND	<input type="checkbox"/> 02 BITES	<input type="checkbox"/> 02 ANKLE	<input type="checkbox"/> 02 BATTING
<input type="checkbox"/> 03 3RD	<input type="checkbox"/> 03 CONCUSSION	<input type="checkbox"/> 03 ARM	<input type="checkbox"/> 03 CATCHING
<input type="checkbox"/> 04 BATTER	<input type="checkbox"/> 04 CONTUSION	<input type="checkbox"/> 04 BACK	<input type="checkbox"/> 04 COLLIDING
<input type="checkbox"/> 05 BENCH	<input type="checkbox"/> 05 DENTAL	<input type="checkbox"/> 05 CHEST	<input type="checkbox"/> 05 COLLIDING WITH FENCE
<input type="checkbox"/> 06 BULLPEN	<input type="checkbox"/> 06 DISLOCATION	<input type="checkbox"/> 06 EAR	<input type="checkbox"/> 06 FALLING
<input type="checkbox"/> 07 CATCHER	<input type="checkbox"/> 07 DISMEMBERMENT	<input type="checkbox"/> 07 ELBOW	<input type="checkbox"/> 07 HIT BY BAT
<input type="checkbox"/> 08 COACH	<input type="checkbox"/> 08 EPIPHYSES	<input type="checkbox"/> 08 EYE	<input type="checkbox"/> 08 HORSEPLAY
<input type="checkbox"/> 09 COACHING BOX	<input type="checkbox"/> 09 FATALITY	<input type="checkbox"/> 09 FACE	<input type="checkbox"/> 09 PITCHED BALL
<input type="checkbox"/> 10 DUGOUT	<input type="checkbox"/> 10 FRACTURE	<input type="checkbox"/> 10 FATALITY	<input type="checkbox"/> 10 RUNNING
<input type="checkbox"/> 11 MANAGER	<input type="checkbox"/> 11 HEMATOMA	<input type="checkbox"/> 11 FOOT	<input type="checkbox"/> 11 SHARP OBJECT
<input type="checkbox"/> 12 ON DECK	<input type="checkbox"/> 12 HEMORRHAGE	<input type="checkbox"/> 12 HAND	<input type="checkbox"/> 12 SLIDING
<input type="checkbox"/> 13 OUTFIELD	<input type="checkbox"/> 13 LACERATION	<input type="checkbox"/> 13 HEAD	<input type="checkbox"/> 13 TAGGING
<input type="checkbox"/> 14 PITCHER	<input type="checkbox"/> 14 PUNCTURE	<input type="checkbox"/> 14 HIP	<input type="checkbox"/> 14 THROWING
<input type="checkbox"/> 15 RUNNER	<input type="checkbox"/> 15 RUPTURE	<input type="checkbox"/> 15 KNEE	<input type="checkbox"/> 15 THROWN BALL
<input type="checkbox"/> 16 SCOREKEEPER	<input type="checkbox"/> 16 SPRAIN	<input type="checkbox"/> 16 LEG	<input type="checkbox"/> 16 OTHER
<input type="checkbox"/> 17 SHORTSTOP	<input type="checkbox"/> 17 SUNSTROKE	<input type="checkbox"/> 17 LIPS	<input type="checkbox"/> 17 UNKNOWN
<input type="checkbox"/> 18 TO/FROM GAME	<input type="checkbox"/> 18 OTHER	<input type="checkbox"/> 18 MOUTH	
<input type="checkbox"/> 19 UMPIRE	<input type="checkbox"/> 19 UNKNOWN	<input type="checkbox"/> 19 NECK	
<input type="checkbox"/> 20 OTHER	<input type="checkbox"/> 20 PARALYSIS/ PARAPLEGIC	<input type="checkbox"/> 20 NOSE	
<input type="checkbox"/> 21 UNKNOWN		<input type="checkbox"/> 21 SHOULDER	
<input type="checkbox"/> 22 WARMING UP		<input type="checkbox"/> 22 SIDE	
		<input type="checkbox"/> 23 TEETH	
		<input type="checkbox"/> 24 TESTICLE	
		<input type="checkbox"/> 25 WRIST	
		<input type="checkbox"/> 26 UNKNOWN	
		<input type="checkbox"/> 27 FINGER	

Does your league use batting helmets with attached face guards? YES NO
If YES, are they Mandatory or Optional At what levels are they used?

I hereby certify that the above named claimant was injured while covered by the Little League Baseball Accident Insurance Policy at the time of the reported accident. I also certify that the information contained in the Claimant's Notification is true and correct as stated, to the best of my knowledge.

Date	League Official Signature
------	---------------------------



WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by an employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area. A \$50 deductible applies for all claims, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial 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 International, 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 after the 52-week time limit when:
 - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
 - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses 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.

No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in providing a better understanding of the operation of the Little League insurance program.



LITTLE LEAGUE® BASEBALL & SOFTBALL CLAIM FORM INSTRUCTIONS

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 National Union Fire Insurance Company of Pittsburgh, Pa. (NUFIC) Accident Master Policy acquired through Little League® contains an "Excess Coverage Provision" whereby all personal and/or group insurance shall be used first.

The Accident Claim Form must be fully completed, including a Social Security Number, for processing. 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.

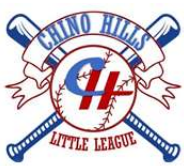
When filing a claim, all medical costs should be fully itemized and forwarded to Little League International. If no other insurance is in effect, a letter from the parent/guardian or claimant's employer explaining the lack of group or employer insurance should accompany the claim form.

The NUFIC 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, a Pennsylvania Insurance company, with its principal place of business at 175 Water Street, 18th Floor, New York, NY 10038. It is currently authorized to transact business in all states and the District of Columbia. NAIC Number 19445. This is a brief description of the coverage available under the policy. The policy will contain limitations, exclusions, and termination provisions. Full details of the coverage are contained in the Policy. If there are any conflicts between this document and the Policy, the Policy shall govern.

The current insurance rates would not be possible without your help in stressing safety programs at the local level. The ASAP manual, **League Safety Director Program Kit**, is recommended for use by your Safety Director.

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 is sustained.



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)/guardians(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 International. 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



NOTES: