

Mill Valley Little League



2025 Safety Plan

League ID #: 4050306

As of January 8, 2025

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Mill Valley Little League
Safety Mission Statement

Mill Valley Little League is a non-profit organization run by volunteers whose mission is to provide an opportunity for our community's children to learn the game of baseball in a safe and friendly environment.

Requirement 1: 2025 Board of Directors

BOARD MEMBER	ROLE	EMAIL	PHONE
Patti Shore	President	patriciadianeshore@gmail.com	415-595-7530
Michael Cann	Past President/Concessions Liaison	michaelgcann@gmail.com	415-407-6096
Greg Moore	Vice President/All Star Commissioner/Tryouts Coordinator	greg@drinkt.com	415-328-4770
Steven Younger	Vice President/Umpire-In-Chief	stevenyounger@gmail.com	415-250-5073
Jon Schick	Treasurer	jon.schick@gmail.com	415-624-9553
Dana Williams	Secretary	danawilliams26@gmail.com	415-609-7972
Brendan Devlin	Player Agent	coach.brendan.mvll@gmail.com	415-317-1087
Bill Johnston	Safety Officer/City of Mill Valley Liaison	bjohnston120@comcast.net	415-272-0810
Julia Winn	Sponsorships Chair	juliawinnfield@gmail.com	415-747-5001
John McDonnell	Junior League Commissioner	john@mcdonnell-group.com	415-887-8227
Bruce Dorfman	Major League Commissioner	bd@thompsondorfman.com	415-823-3001
Bill Bindeman	Minor League Commissioner	bbindeman@gmail.com	415-215-9630
Jeff O'Brien	AAA Commissioner	jeffrey.obrien@gmail.com	415-846-0622
Eric Strong	Farm League Commissioner	etstrong@gmail.com	415-307-4113
Kevin Kneafsey	Star League Commissioner	kkneafsey@gmail.com	650-454-4248
Cara Porter	Rookie League Commissioner	carakimporter@gmail.com	415-254-3934
Mike DiPippa	Fall Ball Commissioner	mikedipippa@yahoo.com	415-845-0231
Chase Fontaine	Coach & Player Development	fontaine.chase@gmail.com	415-488-3404
Jim Mitchell	Public Relations/Social Media	jrmitch70@yahoo.com	917-375-6865
Vin Lam	Registrar and Web Technology Director	vin.lam@gmail.com	415-304-5438
Claire Bindeman	Umpire Coordinator	cpabell@yahoo.com	415-350-4332
Matt Koss	Fields & Facilities Coordinator	kossmatr1@outlook.com	415-596-8874
Geoffrey Gougion	Uniforms Coordinator	ggougion@hotmail.com	202-361-8647
Karl Hasz	Equipment Coordinator	karl@haszinc.com	415-531-2770
Ken Wachtel	Community Liaison	KRWachtel@gmail.com	415-713-2727
Mike Schierberl	Scheduler	mike@schierberl.com	415-244-1132

The League Safety Officer is Bill Johnston, who can be reached at 415-272-0810.

Requirement 2: Distribution of Safety Plan

Each team will receive an electronic copy of this Safety Plan. Managers and/or Team Safety Officers should have access to the safety manual at all league functions. The Safety Plan will be available in hard copy at the sheds at each Boyle Park field, the shed at Alto along 3rd base, and in the storage bins behind home plate at Friends Field and Edna.

Requirement 3: Emergency Phone Numbers

Police Emergencies	911
Fire	911
Ambulance	911
Non-Emergency	415-389-4100
County Health District	877-410-8817
Animal Control	415-883-4621
MVLL Safety Officer	415-272-0810
MVLL Fields Coordinator	415-596-8874
City of Mill Valley (Fields)	415-388-4033
Mill Valley School District (Fields)	415-389-7700

Local Urgent Care:

NAME: UCSF Health-Go Health Urgent Care
ADDRESS: 750 Redwood Highway Frontage Rd STE 1204, Mill Valley, CA 94941
PHONE NUMBER: [\(415\) 384-4778](tel:4153844778)

Hospital/ER:

NAME: Marin Health Medical Center
ADDRESS: 250 Bon Air Rd, Greenbrae, CA 94904
PHONE NUMBER: [\(415\) 925-7000](tel:4159257000)

Requirement 4: Volunteer Background Checks

A. Volunteer Application Form

Little League International has established criteria for each chartered league's performance of an investigation into the background of all individuals who volunteer in any capacity. Each volunteer will be required to complete a Volunteer Application Form and provide a copy of their government issued photo identification. The Volunteer Application Form must be filled out electronically at www.millvalleyll.org.



Little League® Volunteer Application – 2025

Do not use forms from past years. Use extra paper to complete if additional space is required.



This volunteer application should only be used if a league is manually entering information into JDP. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP.

Visit LittleLeague.org/LocalBGcheck for more information.
A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.
All RED fields are required.

Name _____ Date _____
First Middle Name or Initial Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

1. Do you have children in the program? Yes No
If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? If yes, list: _____ Yes No

3. Do you have a valid driver's license? Yes No
Driver's License#: _____ State: _____

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature? Yes No
If yes, describe each in full: _____
(If volunteer answered yes to Question 4, the local league must contact Little League International.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes No
If yes, describe each in full: _____
(Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes No

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list? Yes No
If yes, explain: _____
(If volunteer answered yes to Question 7, the local league must contact Little League International.)

In which of the following would you like to participate? (Check one or more.)

League Official Umpire Manager Concession Stand
 Coach Field Maintenance Scorekeeper Other _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:
Name/Phone

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATES BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/ByStateLaws

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____
If Minor/Parent Signature _____ Date _____
Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

Review the Little League Regulation 1(c)(9) for all background check requirements

JDP Background Check Completed (Includes review of the US. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)*

*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Proof of completion of Little League Abuse Awareness Training for Adults provided to league.
Mandatory Training Course is available at LittleLeague.org/AbuseAwareness

B. JD Palatine (JDP)

Per Little League International requirements, all volunteers must pass a background check. The minimum requirement for these background checks is verification that volunteers are not registered sex offenders. MVLL uses JD Palatine (JDP; see more at <https://www.jdp.com/industries/youth-sports-background-checks/>) to run the background checks. After completing the Volunteer Application, each applicant will receive an email from JDP with a link to complete the process; applicants have two weeks to provide the additional information requested by JDP. After submitting your information to JDP, a background investigation that will list any convictions nationwide will be completed. MVLL will contact volunteer applicants who do not pass the background investigation. The JDP background check is completed annually for the year October 1 to September 30. ***Volunteers who have not completed the background check will not be able to participate in MVLL activities until they have done so.***



VOLUNTEER BACKGROUND CHECKS & SAFETY

Volunteer Background Checks & Safety

Little League® Baseball and Softball has always strived to create a safe and healthy environment for all Little Leaguers and their families.

In 2018, the "Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017" became Federal law. The mission of the U.S. Center for SafeSport is to make the athlete well-being the centerpiece of our nation's sports culture. All athletes deserve to participate in sports free from bullying, hazing, sexual misconduct, or any form of emotional or physical abuse. Education and awareness are the most critical components to creating safe and respectful sporting environments, free of abuse and harassment. There are certain requirements from the SafeSport Act that Little League International and all local little league programs must adhere to. To learn about SafeSport and how it impacts your league, visit LittleLeague.org/SafeSport.

As a condition of service to any Little League program, the following groups of individuals must submit a Little League Volunteer Application and complete an annual background screening prior to involvement in the league in any fashion:

- Board Members
- Managers and Coaches
- Umpires
- Any other volunteer or hired worker who provide regular service to the league and/or have repetitive access to, or contact with, players or teams

Any individual with a conviction, guilty plea, no contest plea, or admission of guilty to a crime against or involving a minor may not participate in the Little League program.

On average, leagues can estimate the number of background checks that should be completed by multiplying the total number of teams in the league by six. To assist leagues in completing this requirement, **Little League provides 125 free searches** through an agreement with J.D. Palatine (JDP). Additional searches are available for a nominal cost.

Little League International has contracted with JDP Background Screening to provide local leagues and districts with a special web site that allows members to instantly search a criminal records database of more than 450 million criminal records. This site provides searches of available criminal records from various repository sources and state-level sex offender registries. The fee for the first 125 searches per chartered league and district is free to the local league and district as the cost for these searches is being provided by Little League International. Any additional searches above 125 will cost the league or district a minimal fee.



Little League International requires all leagues in the United States to conduct background checks that utilize JDP Background Screening, or another provider that is comparable to JDP in accessing background check records for sex offender registry data and criminal records. Leagues must include a review of the U.S. Center for SafeSport's Centralized Disciplinary Database and Little League International Ineligible List as part of the background check process (JDP includes this additional review as a part of the standard background check.) The JDP National Criminal File database that contains more than 450 million records, including criminal and sex offender registry records covering 50 states and the District of Columbia, and meets the current regulation requirement. Leagues are not required to use the JDP website, but may also use alternate resources. However the alternate resources must equal or exceed the services provided by JDP.

LLU Learn More About Background Checks:

- LittleLeague.org/BackgroundCheckQuestions

LLU For More Information on JDP and Background Check Process:

- LittleLeague.org/LocalBGCheck

C. State of California LiveScan

Effective January 1, 2022, California Assembly Bill 506 AB 506 requires all Employees, Registered Adult Volunteers, and Regular Volunteers (age 18 or older) who have more than 16 hours a month (or 32 hours per year) of contact with a youth to complete a Live Scan background check (the digital version of inked fingerprinting). This is a one-time requirement per organization. MVLL will provide Live Scan at Opening Day, on March 15, 2025.

- If you have previously completed Live Scan for MVLL, you do not need to repeat it.
- If you have previously completed Live Scan for another organization, but not MVLL, you will need to repeat it.

If a volunteer is unable to complete Live Scan at Opening Day, there are many places in Marin County to complete it for a small fee prior to Opening Day:

<https://oag.ca.gov/fingerprints/locations?county=Marin>. MVLL will reimburse you; please submit your receipt to our Treasurer, Jon Schick (jon.schick@gmail.com).

Requirement 5: Coach Fundamental Training

A. Abuse Awareness Training

In late 2018, in response to the Safe Sports Act (see below), USA Baseball launched BASE (Baseball Athlete Safety Education) as its zero-tolerance campaign for any type of abuse within the sport of baseball. Beginning with the 2024 Little League regular season, Little League International requires Abuse Awareness Training for all volunteers, including Board members, managers, coaches and other adult volunteers. The 30-minute online training program is called “Abuse Awareness for Adults”, and it can be accessed here:

<https://www.littleleague.org/university/articles/abuse-awareness-training-course/>. By entering our League ID number in the training module - #4050306 – Little League International will track compliance on our behalf. Volunteers must complete this training by February 24, 2025.

Safe Sports Act:

- “Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017” became federal law in 2018
- The goal of SafeSport is to protect children from abusive situations by engaging more people in the reporting and education processes
- Little League International and all local little league programs must adhere to the requirements of the SafeSport Act
- A volunteer now can be held legally responsible if they have firsthand knowledge and fail to report any type of Child Abuse to the correct parties
- All volunteers of a local league are now mandated reporters and could face criminal charges if the league chooses to ignore, or not report to the proper authorities, any witnessed act of child abuse, including sexual abuse, within 24 hours.
- SafeSport covers all types of Child Abuse both physical and psychological
- Local leagues must be aware of the proper procedures to report any type of abuse in their state.
- Leagues must adopt a policy that prohibits retaliation for “good faith” reports of child abuse.
- Leagues must adopt a policy that limits one-on-one contact with minors.

The mandatory reporting requirements and procedures for MVLL, a California Little League, are provided at this link: [California Reporting Requirements](#) (click on “California” for specifics). MVLL prohibits retaliation for “good faith” reports of child abuse.

MVLL limits one-on-one contact between its adult volunteers and minors, as per the Little League International Child Protection Program. This includes:

- Volunteers are prohibited from being alone with a minor athlete during the league’s programs and events unless there is an emergency; there is written permission from the player’s parent/legal guardian; or the volunteer is the player’s parent/legal guardian, sibling, or personal care assistant.

- A Volunteer’s interactions with players must be observable and interruptible by another adult.
- Volunteers are prohibited from contacting players directly through social media or electronic communication unless another adult volunteer or the player’s parent/legal guardian is copied.
- Volunteers are discouraged from interacting one-on-one with unrelated minor athletes in settings outside of local league program and activities (such as the volunteer’s home, a restaurant, a vehicle, personal communication including electronic communication).
- Players may not reside with unrelated volunteers for the purpose of participation qualification within the league.
- If a volunteer is in a position where he/she is left alone with a player, he/she should not leave the child so long as the volunteer has exhausted all the options above to comply with the guidelines of the policy. Likewise, if a child is injured and must be transported to a hospital, urgent care, or treatment center, the volunteer should not leave the child alone if all options have been exhausted to comply with the policy in an emergency where medical treatment is necessary.
- Physical contact between volunteers and players should be very limited. Some examples of appropriate physical touch include high fives or administering appropriate first aid.

B. Coaching Fundamentals: Training in coaching fundamentals appropriate to each level of play will be provided as necessary in clinics scheduled by each league division. Additionally, in 2025, MVLL will be providing PCA “Double Goal Coaching” training during the week of February 24, 2025. All managers and coaches are expected to participate.

C. Diversity, Equity and Inclusion (DEI) Training: Beginning in 2024, the City of Mill Valley, as a condition of MVLL’s use of City of Mill Valley fields, is requiring DEI Training, as follows:

“Effective January 1, 2024, all youth sporting organizations are expected to provide DEI training to their staff, coaches and volunteers through PCA. Leagues will be required to submit a coach list with training completion date prior to opening day games or active game play.” (*City of Mill Valley, Athletic Field Use and Allocation Policy for Youth Sports Organizations, October 26, 2023*)

Volunteers need only to complete DEI training once. MVLL will provide DEI training opportunities for volunteers who have not yet completed it.

Requirement 6: First Aid, Sudden Cardiac Arrest and Concussion Training

A. First-Aid Training: First aid training from a certified trainer will be provided on March 1, 2025 and March 8, 2025. Managers and coaches are expected to attend one of these two sessions.

B. Sudden Cardiac Arrest Training: California Assembly Bill 379 (January 1, 2020) and California Health and Safety Code §124235 requires that “all Coaches and Referees associated with youth sports programs must complete Sudden Cardiac Arrest (SCA) training.” This 20-minute online training program is available at this link: [SCA Training](#).

C. Concussion Training: California Health and Safety Code §124235 requires all coaches, administrators, and (adult) umpires to complete concussion and head injury education. This 30-minute online training program is available at this link: [Concussion Training](#).

Requirement 7: Field Inspections and Storage Procedures

BEFORE THE SEASON STARTS

- ✓ Familiarize yourself with the safety materials.
- ✓ Appoint a Safety Parent for your team. They need to be at all the games and have a cellular phone. It can be an Assistant Coach.

PRIOR TO EACH GAME/PRACTICE

- ✓ Complete a field safety checklist (see page 27). Report any problems to the Fields & Facilities Coordinator, to your Commissioner, or to the League Safety Officer.
- ✓ Check the team equipment for any problems. Report any equipment problems to the Equipment Manager.
- ✓ Check the contents in your team's first aid kit. Contact the Equipment Manager or League Safety Officer for any items that need to be replaced.
- ✓ In cases of inclement weather, confirm with your Commissioner or the Safety Officer that the field is safe for play. Under no circumstances should a field that has been closed by the City of Mill Valley, the Mill Valley School District, or MVLL be used.

STORAGE SHED

The following applies to all of storage sheds used by the League and applies to anyone who has been issued a key or received the combination to use those sheds.

- ✓ All individuals are aware of their responsibility for the orderly and safe storage of rakes, shovels, bases, tarps, and any other equipment.
- ✓ Before you use any equipment located in the shed please read the written operating procedures for that equipment.
- ✓ All chemicals or organic materials stored in the sheds shall be properly marked and labeled as to its contents.
- ✓ Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
- ✓ Only adults can drive the tractor.

Requirement 8:

The Annual Little League Facility Survey will be submitted in the Data Center.

Requirement 9: Snack Shack Guidelines

Every worker must be instructed on these guidelines before they can work. Each of the workers are required to attend at least one training session prior to the start of the season.

In general, the following requirements apply to all workers at the Snack Shacks:

Wash your hands regularly:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands wrists, between fingers and under fingernails.
- Rinse hands well.
- Dry hands well.
- Dry hands with paper towels.
- Turn off water using paper towel, instead of your bare hands.

Wash your hands in this fashion before you begin work and especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean exposed portions of arms.
- After using restrooms.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After touching soiled surfaces.
- After drinking, using tobacco, or eating.
- During food preparation.
- When switching from raw to ready to eat foods.
- After engaging in activities that contaminate hands.

Basic Rules:

1. Menu... smaller is better. No salads cut up fruit or vegetables, no food prepared at home.
2. Cook food thoroughly. Keep hotdogs and burgers at 41 degrees when cold and cook to 155 degrees or above when hot.
3. Rapidly reheat foods to 165 degrees. Slow cooking devices may activate bacteria and never reach killing temperatures.
4. All foods that require refrigeration must be cooled to 41 degrees F. as quickly as possible and held there until ready to use. To cool foods quickly, use the ice water bath (60% ice and 40% water), stirring the product frequently, or place their food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one a top of the other and lids should be off or afar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. **DO NOT LEAVE FOOD OUT AT ALL!!**
5. **FREQUENT AND THOROUGH HANDWASHING IS REQUIRED.**

- Only healthy people should prepare and serve food. Anyone with any symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, cough etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers' clothes should be clean, and they should not smoke in the concession area. Hair restraints are required.
- Food handling: Use gloves at all times, and utensils as appropriate. Avoid hand contact with raw food, ready-to-eat foods, and food contact surfaces.
- Use disposable utensils for food service. Keep your hands away from food contact surfaces and never reuse disposable dishware. Ideally utensils should be washed in a four-step method: (1) Hot soapy water, (2) Rinsing in clean water, (3) Chemical or heat sanitizing, (4) Air drying.
- Ice that is used to cool cans/bottles should not be used in cup beverages. And should be stored separately. Use scoop to dispense ice, never use hands.
- Insect control and waste. Keep food covered to protect it from insects. Store pesticides away from food. Place garbage and paper waste in a refuse container with a lid that fits tightly. Dispose of all water in the restrooms, do not pour outside. All water that is used should be potable from an approved source.
- Keep food stored off the floor at least 6 inches. After your event is finished, clean the concession area and discard any unusable food. Do not save food for reheating.

THE TOP SIX CAUSES FOR ILLNESS

- Inadequate cooling and cold holding.
- Preparing food too far in advance of service.
- Poor personal hygiene and infected personnel.
- Inadequate reheating.
- Inadequate hot holding.
- Contaminated raw foods and ingredients.

Concession Stand Tips SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary

Food Service Events: The following information is intended to help you run a healthful concession stand.

Following these simple guidelines will help minimize the risk of foodborne illness.

This information was provided by District Administrator George Clark and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu. Keep your menu simple, and keep potentially hazardous foods (meat, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking. Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F. Poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Equally reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over stove units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (50% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stacked one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowance hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

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

6. Health and Hygiene.

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

7. Food Handling. Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing method

to serve food. Teaching food with bare hands can transfer germs to food.

8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water.
2. Rinsing in clean water.
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice, never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths.

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

11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper waste in a refuse container with a tight-fitting lid. Purpose of refuseware is an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness.

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

13. Set a Minimum Worker Age.

Legales should set a minimum age for workers to be in the stand, in many states this is 14 or 15, due to potential hazards with various equipment.


Supplies should be prearranged to last thru May 1st.

Volunteers Must Wash Hands

HOW


Wet

warm water




Wash

20 seconds
Use soap




Rinse




Dry

Use single-service
paper towels



Gloves



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils. Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand when you can't remove your jewelry


If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by Illinois Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the National Food Safety Education Information System Department of Agriculture-Cooperating, Illinois Extension provides equal opportunity in programs and employment.



Requirement 10: Equipment Inspection Requirements

Mill Valley Little League requires regular inspection of playing equipment – see the Field and Equipment Safety Checklist (Page 27). Unsafe equipment will not be given in team equipment bags. Manager's Coaches and Umpires are required to inspect equipment prior to each use. Bad equipment will be logged and will be removed and destroyed.

Requirement 11: Injury & Accident Reporting Procedures

What to Report: An incident that causes a player, manager, coach, umpire, snack shack worker, or field prep worker to receive medical treatment or first aid must be reported to The Safety Officer.

When to Report: All such incidents described above must be reported to the Safety Officer within 24 to 48 hours of the incident.

The Safety Officer is: Bill Johnston; 415-272-0810; bjohnston120@comcast.net

How to Make a Report: Reporting incidents can come in a variety of forms, but an email is preferred. At a minimum, the following information is needed.

1. The name and address of the injured person.
2. The date, time, and location of the incident.
3. A detailed description of the incident, as complete as possible.
4. The preliminary estimation of the extent of the injury.
5. The name and phone number of the person making the report.
6. Names and phone numbers of any witnesses.

The injury report form can be downloaded at <https://www.littleleague.org/downloads/incident-injury-tracking-form/>. If your Safety Parent is there, he/she can assist you in getting the front of the form filled out. Then a call is to be made to The Safety Officer reporting the incident within 48 hours.

Little League insurance is a supplemental insurance to the insured's own insurance. There is a small deductible. The insurance claim form can be downloaded at <https://www.littleleague.org/downloads/accident-claim-form/>.

Requirement 12:

First Aid Kits: MVLL provides fully-stocked first aid kits and disposable cold compresses at the sheds at each Boyle Park field, the shed at Alto along 3rd base, and in the storage bins behind home plate at Friends Field and Edna.

AEDs: MVLL, MVSC, and SMLAX have collaborated with the City of Mill Valley and Mill Valley Friends of Parks and Recreation to install AEDs at various fields where youth sports are played. In 2025, AEDs will be installed at Boyle Park and Bayfront.

Requirement 13: Enforcement of Little League Rules

Mill Valley Little League enforces the rules of Little League International, the latest versions of which are available in the [Little League Rulebook App](#) (available in the Apple App Store or Google Play). Managers and coaches should download the appropriate app and familiarize themselves with the rules and any recent changes to them.

Each MVLL division publishes its own local rules. These are available on the MVLL website (<https://www.millvalleyll.org/>) at the tab “Rules”. Managers and coaches should be familiar with and in compliance with all local rules.

Requirement 14: Submitting Player, Manager and Coach Data

Player, Manager, and Coach information will be submitted through the Little League Data Center at www.littleleague.org

Requirement 15: Complete Survey Questions in the LL Data Center

We will answer the survey questions in the Little League Data Center.

Other: Batting Cage Rules

MVL uses three batting cages. The Alto North and Alto South cages are located at Alto Field; these are owned and operated by the City of Mill Valley. The Friends cage is located near Friends Field South; this cage is located on land owned by the Mill Valley School District, and operated by the City of Mill Valley. MVLL leases these cages from the City of Mill Valley; MVLL maintains the cages (e.g., providing L-screens and mats, maintaining netting, etc.). The cages are open to the public, but MVLL has priority for use during scheduled practice and game times. The Batting Cage Rules that apply to all users are prominently posted near each cage. These are as follows:

- Use at your own risk.
- Always wear a helmet while using the batting cages.
- No metal cleats.
- No climbing or hanging on nets.
- Keep the netting closed while batting.
- Pitchers must be safely located behind the L-screen during BP.
- Do not bring food or drink into the cages.
- MVLL teams with scheduled times for cages have priority.
- Do NOT remove L-screens or mats from the cages.
- Be safe and follow these rules.

In addition to these rules, there are additional rules that apply to MVLL users (those using the cages during MVLL games or practices).

- **UNDER NO CIRCUMSTANCES ARE USERS UNDER THE AGE OF 18 ALLOWED TO THROW BP. ONLY ADULTS REGISTERED AS VOLUNTEERS WITH MVLL ARE ALLOWED TO THROW BP.**
- Helmets are required on anyone inside the cage – pitchers and hitters. Helmets for MVLL adult users are located at the Friends Field South shed and the Alto 3B shed. Youth participants will use either the NOCSAE-compliant batting helmets issued to the team by MVLL, or their NOCSAE-complaint personal batting helmet.
- Adults throwing BP should familiarize themselves with the correct technique to throw BP – in particular, the adult’s head and torso should ALWAYS, at all times, be behind the L-screen. Finish the throw with the arm behind the screen as well, so that by the time the ball crosses the “window”, the entire body is behind the screen. While there are many resources for learning how to safely throw BP, this [video](#) provides a good summary of the safe way to throw BP.
- Adults entering the cages to throw BP are responsible for knowing how to throw BP safely. **IF YOU ARE NOT CONFIDENT YOU KNOW HOW TO THROW BP SAFELY, DO NOT DO IT.**

Other: Lightning and Weather Awareness

- The average lightning stroke is 6-8 miles long.
- The average thunderstorm is 6-10 miles wide and travels about 25 miles an hour.
- On average, thunder can only be heard over 3-4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

Rule of Thumb: The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager or coach who feels threatened should contact the head umpire and recommend stopping play and clearing the field. In our league the umpire makes the decision as to whether play is stopped. Once play is stopped, take the kids to safety until play resumes or the game is called.

Where to Go? No place is safe from lightning threat, but some places are safer than others. Constructed buildings are usually the safest. Most people will find shelter in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area, put your feet together, crouch down and put your hands over your ears to prevent eardrum damage.

Where not to go? Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers, metal fences and water.

First Aid for a Lightning Victim:

- Call 911 immediately.
- Typically, the lightning victim has similar symptoms as that of someone having a heart attack. Consider: will moving cause more injury. If the victim is in a high-risk area, determine if movement is necessary. Lightning does strike twice in the same place. If you are not at risk, and moving is a viable option, you should move the victim.
- If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving the victim.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well. NOTE: CPR should only be administered by a person knowledgeable and trained in the technique.

Other: Air Quality Awareness

Although air quality issues are not common during MVLL’s traditional spring season, it’s certainly possible; and during our fall season, AQI issues can be frequent. Our guidelines are below.

Air Quality Index Levels of Health Concern	Numerical Value	Meaning
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.
Very Unhealthy	201 to 300	Health alert: everyone may experience more serious health effects.
Hazardous	301 to 500	Health warnings of emergency conditions. The entire population is more likely to be affected.

MVLL uses the USEPA Air Now Air Quality Index (AQI) for zip code 94941 to determine safe playing conditions for MVLL practices and games. The data can be found at <https://www.airnow.gov/?city=Mill%20Valley&state=CA&country=USA>.

General guidelines are:

- AQI under 100 - all practices are on!
- AQI between 100-150 - practices are on, but physical exertion will be reduced (low intensity training only). Families should use their best judgment based on the age of their kids and/or individual medical concerns affected by air quality.
- AQI over 150 - all practices are canceled.

We encourage families to monitor the AQI and make decisions based on that number. If MVLL makes the decision to cancel games or practices, we will notify families at our earliest convenience.

We apologize in advance for any inconvenience caused by a delayed decision due to rapidly changing air quality conditions on any given day.

Other: Hydration and Heat Illness Awareness

*Managers are required to bring water to each practice and game.
Players are encouraged to bring water in a reusable container.*

Tips to Prevent Heat Illness:

- Know that once you are thirsty you are already dehydrated.
- Drink before you become thirsty.
- Drink plenty of liquids like water or sports drinks every 15 minutes.
- Water is the preferred beverage. Water has many critical functions in the body that are important for performance. They include carrying oxygen and nutrients to exercising muscles.
- Do not drink beverages with caffeine before practice or games. Caffeine can increase the rate of dehydration.
- Do not exercise vigorously during the hottest time of the day.
- Practice in the morning and during the latter part of the evening.
- Wear light color loose clothes.
- Use sunscreen to prevent sunburn.
- If you begin to feel faint or dizzy stop your activity and cool off by sitting in the shade, air-conditioned car or using a wet rag to cool you off.

How is it treated?

Emergency medical treatment is necessary. If you think someone has heatstroke, call 911 or a doctor immediately. In the meantime, give first aid as follows:

- Move the person to a shady area.
- Cover the person with a wet sheet and keep the sheet wet for cooling from evaporation.
- Fan the person with paper or an electric fan (preferably not cold air).
- Sponge down the body, especially the head, with cool water.
- Continue giving first aid until the body feels cool to the touch.
- If the person is conscious, let them sip water, fruit juice, or a soft drink.



Drinking Guidelines For Hot Day Activities
Before: Drink 8 oz. immediately before exercise
During: Drink at least 4 oz. every 20 minutes
After: Drink 16 oz. for every pound of weight lost
Dehydration signs: Fatigue, flushed skin, light-headed
What to do: Stop exercising, get out of sun, drink
Severe signs: Muscle spasms, clonus, delirium

PRE-GAME FIELD AND EQUIPMENT INSPECTION CHECK LIST

Field Condition	Yes	No	Catchers Equipment	Yes	No
Backstop Intact			Hockey Catchers Helmet		
Home Plate Intact			Dangling Throat Guard		
Bases Secure			Helmets		
Pitcher's Mound Safe			Catcher's Mitt		
Batter Box Lined/Level			Chest Protector		
Infield Fence Repair			Shin guards		
Outfield Fence Repair			Dugouts	Yes	No
Foul Lines Marked			Fencing Needs Repair		
Infield Need Repairs			Bench Needs Repair		
Outfield Need Repairs			Trash Cans		
Warning Track			Clean Up Is Needed		
Coaches' boxes Lined					
Free Of Foreign Objects			Spectator Area	Yes	No
Grass Surface Even			Bleachers Need Repair		
			Protective Screens Ok		
Player Equipment	Yes	No	Bleachers Clean		
Batting Helmets			Parking Area Safe		
Jewelry Removed			Safety Equipment	Yes	No
Shoes/Bats Inspected			First-aid Kit Each Team		
Face Mask (Minor/Mjrs)			Medical Release Forms		
Proper Cleats			Ice Pack/Ice		
Athletic Cups (boys)			Safety Manual		
Full Uniform			Injury Report Forms		
Bats Meet Standards			Drinking Water		

REPORT ANY PROBLEMS TO YOUR COMMISSIONER OR SAFETY OFFICER.