



WEST LOS ANGELES LITTLE LEAGUE

TEAM MANAGER

INFORMATION GUIDE

2018

Congratulations on being chosen to be a team manager in WLA Little League. These Guidelines are intended to familiarize you with certain mandatory requirements of managing a team and to provide suggestions for your administrative duties and commitments to the League. Questions regarding the use of this Guideline should be directed to the Division Commissioner of your league. You are required to complete and turn in the Forms marked with an asterisk (*) in the Attachments section below.

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1. Team Meeting Guidelines

- a. Board Member Present. Each Manager must hold a team meeting prior to the second practice of the year. A WLA Board member **MUST** be present at your team meeting. It is your responsibility to coordinate with your Division Commissioner to arrange to have a Board member present. Please provide adequate advance notice so that a Board member can coordinate his or her schedule. All team coaches need to attend the team meeting and at least one parent and all players should attend. If a player does not have a parent at the team meeting, then the Manager must discuss the team information with the player's parent(s) separately.
- b. General Team Meeting Talking Points. At your first team meeting, you should address the following general topics, in addition to the topics listed in this **Section 1**:
 - i. League Philosophy. Teaching and learning the game of baseball and softball in a safe and nurturing environment where children are free and encouraged to develop their athletic, intellectual and social skills through teamwork, fair play and sportsmanship. The opening paragraph of the WLA Little League Constitution elaborates on this and provides that "[T]he objective of the League [is] to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens." All coaches, parents and children will be held to a high standard of moral and ethical character. ALL should be role models and should act in a manner consistent with such standards.
 - ii. Respect. Respect the game, season, rules, schedule and above all the team. Understood basketball/soccer are wrapping, please consider team commitment before birthday parties, guitar lessons, etc. Respect the umpires, no arguing, we are role models.
 - iii. Practice. Kids who get the most out of practice...practice the most (on time, play best, most satisfied). Discuss how you are going to run your practice, what your expectations are for timing (how many minutes prior to practice time the kids should show up) and participation. Make sure that the parents know when practices are over so that you are not left waiting at the field with a child whose parent has not showed up on time. Encourage parents to help at practices, **HOWEVER**, all practice coaches **MUST** be registered as such and must have gone through a background check (all volunteers who work with or are in contact with the children on any type of a periodic or consistent basis **MUST** have a background check performed on them. The League Secretary performs these background checks.)

Game Times. Get to games on time. It is the manager's call, but generally kids are asked to be at games 30-45 minutes before game time in AAA/AA and 60-75 minutes before game time in the Majors. NOTE: In consideration of schoolwork, competing commitments and physical effects of the body, **you must NOT ask players to arrive for a pre-game warm up prior to the times noted above.** ALSO, many teams will have **post game** player/coach meetings. These should be **limited to 5 – 7 minutes.** The purpose of a post game discussion should be to give positive feedback and general observations of the game. Specific issues with a player or the team should be addressed at a practice. Remember, kids and parents want to get home after the game (homework, dinner, other sibling commitments, etc.) and the kids, even if they lost the game, should not be sent home with a negative message or feeling from their coaches.

- iv. League Scheduling. There are approximately 700 kids playing ball at WLALL. With so many players and teams, and limited field resources, there will be strains on scheduling and field time. Schedules may be without rhythm and may not be convenient. We strive to achieve parity for home/away, day/night, weekday/weekend, and late/early games.
 - v. Holiday Scheduling. There will be no "Spring Break" during the season. Because of the different Spring Break schedules for private schools, public schools, religious schools, etc., many kids will be on vacation at different times. WLALL's solution is to play through these breaks except for Good Friday and Easter Sunday weekend, Passover and Mother's Day. However, we will have a pool of available players to fill rosters during the Spring break times. Games will be played and will be official games. Little league rules regarding intervening days, innings pitched/week, etc., will be enforced.
 - vi. Snack Bar. Parents are no longer required to work a shift at the snack bar as the snack bar "buy out" was incorporated into registration fees. Encourage parents to use the Snack Bar. It has good coffee, good burgers and provides a good social & family aspect. Discourage "snack" assignments and the use the snack bar instead.
- c. Code of Conduct. At the team meeting, the Manager must read the **Players Code of Conduct**, the **Coaches Code of Conduct** and the **Parents Code of Conduct** to all in attendance. These forms are attached to these Guidelines as **Attachments 1, 2 and 3** respectively. **You must also make a copy of all three Codes of Conduct and distribute them to the coaches, parents and players of your team.** All coaches, parents and players must sign these forms and return them to you. You must keep the originals of the signed forms and return a signed copy to the parents. When reading the Players Code of Conduct at the Team Meeting, the

team Manager should discuss what the Code means, provide examples, and engage in a short discussion of the context and content of the Code. Parents should be encouraged to discuss it further with their children. **REMEMBER, MANAGERS AND COACHES ARE ROLE MODELS AND MUST ACT IN A MANNER CONSISTENT WITH THE CODE OF CONDUCT AND WITH THE HIGHEST LEVEL OF MORAL AND ETHICAL CHARACTER.**

- d. Code of Conduct Certification Form. Each manager, coach, player and parent must sign the applicable Code of Conduct as having read and discussed it. Each team Manager should keep the original signed forms with him / her at all practices and games. You will need to certify to the Board that you have received ALL signed forms PRIOR to your first PRACTICE GAME. Players without signed Players Codes of Conduct and Parents Codes of Conduct will NOT be allowed to play in games. Complete the **Code of Conduct Certification Form** (see **Attachment 4**) and return it to your Division Commissioner.
- e. League Safety Code. The **WLA Little League Safety Code** (see **Attachment 5**) MUST be discussed with all players and parents at the team meeting. Examples of how these guidelines come into play should also be discussed. You, your coaches and all of your players MUST complete and sign the **Safety Code Certification Form** at the end of **Attachment 5** and turn the form into your Division Commissioner as soon as possible, but in no event later than your first practice game. It is your responsibility to ensure that your players and coaches comply all Safety Code regulations.
- f. Volunteer Position Descriptions and Sign Up Sheet. All managers MUST discuss volunteer sign ups at the team meeting. The team **Volunteer Position Descriptions and Sign Up Sheet** (see attached **Form 6**) must be completed in full and turned into your Division Commissioner prior to your second practice. Please refer to this Attachment for more information on the volunteer positions that are available and for snack bar buy out information. Team volunteer positions are IN ADDITION to snack bar sign ups (or the buy out, as applicable).
- g. Medical Release Forms. Although parents filled our medical release forms when they registered their child, all parents MUST complete the **Medical Release Form** (see **Attachment 7**) in the Team Manager's Information Guide. Each Manager should send the ORIGINALS of these forms to their Division Commissioner and MUST keep COPIES on hand at every practice and game. No player may participate in ANY practice or game without having completed a Medical Release Form. The WLA Little League ID Number is **405-25-09**.
- h. Outfield Sign Sponsor Forms. These should be handed out to each parent. Each parent should be asked to consider buying an outfield sign or referring the sponsorship opportunity to a friend. Make League fundraising a part of your

commitment to WLA Little League. Attached to these Guidelines, as **Attachment 8**, is the **Outfield Sign Sponsor Form**.

2. **Acknowledgment of Receipt and Review of the League Safety Manual and First Aid Kit.** Each manager must complete the **Acknowledgment of Receipt and Review of the League Safety Manual and First Aid Kit** (see **Attachment 9**) and turn it into your League Commissioner prior to the first practice. The WLA Little League Safety Manual is posted on the League website (wlalittleleague.org) and copies are available in the Snack Bar and in each dugout. It contains a duplicate copy of the League Safety Code and other important information.
 - a. **Cardiac Defibrillator.** Please note that WLALL owns an emergency cardiac defibrillator, which is located in the storage shed behind home plate at the Major's field. All coaches will have a key to unlock the storage shed. This device is located in an alarmed case and should be used only in the event of an emergency. Directions for use are located in the case. If you notice that this device has been used or tampered with, please contact the League Safety Commissioner immediately.
 - b. **Batting / Fielding Chest Protectors.** WLALL owns a few safety vests that contain chest plates for those children who wish to use them. These safety vests are located in the storage shed behind home plate at the Major's field and can be placed over the player's uniform. They are designed to protect against injury to a player's heart as a result of being struck in the chest by a pitched or batted ball. If a player desires to use this device, proper care should be exercised in making sure that it fits properly and the device should be returned to the storage shed immediately after use so that other players may use it.
 - c. **Injury Reports.** As specified in the WLALL Safety Manual, any injury occurring to a player or spectator under your supervision must complete and turn into the League Safety Commissioner an **Injury Report** (see **Attachment 10**) if they are injured at the field or during a League sanctioned activity. Please refer to the League Safety Manual for more details.
3. **Field Maintenance Guidelines.** Each manager should review the WLALL **Field Maintenance Guidelines** (see **Attachment 11**) with their coaches and make sure that proper field maintenance is conducted on a regular basis when your team is using or has used the field. All trash should be placed in proper trashcans prior to leaving the dugouts and the field.
4. **CPR and First Aid Training.** All managers and coaches must be trained in First Aid / CPR at least once every three years. This is a requirement of the National Little League Association. No manager or coach will be allowed to participate in a practice or a game until they have been trained in First Aid (by a professional)

this year or in one of the prior two years. WLALL will keep a log of the dates of completion of training, but it is your responsibility to make sure that you and your coaches have attended a proper training class. WLALL will provide a first aid training course for managers and coaches Saturday January 20, 2018 8:30-11:30am at the Sepulveda Screening Room located at 1640 South Sepulveda Blvd, Suite 104 Los Angeles, CA, 90025. District 25 Safety Commissioner will also offer a District wide training course Date TBD that you may attend. For information on the District wide First Aid Course or the WLALL course, please contact the WLALL Safety Commissioner, Randall Rubin: film2020@gmail.com

5. **Coaching Clinics.** All managers and coaches must attend a League sponsored coaching clinic every year that it is offered by the league. This year's clinic will be held **Saturday January 20, 2018 @ 11:30am** on the Major Field.

Even if you attended in previous years, it is a good idea to attend again to refresh your memory on coaching techniques, drills, practice regimens, rules and coaching philosophy. No manager or coach will be allowed to participate in a practice or a game unless they have attended a coaching clinic this year or in one of the prior two years. WLALL keeps a log of the attendance of all managers and coaches and will enforce this rule.

6. **Pitching Machine Rules.** Majors, AAA Minors and AA Minors teams may use the WLALL Pitching Machines in the batting cages and on the field for practices, provided that the **Pitching Machine Rules** (see **Attachment 12**) are strictly adhered to. All managers and coaches must review these rules and must discuss and enforce them with all players. These machines can be extremely dangerous if not used properly and in compliance with the League's safety standards.
7. **Rule Book.** You will be provided with a current Little League Rule Book that is published by Little League Incorporated. This book contains all the rules (e.g., game rules, eligibility requirements, etc.) that affect all little league programs nationwide. Please familiarize yourself with the rules in the Rule Book.
8. **WLA Little League Local Rules and Guidelines.** The **WLA Little League Local Rules** (see **Attachment 13**) are a supplement to the national Little League Rules and apply to the Majors, Minors AAA and Minors AA divisions. Guidelines for the Minors A (5 Pitch) division are also included. Please familiarize yourself with the WLA Little League Local Rules.
9. **Field Keys and Field Locks.** You will receive a set of keys to open the batting cage locks and certain field locks. It is your responsibility to ensure that all fields and batting cages are securely locked after your practice or game UNLESS you KNOW that a team will immediately follow your use of the field or batting cage.
10. **Manager and Coach Evaluations.** All players and parents of players are encouraged to complete **Managers and Coaches Evaluation Forms** (see

Attachment 14) at the end of the year. These forms are kept confidential and provide valuable feedback on managers and coaches performance during the year. They are also used to assist the Coaching Coordination Committee of the Board in determining the coaching status of all managers and coaches for the following year. Starting in 2006, the League will ask all parents to complete mid-year evaluations that the WLALL Board of Directors and Coaching Coordination Committee will review in order to provide feedback (both positive and negative, as applicable) to managers and coaches during the course of the season. The Board has the authority to remove a manager or coach in *at any time during the season* on the basis of improper conduct, violation of League rules or codes or substantiated negative feedback obtained on such manager or coach.

11. **Player Evaluation Sheets.** At the end of the season, you will be asked to complete a **Player Evaluation Sheet** (see **Attachment 15**) in order to assess the performance of each player on your team. These evaluations will provide important insight on the skills and overall performance of each player and will be used to assist managers in the following year in evaluating the player at tryouts and in the selection or drafting of teams.

Thank you for your time and dedication to WLA Little League and the children who will benefit from your involvement. If you have any questions about these guidelines, please feel free to contact your Division Commissioner or the President.

Sincerely,

The WLA Little League Board of Directors

ATTACHMENT 1
WEST LOS ANGELES LITTLE LEAGUE CODE OF CONDUCT

PLAYERS

THE BOARD OF DIRECTORS OF WEST LOS ANGELES LITTLE LEAGUE HAS MANDATED THE FOLLOWING CODE OF CONDUCT FOR ALL PLAYERS. ALL PLAYERS ARE REQUIRED TO SIGN THIS CODE OF CONDUCT INDICATING THAT HE/SHE HAS REVIEWED AND UNDERSTANDS AND AGREES TO COMPLY WITH THIS CODE OF CONDUCT.

All Players Shall:

1. NEVER ARGUE WITH AN UMPIRE, OR PROTEST AN UMPIRE'S CALL.
2. NEVER THROW EQUIPMENT.
3. NEVER PUSH, SHOVE, HIT OR THREATEN TO HIT AN UMPIRE, COACH OR PLAYER.
- 4.ALWAYS SHOW RESPECT FOR TEAMMATES, COACHES, OPPONENTS, PARENTS, SPECTATORS AND THE UMPIRES.
5. NOT USE BAD LANGUAGE.
- 6.NOT INSULT OTHERS BECAUSE OF PLAYING ABILITY OR COLOR, SEX, RACE, RELIGION, OR ANYTHING THAT MAKES THEM DIFFERENT.
- 7.NOT SHOUT AT, ABUSE OR TRY TO MAKE THE OPPONENTS OR OTHER PLAYERS LOSE CONCENTRATION.
- 8.CHEER FOR AND ENCOURAGE YOUR OWN PLAYERS.
- 9.PLAY FAIRLY AND HONESTLY AT ALL TIMES.
- 10.BE MODEST IN VICTORY AND DIGNIFIED IN DEFEAT.
- 11.AFTER ALL GAMES, HAVE A CHEER FOR THE OTHER TEAM AND SHAKE HANDS/HIGH FIVE.
- 12.ALWAYS THANK THE COACHES OF BOTH TEAMS AND THE UMPIRES.
- 13.PLAY TO THE BEST OF YOUR ABILITY AND GIVE 100% EFFORT AT ALL PRACTICES AND GAMES.
- 14.HAVE GOOD SPORTSMANSHIP.

The WLA Little League Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the Board may assess disciplinary action up to and including expulsion from the league. I have read the WLA Little League Code of Conduct and promise to adhere to its rules and regulations.

PLAYER'S SIGNATURE

DATE

PLAYER'S NAME, TEAM AND DIVISION (E.G., AAA MINORS)

ATTACHMENT 2
WEST LOS ANGELES LITTLE LEAGUE CODE OF CONDUCT

MANAGERS AND COACHES

THE BOARD OF DIRECTORS OF WEST LOS ANGELES LITTLE LEAGUE HAS MANDATED THE FOLLOWING CODE OF CONDUCT FOR ALL MANAGERS AND COACHES. ALL MANAGERS AND COACHES ARE REQUIRED TO SIGN THIS CODE OF CONDUCT INDICATING THAT HE/SHE HAS REVIEWED AND UNDERSTANDS AND AGREES TO COMPLY WITH THIS CODE OF CONDUCT.

All Managers and Coaches shall:

1. NOT, AT ANY TIME, LAY A HAND UPON, PUSH, SHOVE, STRIKE OR THREATEN TO STRIKE AN OFFICIAL, UMPIRE, BOARD MEMBER, COACH, PLAYER OR SPECTATOR.
2. NOT VERBALLY ABUSE, INSULT OR SPEAK DISRESPECTFULLY TO ANY OFFICIAL, UMPIRE, BOARD MEMBER, COACH OR OTHER SPECTATOR
3. PLACE THE EMOTIONAL AND PHYSICAL WELL BEING OF MY PLAYERS AHEAD OF MY PERSONAL DESIRE TO WIN.
4. TREAT EACH PLAYER AS AN INDIVIDUAL, REMEMBERING THE LARGE RANGE OF EMOTIONAL AND PHYSICAL DEVELOPMENT WITHIN THE SAME AGE GROUP.
5. PROVIDE A SAFE PLAYING ENVIRONMENT FOR MY PLAYERS AND TO ADHERE STRICTLY TO ALL LEAGUE SAFETY GUIDELINES.
6. ORGANIZE PRACTICES THAT ARE FUN, CHALLENGING AND INSTRUCTIONAL FOR MY PLAYERS.
7. REFRAIN FROM USING, ANYWHERE AT THE WLALL COMPLEX, AND PROVIDE AN ENVIRONMENT AT WLA LITTLE LEAGUE THAT IS FREE OF DRUGS, TOBACCO AND ALCOHOL
8. BE KNOWLEDGEABLE IN THE RULES OF BASEBALL/SOFTBALL AND TO TEACH THESE RULES TO MY PLAYERS.
9. USE THE APPROPRIATE COACHING TECHNIQUES FOR THE SKILLS THAT I TEACH.
10. REMEMBER THAT I AM A YOUTH BASEBALL/SOFTBALL COACH, AND THAT THE GAME IS FOR THE CHILDREN, NOT THE ADULTS.
11. ENCOURAGE AND RECOGNIZE GOOD SPORTSMANSHIP FROM ALL PLAYERS AND SPECTATORS.
12. BE A ROLE MODEL FOR ALL PLAYERS, OTHER COACHES AND SPECTATORS AND SHALL LEAD BY EXAMPLE UPHOLDING THE HIGHEST MORAL AND ETHICAL STANDARDS.
13. EXPLAIN TO MY PLAYERS THE "PLAYERS" CODE OF CONDUCT AND ENFORCE COMPLIANCE SUCH CODE BY MY PLAYERS.

The WLA Little League Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the Board may assess disciplinary action up to and including expulsion from the league. I have read the WLA Little League Code of Conduct and promise to adhere to its rules and regulations.

SIGNATURE

DATE

PRINT NAME

TEAM POSITION (MANAGER OR COACH)

TEAM NAME AND DIVISION (E.G., AAA MINORS)

ATTACHMENT 3
WEST LOS ANGELES LITTLE LEAGUE CODE OF CONDUCT

PARENTS AND SPECTATORS

The Board of Directors of West Los Angeles Little League has mandated the following Code of Conduct for all Parents and Spectators. Parents of all players are required to sign this Code of Conduct indicating that he/she has reviewed and understands and agrees to comply with this Code of Conduct. All Parents and Spectators shall:

1. PROVIDE POSITIVE SUPPORT, CARE AND ENCOURAGEMENT FOR MY CHILD AND OTHER CHILDREN PARTICIPATING THE LEAGUE.
2. BE SUPPORTIVE AND UNDERSTANDING OF OTHER ADULTS, INCLUDING UMPIRES AND PARENTS OF THE OPPOSING PLAYERS INVOLVED IN THE GAME.
3. NOT, AT ANY TIME, LAY A HAND UPON, PUSH, SHOVE, STRIKE OR THREATEN TO STRIKE AN OFFICIAL, UMPIRE, BOARD MEMBER, COACH, PLAYER OR OTHER SPECTATOR.
4. NOT VERBALLY ABUSE, INSULT OR SPEAK DISRESPECTFULLY TO ANY OFFICIAL, UMPIRE, BOARD MEMBER, COACH OR OTHER SPECTATOR.
5. ENCOURAGE AND RECOGNIZE GOOD SPORTSMANSHIP FROM ALL PLAYERS.
6. PLACE THE EMOTIONAL AND PHYSICAL WELL BEING OF MY CHILD AND OTHER CHILDREN AHEAD OF A PERSONAL DESIRE TO WIN.
7. INSIST THAT MY CHILD PLAYS IN AS SAFE AND HEALTHY AN ENVIRONMENT AS POSSIBLE.
8. SUPPORT COACHES AND OFFICIALS WORKING WITH MY CHILD IN ORDER TO ENCOURAGE A POSITIVE EXPERIENCE FOR ALL.
9. REFRAIN FROM USING, ANYWHERE AT THE WLALL COMPLEX, AND DEMAND AN ENVIRONMENT AT WLA LITTLE LEAGUE THAT IS FREE OF DRUGS, TOBACCO AND ALCOHOL.
10. REMEMBER THAT THE GAME IS FOR THE KIDS, NOT THE ADULTS.
11. DO MY BEST TO MAKE THE LITTLE LEAGUE EXPERIENCE FUN FOR MY CHILD.
12. ASK MY CHILD TO TREAT OTHER PLAYERS, COACHES AND OFFICIALS WITH RESPECT.

The WLA Little League Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the Board may assess disciplinary action up to and including expulsion from the league. I have read the WLA Little League Code of Conduct and promise to adhere to its rules and regulations.

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

TEAM NAME AND DIVISION (E.G., AAA MINORS)

ATTACHMENT 4

Code of Conduct Certification Form

Manager Name: _____

Team Name: _____

Division: _____

Date: _____

I hereby certify to West Los Angeles Little League and its Board of Directors that I have (a) reviewed, discussed with and explained to all players and parents on my team the Players Code of Conduct, the Parents Code of Conduct and the Manager's and Coaches Code of Conduct and (b) received and have in my possession signed copies of the West Los Angeles Little League Players Code of Conduct, Parents Code of Conduct and Manager's and Coaches Code of Conduct, executed by all players, parents (one parent per player) and managers / coaches on my team.

I understand that any member of the Board of Directors may ask to see the signed originals of the Codes of Conduct at any time and I will provide such originals upon request. I further understand that any child on my team who has not signed the Player Code of Conduct and whose parent has not signed the Parent's Code of Conduct, will not be allowed to participate in any League games until such signatures are obtained. I have explained this League rule to my players and all parents.

Signature of Team Manager

ATTACHMENT 5

WLA LITTLE LEAGUE SAFETY CODE

SAFETY IS EVERYONE'S RESPONSIBILITY

The Board of Directors of WLA Little League has mandated the following **Safety Code**. All managers and coaches must read this **Safety Code** and then read it to the players on their team. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with the **Safety Code**. Please return the Safety Code Certification Form (located at the end of this Code) to your League Commissioner.

- Responsibility for safety procedures belongs to every adult member of WLA Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league approved managers and/or coaches are allowed to practice teams.
- Only league-approved managers and/or coaches will supervise Batting Cages.
- Arrangement should be made in advance of all games and practices for emergency medical services.
- Managers, designated coaches and umpires will have mandatory training in First Aid.
- First-aid kits are issued to each team manager during the pre-season and additional kits will be located at each snack bar and in the clubhouse.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects. Any deficiencies shall be reported promptly to the Umpire (if during a game) and to the WLALL Field Maintenance Director and the WLALL Safety Commissioner.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play."
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.

- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and designated coaches.
- Foul balls batted out of playing area will be returned to a coach and not thrown over the fence.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endangering spectators (i.e., playing catch, pepper, swinging bats etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games. No stickers, paint or other alterations may be placed on or made to the helmets.
- Except when a runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
- On-deck batters are not permitted. Only the batter leading off the inning is allowed outside the dugout in between innings while warm up pitches are being thrown. That batter may only step up to the plate when directed to by the umpire.
- Managers will only use the official Little League balls supplied by WLA Little League.
- Once a ball has become discolored, it will be discarded.
- All male players will wear athletic cups during all practices and all games.

- Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.
- Female catchers must wear long or short model chest protectors.
- All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, "dangling" type throat protector (even on a "hockey" style mask) and catcher's helmet during practice, pitcher warm-up, and games. **Note:** Skullcaps are **not** permitted.
- Shoes with metal spikes or cleats are **not** permitted. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- No food or drink, at any time, in the dugouts. (Exception: bottled water, sunflower seeds, Gatorade and water from drinking fountains)
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch, whether warming up a pitcher, in practices, or in games, without wearing full catcher's gear and an athletic cup as described above.
- Managers will never leave an unattended child at a practice or game.
- No children under the age of 15 are permitted in the Snack Bar.
- No persons under the age of 18 may assist in practices or games unless they are a League registered player, and then only with their own team.
- Never hesitate to report any present or potential safety hazard to the WLALL Safety Officer immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- Speed Limit is 5 miles per hour in roadways and parking lots.

- No alcohol or drugs allowed on the premises at any time.
- No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol. Managers and coaches are not permitted to administer medication to any child.
- No playing in the parking lots at any time.
- No smoking is permitted at the field complex or grounds.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the complex. Players may not swing bats near other persons.
- No throwing rocks.
- No climbing fences.
- No swinging on dugout roofs.
- No pets are permitted on the fields at any time.
- Observe all posted signs.
- All Pitching Machine Rules must be strictly adhered to.
- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.

WLA Little League Safety Code Certification Form

Manager Name: _____

Team Name: _____

Division: _____

Date: _____

I, as a team manager or coach, hereby certify to West Los Angeles Little League and its Board of Directors that I have reviewed, discussed with and explained to all players and parents on my team the WLA Little League Safety Code and agree to abide by and enforce such Code.

Signature of Team Manager

Signature of Team Coach

Name Printed

Signature of Team Coach

Name Printed

Signature of Team Coach

Name Printed

[CERTIFICATION AND SIGNATURES CONTINUED ON FOLLOWING PAGE]

I, as a team player, hereby certify to West Los Angeles Little League and its Board of Directors that I have read, reviewed with my coach and understand the WLA Little League Safety Code and agree to abide by it.

_____ Signature of Player	_____ Name of Player
_____ Signature of Player	_____ Name of Player
_____ Signature of Player	_____ Name of Player
_____ Signature of Player	_____ Name of Player
_____ Signature of Player	_____ Name of Player
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_____ Signature of Player	_____ Name of Player
_____ Signature of Player	_____ Name of Player
_____ Signature of Player	_____ Name of Player

ATTACHMENT 6

WEST LA LITTLE LEAGUE BASEBALL VOLUNTEER POSITION DESCRIPTIONS AND SIGN UP SHEET

Managers:

Please note which division you are managing and fill in a volunteer where it is suggested. Do NOT have more than one volunteer per category unless it there is another line for a volunteer that is provided below. You MUST fill in these volunteer positions at your Team Meetings or prior to your first practice. Have your Team Parent follow up with all parents to make sure this has been done.

WLA Little League is required to conduct background checks on all volunteers that have contact with children. If your volunteers have not submitted a copy of a government issued photo ID with his/her volunteer registration, that person must do so. Please collect all copies of such government ID's and turn them into your league commissioner as soon as possible.

Thank you.

**Tim Armstrong – TimWLALL@gmail.com
WLA Little League Volunteer Coordinator**

TEAM NAME: _____

DIVISION: _____

YEAR: _____

MANAGER (Major, AAA, AA, A, Softball, T-Ball) – Number of teams formed will determine how many Managers are needed. To be a manager, it is mandatory that you attend a West LA Little League sponsored coaching clinic.

Name of Volunteer

COACH (Major, AAA, AA, A, Softball, T-Ball) – No more than two per team. Assist the Manager during practices and games. Attendance at the West LA Little League Coaching Clinic is strongly encouraged.

Name of Volunteers

PRACTICE COACHES (Major, AAA, AA, A, Softball, T-Ball) – Parents that are unable to commit to full time coaching can sign up to assist at practices. Attendance at the West LA Little League Coaching Clinic is strongly encouraged. Must be available to attend all practices.

Name of Volunteers (you can always add practice coaches if you want)

TEAM PARENT (Major, AAA, AA, A, Softball, T-Ball) – Team parent must work with the league volunteer coordinator to insure 100% volunteer participation on the team. Team parent must work with Manager coordinating team schedule for practices and games, SNACK BAR DUTY, and SNACK BAR BUY OUTS

Name of Volunteer

TEAM SAFETY COORDINATOR (Major, AAA, AA, A, and Softball) – Must work with League Safety Officer to oversee team safety issues and equipment. Must attend Safety education meeting and attend all games. If unable to attend a game, must make an arrangement with another parent to carry Safety Notebook.

Name of Volunteer

TEAM SCOREBOARD OPERATOR (AAA, AA, Softball) – Operate scoreboard when your team is the Home team.

Name of Volunteer

TEAM SCOREBOOK KEEPER (Major, AAA, AA, Softball) – Must be trained how to properly keep score each game and are responsible for recording the score with the appropriate League Commissioner.

Name of Volunteer

TEAM ANNOUNCER (AAA, AA, Softball) – Announce the players during games when you are the visiting team

Name of Volunteer

OPENING CEREMONIES (Major, AAA, AA, A, T-Ball, Softball) – Help with Pancake Breakfast, decorations, activities, event operation setup and break down.

Name of Volunteer

CLOSING CEREMONIES (Major, AAA, AA, A, T-Ball, Softball) – Help with food prep, decorations, activities, event operation setup and break down.

Name of Volunteer

FUNDRAISING (Major, AAA, AA, A, T-Ball, Softball) – Work with the League Fundraising Coordinator organizing events, helping raise money for League Improvements.

Name of Volunteer

TEAM WEB PAGE (Major, AAA, AA, A, T-Ball, Softball) – Construct and update individual team web page every week. Includes posting photos, information that is fun and exciting for your team to view.

Name of Volunteer

TEAM PHOTO DAY (Major, AAA, AA, A, T-Ball, Softball) – Work with Team Parent organizing photo day and team photo schedule

Name of Volunteer

YEARBOOK COMMITTEE (Major, AAA, AA, A, T-Ball, Softball) – Work with Yearbook Coordinator – help with layout, help find sponsors, organize team page.

Name of Volunteer

Attachment 7



Little League Baseball and Softball MEDICAL RELEASE



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

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent (s)/Guardian Name: _____ Relationship: _____

Parent (s)/Guardian Name: _____ Relationship: _____

Player's Address: _____ City: _____ State/Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

PARENT OR LEGAL GUARDIAN AUTHORIZATION: _____ Email: _____

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

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____

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

Name _____ Phone _____ Relationship to Player _____

Name _____ Phone _____ Relationship to Player _____

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

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

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

Mr./Mrs./Ms. _____

Authorized Parent/Guardian Signature

Date: _____

FOR LEAGUE USE ONLY:

League Name: **West LA Little League** League ID: **04052509**

Division: _____ Team: _____ Date: _____

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

ATTACHMENT 8 **DONATIONS**

Team Banners

\$300 per team (\$25 per player)

We had 100% team participation last season
A Ball thru Majors

Coaches will receive a gift from the league if a team banner is purchased.

Family Banners

Can be purchased online starting at \$550
Instructions Below.

To purchase your banner, go to the league website <http://www.wlall.org/> and click on the donate tab and follow the instructions below.

Then under "Donation Options" check the last box and enter your contribution amount:

\$300 per 4 x 6 banner for Majors/Minors

\$180 per 3 x 5 banner for T-Ball/Coach Pitch/Rookies

When you check out, please enter your team's name in the "COMPANY" field (for instance, AA Blue Jays). You will then be contacted by the league about your banner's wording and color choices.

For additional donation information, or if your company offers matching contributions or would be interested in corporate sponsorships, please contact

Ryan Lynch at fundraising@wlall.org.

ATTACHMENT 9
Acknowledgment of Receipt and Review of the League Safety Manual and
First Aid Kit

Manager Name: _____

Team Name: _____

Division: _____

Date: _____

I, as a team manager hereby certify to West Los Angeles Little League and its Board of Directors that (1) I have received a League provided First Aid Kit and (2) I have reviewed the WLA Little League Safety Manual link on the League Website, understand its contents and agree to adhere (and require my players to adhere) to the safety procedures contained therein.

Signature of Team Manager

ATTACHMENT 10



LITTLE LEAGUE® BASEBALL AND SOFTBALL ACCIDENT NOTIFICATION FORM INSTRUCTIONS

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

Accident & Health (U.S.)

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

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

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

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

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

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

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

Check all applicable responses in **each** column:

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

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

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

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

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

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 West LA Little League	Name of Injured Person/Claimant	League I.D. Number 04052509
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 _____

ATTACHMENT 11

How to Maintain the Infield Skin

- DEFINITION -
Infield Skin – the areas on a field composed of clay, such as base paths, pitcher's mound and home plate area. These areas are composed of **infield mix**, also called **infield clay**.

The following is a suggested method to properly maintain the skinned areas of the infield:

1. Rake excess dirt from underneath each base area to make it level.
2. Remove any debris, including grass clippings, rocks, weeds, etc.
3. Water the skinned area to allow the infield to be nail dragged. If the skinned area is already moist, this step can be skipped.
4. Nail drag the infield.
5. Add soil conditioner as needed.
6. Screen or drag the infield.
7. Monitor and water infield as needed to ensure desired moisture levels.

While maintaining the infield, the drags should be kept at least 6 inches away from the grass so that the loose dirt does not get into the grass thus forming a "lip," or ridge, in the grass edge. A regular rake should be used to rake along the grass edge. Should dirt get into the grass edge, as shown in the photo to the right, a stiff brush broom should be used to "sweep out" the dirt back onto the skinned area, removing any grass clippings that may be swept onto the skinned area in the process.



- TIP -
If a "lip" begins to develop along the turf line, use a water hose to wash away the dirt out of the grass into the skinned area.

Anytime a "lip" begins to develop where the grass and dirt area meet, use a water hose to wash the dirt out of the grass and back onto the skinned area.

To drag the infield skinned area, make a spiralling circle with the drag mat from the infield grass line to the outfield grass, starting at the third base foul line, across the skinned area to the first base foul line. This circular spiral should measure 9-10 ft. in diameter.



Edging the field should be done on a bi-weekly basis during the growing season. This will greatly reduce built-up edges. Always use a string line when edging the turf.



ATTACHMENT 12

PITCHING MACHINE RULES

1. There must be two coaches present to use the pitching machine.
2. No more than two players can be picking up baseballs at a time.
3. All players inside the cage must wear batting helmets.
4. No person under 18 years old may operate the pitching machine.
5. Only use authorized baseballs, softballs, or dimpled training balls in the machine.
6. Any person operating the machine will strictly observe the speed settings and ratios posted on the machine by the manufacturer.
7. The machine will not be operated without a second perpendicular screen positioned to restrict access to the machine by any player from the side.
8. When using a pitching machine on the field, the machine will be placed in a stable position and the power cord will be managed so players are not able to run over exposed power cord.
9. Always read and adhere to all manufacturer warnings and instructions on the machine.
10. Complete removal to storage is the responsibility of the coach of the last team using the machine (machine, legs, power cord, and balls).

ATTACHMENT 14

WEST LOS ANGELES LITTLE LEAGUE 2018 PARENT EVALUATION FORM

Your Name : _____

Players' Name : _____

Players' Team : _____

Players' Division Baseball Majors AAA AA A-Ball Softball (Majors / Minors) T-Ball

Players' Manager : _____

How many years have you been affiliated with West LA Little League? :

How would you rate the overall performance of your players' team Manager?

(Please select the appropriate number – 7 being highest, yes, and 1 being lowest, no)

Did he encourage sportsmanship? 7 / 6 / 5 / 4 / 3 / 2 / 1

Did he distribute playing time fairly? 7 / 6 / 5 / 4 / 3 / 2 / 1

Did he conduct valuable practices? 7 / 6 / 5 / 4 / 3 / 2 / 1

Did he focus on developing skills? 7 / 6 / 5 / 4 / 3 / 2 / 1

Did he increase players' enjoyment of baseball? 7 / 6 / 5 / 4 / 3 / 2 / 1

Did he handle Winning or Losing well? 7 / 6 / 5 / 4 / 3 / 2 / 1

Did he give constructive feedback during games? 7 / 6 / 5 / 4 / 3 / 2 / 1

Did he respect players' psychological and physical rights? 7 / 6 / 5 / 4 / 3 / 2 / 1

Would you want your player to be on this Managers team again? 7 / 6 / 5 / 4 / 3 / 2 / 1

How would you rate the overall performance of your players team Coaches?

How would you rate the overall performance of the league umpires?

What are your thoughts about the other Managers/Coaches within your players division?

Describe any positive or negative aspects of your players' team.

Describe any positive or negative aspects of the West LA Little League program.

What area(s) of improvement do you feel the league should address?

What are your thoughts about the condition of the playing fields and WLALL facilities?

What are your thoughts about the condition and operation of the snack bar?

Any additional comments about the West LA Little League program?

Thank you for your comments. Your feedback is essential to the continued growth of this League.
Please send completed forms to: pres@wllittleleague.org or mail to: WLALL P.O. Box 24365
Village Station Los Angeles, CA 90024

ATTACHMENT 15

[illegible]

NOTES:

Rate each player from 1 – 5 for their skill and performance level in each area.

5 = All Star Level for the division (not the age) in which the player played (i.e., AA, AAA or Majors)

4 = above average compared to other players in your division;

3 = average compared to other players in your division;

2 = below average compared to other players in your division;

1 = needs significant skill development

**** Overall rating is the manager's decision, its not an average of all skill ratings**