



**LAKEWOOD VILLAGE
LITTLE LEAGUE**

Safety Manual

2024-2025



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Safety Mission Statement

Lakewood Village Little League ("LVLL") is committed to providing a safe and fun experience for all players. All volunteers, players, and spectators will work together to ensure our Little League players continue to develop skills and grow their love for the game of baseball.

Lakewood Village Little League has developed A Safety Awareness Program (ASAP) with the mission to operate with a high level of safety awareness, committed to operate our league as the safest, most compliant league, in alignment with Little League International, for the players we serve.

We understand that preparation, prudence, and participation will create the safest, most equitable experience. LVLL understands that in baseball, there is an inherent risk of injury. Our league safety manual aims to mitigate and reduce that risk as much as possible. It takes a village to ensure safety and enjoyment are the main takeaways from LVLL.

2025 Board Directory

Position	Name	Email	Phone Number
President	Matt Lauwers	president@villagebaseball.org	562-221-7728
General Manager	Clara Lauwers	generalmanager@villagebaseball.org	650-483-8220
Vice President	Kevin Nottage	vicepresident@villagebaseball.org	562-208-7283
Auxiliary Board President	Danielle Russel	auxboardpresident@villagebaseball.org	562-761-2351
Treasurer	Vanessa Smith	treasurer@villagebaseball.org	949-294-1297
Assistant General Manager			
Safety Officer	Steve Borish	Sborish1@gmail.com	951-575-5461
Player Agent	Chris Nelson	playeragent@villagebaseball.org	323-895-8735
Umpire In Chief	Dave Mancha	dmanchajr@gmail.com	562-386-3322
VP - Majors	Greg Nagy	gregnagy@gmail.com	949-584-6240
VP - Minor A	Ben Koehlinger	benjamin.koehlinger@gmail.com	213-675-0085
VP - Minor B	Titus Douglas	pops.td@gmail.com	714-862-9640
VP - Farm	Matt Smith	matthew.j.smith00@gmail.com	949-294-1297
VP - Coach Pitch	Phylicia McCann	phyliciamccann@yahoo.com	562-922-0252
VP - Quick Ball	Craig Liebrecht	craig_liebrecht@yahoo.com	562-761-1841
Concessions Manager			
Equipment Manager	Matt Eskarous	matthew.eskarous1992@icloud.com	562-644-1047
Sponsorship Representative	Marlene Nantell	sponsorrep@villagebaseball.org	562-357-3524
Communications Committee Chair	Ali Nagy	aliperezsilva@gmail.com	714-310-4439
Coaching Coordinator	Adam Moss	sfgiants075@yahoo.com	626-523-8705
Building & Property Committee Chair	Doug Carey	xryvison@hotmail.com	562-822-9729
Head Scorekeeper	Cesar Sanchez	cesarsanchez23@gmail.com	714-423-0277
Tournament Director	Brian Sullivan	sullivan.brian.lewis@gmail.com	562-900-0391
Volunteer Coordinator	NA	NA	NA
Member at Large	Mark Russell	russellandsonsbcc@gmail.com	562-533-0774
Member at Large	Tish Febach	ticianham@hotmail.com	760-777-5754

Member at Large	Derek Raymond	d.ray.lb@gmail.com	562-881-5537
Member at Large	Steve Padgett	stevenpadgett@gmail.com	562-619-2454

Lakewood Village Little League Safety Plan and Timeline

ASAP Safety Plan

As one measure to further our safety plan mission, Lakewood Village Little League and Little League International have adopted ASAP (A Safety Awareness Program) to improve and continue to provide a safe environment for all participants in Little League Baseball.

The Lakewood Village Little League Safety Manual outlines specific safety issues, League procedures and safety guidelines. All participants, volunteers, employees, and spectators are bound by the guidelines set forth in this manual. A copy of the manual can be found online in the rules and forms section of the website www.villagebaseball.org.

The Role of the Safety Officer

The Safety Officer is a member of the Lakewood Village Little League Board of Directors, appointed as the primary contact for the execution of the safety plan. The Safety Officer's responsibilities include modifying the league's Safety Manual on an annual basis, coordinating a safety clinic for all managers and coaches, completing an annual facility survey, reviewing all practice and game field for potential safety hazards and communicating with our local district and Little League International regarding any safety concerns.

ASAP Timeline

October 2024

- LVLL Safety Officer contacted LIVESCAN and Safety Class reps and coordinated meeting dates
- District Safety Officer: Rick Guerrero 562-706-8815
- LIVESCAN Rep: Tunuja (TJ) Meeks 714-990-3304, TJ@alatentimpression.com

December 2024

- All parents who attended evaluations signed a "Sport Parent Code of Conduct" that was accessed through littleleague.org website.
- Held first Safety class and Livescan on 12/18/24
- Submit Safety Action plan to President and GM for review

January 2025

- Safety plan was shared with the Executive Board

- Safety Plan was submitted to Little League International
- Safety meetings held for volunteers to review the 2025 LVLL ASAP Safety Plan.
- Second Safety Class and LIVESCAN held on 1/23/25
- Each team will be presented with a binder including code of conduct, multiple guardians contact numbers, incident forms etc.

February 2025

- League commences. Safety plan monitoring begins.



Safety Protocols and Procedures



Accident Reporting Procedures

An accident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment or First Aid, must be reported immediately to:

Safety Officer – Steve Borish (sborish1@gmail.com / 951-575-5461) ~OR~ League President – Matt Lauwers (president@villagebaseball.org)

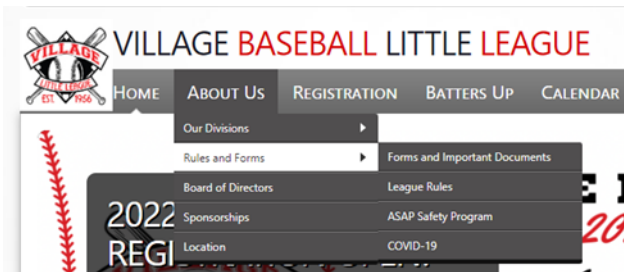
Reporting Protocol

When reporting accidents, please provide the following information:

1. Name(s) and phone number(s) of the person(s) involved
2. Date, time, and location where the accident occurred
3. A detailed description of what happened
4. The type(s) of injury that occurred
5. Name and phone number of the person reporting the accident

The Safety Officer must be contacted, and an Incident Injury Tracking Report and an Accident Claim Form will be completed.

These forms can be found on the Lakewood Village Little League website (<http://www.villagebaseball.org/>).



For Local League Use Only

Activities/Reporting **A Safety Awareness Program's Incident/Injury Tracking Report**

League Name: _____ League ID: _____ Incident Date: _____
 Field Name/Location: _____ Incident Time: _____
 Injured Person's Name: _____ Date of Birth: _____
 Address: _____ Age: _____ Sex: ☐ Male ☐ Female
 City: _____ State: _____ ZIP: _____ Home Phone: () _____
 Parent's Name (If Player): _____ Work Phone: () _____
 Parents' Address (If Different): _____ City: _____

Incident occurred while participating in:

A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
 B.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)
☐ Junior ☐ Senior ☐ Big League
 C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident:

D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____
 (If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

A.) On Primary Playing Field B.) Adjacent to Playing Field D.) Off Ball Field
☐ Base Path: ☐ Running or ☐ Sliding ☐ Seating Area ☐ Travel:
☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted ☐ Parking Area ☐ Car or ☐ Bike or
☐ Collision with: ☐ Player or ☐ Structure ☐ Concession Area ☐ Walking
☐ Grounds Defect ☐ Volunteer Worker ☐ League Activity
☐ Other: _____ ☐ Customer/Bystander ☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the accident insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/assets/forms_pubs/asap/accidentclaimform.pdf and send to Little League International. For all other claims to non-eligible participants under the accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: () _____
 Signature: _____ Date: _____

When an injury report is received, the Safety Officer will:

1. Contact the injured person(s) and verify the information. If the injured party is a minor, the parent/guardian will be contacted.
2. Stay in contact with the injured person(s) to monitor the progress of the report.
3. Provide all parties with the Lakewood Village Little League Insurance Information if necessary.
4. Communicate with the board regarding incidents and all reported matters.

Background Checks

Little League® regulations require all Managers, Coaches, Board of Directors, Volunteers and other persons deemed by Lakewood Village Little League Board of Directors to have a repetitive access or contact with players or teams must complete and submit to a national criminal background check, which may include a check review of sex offender registries, child abuse and criminal history records.

To learn more about the background check process please visit the Little League International Website - <https://www.littleleague.org/player-safety/child-protection-program/jdp-integration-with-sports-connect>

Lakewood Village Little League complies with Little League International policy and utilizes the recommended background check service – JD Palatine Background Check System ("JDP").

As part of the League Safety Officer role, they will compile the information for league volunteers and enter them into the JD Palatine Background Check System. The Safety Officer will also monitor the status of all applications and communicate with the league president, team managers and coaches about the status of all volunteers.

Background Check Procedures

1. Volunteers automatically go into background check when they apply as a volunteer on LVLL website.
2. All managers, asst coaches and team parents must complete a LIVSCAN background check.
3. If the results contain records that indicate the volunteer is a potential risk to the players, volunteers, or Lakewood Village Little League itself, the Safety Officer contacts the League President, always protecting the identity of the volunteer, to discuss the risk and decide whether the volunteer is clear or not:
 - a. If a decision cannot be made, the League President would then contact the District Administrator for guidance.

Possible Triggers for Unacceptable Application

Some crimes that would cause a volunteer to not be cleared for service in Lakewood Village Little League include:

- Child Abuse (of any degree or type)
- Child Molestation or any sexual or inappropriate interactions with minors
- Endangerment and Neglect of a Child; Risk of Injury to a Child
- Domestic Violence
- Violent Crime (of any kind)
- Terrorism or Terrorist Threats
- Stalking
- Restraining/Protective Order

Media and Likeness Usage

Lakewood Village Little League understands that spectators who attend our games and support our league love to do so using social media. While this is permitted, we must inform our teams, parents and volunteers about best practices to ensure that all parties

are protected. Some families do not permit the league to take pictures and/or post images on any publications. To ensure this, team managers and the Safety Officer will:

- Hold safety meeting with coaches and parent volunteers to discuss the importance of maintaining safety via social media
- Disseminate the safety plan for all members to be aware of appropriate social media usage
 - o If recording a video, only record your child.
 - o Blur out all people that you do not have permission to post.
 - o Avoid tagging and labeling people on pictures or videos.
 - o Avoid sharing personal information about your child or other children on social media.

League First Aid Kits

Lakewood Village Little League keeps a first-aid kit, extra supplies, and instant ice packs at the Concession stand located at the Majors Field.

Each team will receive a OSHA approved first aid kit that is REQUIRED to be brought to all league sanctioned events (team practices, games, tournaments, etc.).



Injuries Requiring Ice

Ice is available at the concession stand. Coaches will be able to get ice bags from the concession stand when needed. For away games, the Safety Officer or coaches will check with the hosting park on ice availability (as well as other safety equipment).

Please follow accident reporting protocols when any injury requiring ice is needed. If the injury seems severe, please call 9-1-1.

Safety Cards

Every Coach and manager must have a valid Safety Card. To receive a training card, you must attend a sanctioned District 38 Safety Meeting. Please check with the Safety Officer regarding the status of your safety clearance.

In addition to this training, you must also have YEARLY certification of the following trainings:

- Sudden Cardiac Arrest, <https://epsavealife.org/courses/coach-training>
- Concussion Protocols, <https://www.cdc.gov/heads-up/training/youth-sport.html>
- Diamond Leader; <https://littleleague.org/s/training>
- Abuse Awareness; <https://littleleague.org/s/training>

In 2025 Abuse Awareness Training was also an added required course for all volunteers to take. BASE training was removed.

Equipment Safety

Equipment safety before each season, spring and fall, our Equipment Manager and Safety Officer will review updated guidelines for all equipment used for the season. This information will be disseminated to managers and coaches to support parents and players with securing all the necessary equipment to meet league compliance.

At the district safety meeting, managers and coaches will be trained on how to use the following equipment:

- First Aid Kit and accompanying safety materials
- AED machine

League Provided Equipment

League provided equipment (such as baseballs, catchers gear, gloves etc.), will be inspected for safety and compliance. Any parents that provide equipment for their children can seek the input and approval for compliance of the Safety Officer. The Safety Officer may inspect equipment before, during or after a game to ensure compliance.

Before each game, our league sanctioned umpires will inspect game equipment – including bats, helmets, and catcher gear – to assure the equipment being used by the players is safe before the start of each game.



Field Inspection

A field inspection will be conducted frequently to ensure compliance and safety. Some of the inspection point include but are not limited to:

- break-away bases
- pitcher's mound
- batter's box
- dugouts
- bleachers
- infield
- Outfield
- Baselines

Each year the Safety Officer and Facilities Manager will complete an Annual Facilities Survey to check all areas of the field. The status of the fields will be shared through text messages, the league website and the league bulletin board.

LVLL Facilities & Inspection Checklist

Facility Name _____

Inspector _____

Date _____ Time _____

- ☐ Holes, damage, rough or uneven spots
- ☐ Slippery areas, long grass
- ☐ Glass, rocks, & other debris/forging objects
- ☐ Damage to screens, fence edges, or sharp fencing
- ☐ Unsafe conditions around the backstop and pitching mound
- ☐ Warning track condition
- ☐ Dugout condition before & after the games
- ☐ Telephone Availability
- ☐ Bleacher cleanliness
- ☐ General garbage cleanup
- ☐ Who's in charge of emptying garbage cans?
- ☐ Restroom conditions & supplies
- ☐ Concession stand inspection

Notes / Hazards

Signature _____

Concession Stand Protocols

Lakewood Village Little League values the health and safety of all supporters and members of our league. Therefore, our approach to concession stand safety is focused on high quality service and safety/cleanliness protocols. In the LVLL concession stand, we must adhere to the following:

- Use of Food Handlers Gloves will always be enforced.
- Use of appropriate procedures to ensure that all raw materials that require cooking will be safety to serve to the public.
- Access to clean running water and sink to wash utensils is provided.
- All foods will be stored in appropriate containers.
- Concession stand managers will check the expiration of all perishable items before use and will dispose of all unusable food material.
- Use of clean materials including cooking surfaces, cooking utensils, etc.
- All perishable food that is not sold shall be thrown out.
- Only adults shall operate all cooking devices that require fire (charcoal or propane).
 - Proper training will be provided to volunteers on how to operate all cooking devices prior to usage.
- All non-adult volunteers will be supervised by a designated league volunteer. No underage volunteers will be left unsupervised at any period.
- All workers within the snack-bar/concession-stand shall upon return from the restroom or the handling of any non-food item when they:
 - Wash their hands in warm water (if available) and soap
 - Use hand sanitizer before continuing cooking
 - Replace previously used gloves with new, clean gloves
 - Important Note: Signs are posted in the bathrooms regarding the expectation of handwashing before returning to food services.
- Any volunteer who may have open sores, cuts, or oozing skin conditions may be prevented from working in the cooking/food handling area unless the areas that are affected are protected and covered to prevent possible contamination.
- A local authority approved fire extinguisher is available for emergency use in the concession stand. All fire extinguishers:
 - must be checked annually and services as needed
 - will be refilled/recharged or changed out after usage or if deemed necessary to replace.
 - All concession stand volunteers will review how to use a fire extinguisher.

Qualified Safety Plan and Player Data

The LVLL Board has compiled all necessary information from players and league volunteers and has submitted them to Little League International Data Center.

Volunteer Background Check Data will remain confidential and secure. Players and coaches that do not have appropriate documentation and paperwork will not be permitted to volunteer, coach, or attend league sanctioned events in any participatory manner.

All players will follow league age rules to ensure that appropriate skill level and age participates in games and tournaments.

In 2024, there was one player (12 years old) that needed to have a Little League Regulation V (A) Waiver to play in a Minor Division.