



**LAKEWOOD VILLAGE  
LITTLE LEAGUE**

# **Safety Manual**

## **2025-2026**



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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.

## 2026 Board Directory

2025-2026 BOARD OF DIRECTORS			
<b>President</b>	Matt Lauwers	president@villagebaseball.org	562-221-7228
<b>Vice President</b>	Kevin Nottage	vp@villagebaseball.org	562-208-7283
<b>General Manger</b>	Clara Lauwers	gm@villagebaseball.org	650-483-8220
<b>Auxiliary Board President</b>	Danielle Russell	auxboardpresident@villagebaseball.org	562-761-2351
<b>Treasurer</b>	Vanessa Smith	treasurer@villagebaseball.org	949-294-1297
<b>Safety Officer</b>	MayAnn Connors	mayann.connors@gmail.com	510-384-2342
<b>Player Agent</b>	Steve Borish	playeragent@villagebaseball.org	323-895-8735
<b>Umpire In Chief</b>	Steve Padgett	stevenpadgett@gmail.com	562-619-2454
<b>VP Majors</b>	Ben Koehlinger	benjamin.koehlinger@gmail.com	213-675-0085
<b>VP Minor A</b>	Derek Raymond	d.ray.lb@gmail.com	562-881-5537
<b>VP Minor B</b>	Titus Douglas	pops.td@gmail.com	714-862-9640
<b>VP Farm</b>	Matt Smith	matthew.j.smith00@gmail.com	949-294-1297
<b>VP Coach Pitch</b>	Phylicia McCann	phyliciamccann@yahoo.com	562-922-0252
<b>VP Quickball</b>	Craig Liebzeit	craig_liebzeit@yahoo.com	562-761-1841
<b>Concessions Manager</b>	Ami Borish	amiborish@gmail.com	714-335-3347
<b>Equipment Manager</b>	Matt Eskarous	matthew.eskarous1992@icloud.com	562-644-1047
<b>Communications Committee Chair</b>	Kate Liebzeit	cmliebzeit@gmail.com	562-355-0114
<b>Co-Coaching Coordinator</b>	Jesse Pazdernik	jessepaz24mn@gmail.com	619-504-7082
<b>Co-Coaching Coordinator</b>	Sean McCann	aj.seanmccann@gmail.com	562-883-4815
<b>Building &amp; Property Committee Chair</b>	Trey Buckley	tbuckley@outdoorshadeconcepts.com	562-355-2252
<b>Head Scorekeeper</b>	Dana DeMarco	danademarco63@gmail.com	
<b>Sponsorship Rep</b>	Brett Yakus	brettyakus@gmail.com	562-761-9037
<b>Tournament Director</b>	Neilson Ku	kumyster@gmail.com	714-270-4826
<b>Volunteer Coordinator</b>	Rory Ann Clements	Roryannclements@gmail.com	562-533-0980
<b>Fundraising Coordination</b>	Tish Febach	ticialanham@hotmail.com	760-777-5754
<b>Member at Large - B&amp;P</b>	Mark Russell	russellandsonsbcc@gmail.com	562-533-0774
<b>Member at Large - B&amp;P</b>	Chris Preston	Christopherspreston@gmail.com	562-413-8205
<b>Member at Large - B&amp;P</b>	Mike Clements	soulrebelsurf@yahoo.com	562-277-2820
<b>Member at Large - Ateam</b>	Danielle Mancha	drm51510@gmail.com	562-375-8373
<b>Member at Large - OPS/Admin</b>	Thuy Pham	thuy.co31@gmail.com	614-571-5153
<b>Member at Large - OPS/Admin</b>	Megan Stone	Megan.stone527@gmail.com	562-883-2866
<b>Member at Large - Finance</b>	Craig Ratkovic	craig.ratkovic@gmail.com	949-233-0545
<b>Member at Large - Comms</b>	Zulma Calderon	zulmalicious777@yahoo.com	909-268-3681

# 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](http://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 2025**

- LVLL Safety Officer met with fellow league Safety Officers from other leagues to review best practices for the ASAP Safety Plan

### **December 2025**

- Completed final draft for Review from the President. Feedback was given and adjustments were made appropriately.

### **January 2026**

- Safety plan was shared with the Executive Board
- Safety Plan was submitted to Little League International
- Safety meetings held for volunteers to review the 2026 LVLL ASAP Safety Plan.

### **February 2026**

- League commences. Safety plan monitoring begins



# **LAKEWOOD VILLAGE LITTLE LEAGUE**

## **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 – MayAnn Connors (safetyvillagebaseball@gmail.com/ 510-384-2342)  
~OR~ League President – Matthew Lau(president@villagebaseball.org)

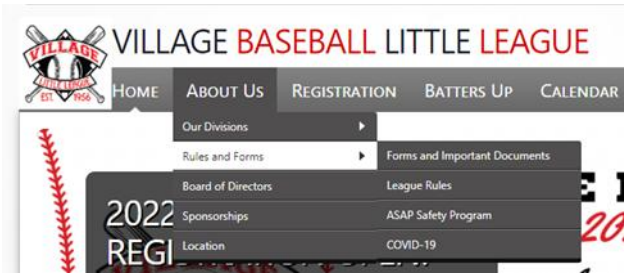
## **Reporting Protocol**

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  Baseman  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  Base Path  Running or  Sliding  Hit by Ball:  Pitched or  Thrown or  Batted  Collision with:  Player or  Structure  Grounds Defect  Other: \_\_\_\_\_  
 B.) Adjacent to Playing Field  Seating Area  Parking Area  Concession Area  Volunteer Worker  Customer/Bystander  
 D.) Off Ball Field  Travel:  Car or  Bike or  Walking  League Activity  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, initiate 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\\_public/asap/incidentclaimform.pdf](http://www.littleleague.org/assets/forms_public/asap/incidentclaimform.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\\_public/asap/GlClaimform.pdf](http://www.littleleague.org/assets/forms_public/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 LIVESCAN 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 first aid kit that is REQUIRED to be brought to all league sanctioned events (team practices, games, tournaments, etc.). Each team will also receive 2 ice packs. Additional ice packs will be available upon request. Coaches will attend the league safety class and review the contents of the safety kits and how to use them.



### 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 complete the first four courses below and attend a sanctioned District 38 Safety Meeting. If you do not attend the in-person class, you must complete course five below and turn in all your certificates to the Safety Officer. Please check with the Safety Officer regarding the status of your safety clearance.

Certification Courses:

1. Sudden Cardiac Arrest, <https://epsavealife.org/courses/coach-training>
2. Concussion Protocols, <https://www.cdc.gov/heads-up/training/youth-sport.html>
3. Diamond Leader; <https://littleleague.org/s/training>
4. Abuse Awareness; <https://littleleague.org/s/training>
5. First Aid Awareness Course: <https://www.littleleague.org/university/articles/first-aid-awareness-training-course/>

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New volunteers are required to take Little League Diamond Leader along with these other classes.

## **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.



requently 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.