



Bellevue East Little League 2019 Safety and Policies Manual

Little League Charter Number: #447 09 03



Updated: December 7, 2018

Approved By Little League: TBD



1 Overview

The following Safety and Policies Manual outlines the approved rules, policies and procedures for all Bellevue East Little League (hereinafter referred to as BELL) baseball, softball and tee ball managers, coach's, assistant coaches, umpires, volunteers and players for the 2018/2019 season.

Bellevue East Little League's highest priority is for the safety of our players. Creating safe environments through education, training and the execution of best practices is key to reducing injuries, accidents and emergencies. As a league, we actively participate in Little Leagues' "A Safety Awareness Program" (ASAP) whose mission is "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball and Softball."

The purpose of this manual is to communicate essential safety information, policies, procedures and actions to all members of our league. Although specifically written for managers, coaches, assistant coaches, umpires and players, this manual is highly informative for all members, players and participants. A downloadable copy of this manual is always available on the BELL website at www.bellevueeastll.org.

We openly invite members to assist us in maintaining the highest standards for our league, its programs, and associated information. Please feel free to provide feedback on this manual, or regarding any Bellevue East Little League program by emailing us at info@bellevueeastll.org.

We look forward to a successful and rewarding 2019 season!

"The essential elements of character building and ethics are embodied in the concepts of Bellevue East Little League through sportsmanship, trustworthiness, respect, responsibility and good citizenship - not only by our players, but by our parents, coaches, managers and board of directors."

"Safety First – Safety Last - Safety Always"



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3 BELL Safety Committee

Bellevue East Little League has expanded the role of the Safety Officer to extend oversight and enforcement of not only the BELL safety program, but for the league's community-first citizenship program and overall player and member statutes-of-conduct policies.

The Vice President of Safety & Policies (Safety Officer) sits on the Executive Board for the Board of Directors, oversees the BELL Safety Committee, and is the primary point of contact for the establishment, administration, and enforcement of the BELL Safety & Policies Program.

For the 2018/2019 season, the Vice President of Safety & Policies (Safety Officer), as registered with Little League International, is:

Jason Hanleybrown – Safety Officer
Email: safetyofficer@bellevueeastll.org
Phone: (425) 883-2872

In addition to the Vice President of Safety & Policies, the following BELL Board Members are members of the Safety Committee:

Dean Kassmann – President
Email: president@bellevueeastll.org
Phone: (425) 891-1390

Michael Molnar – VP Baseball Drafted Divisions
Email: vpbaseball-drafted@bellevueeastll.org
Phone: (253) 394-1563

Rogerio Panigassi – Umpire-in-Chief (UIC)
Email: uic@bellevueeastll.org
Phone: (425) 985-5505

Ryan Stier – VP Baseball Un-Drafted Divisions
Email: vpbaseball-undrafted@bellevueeastll.org
Phone: (206) 396-1890

Craig Hembree – VP Baseball Upper Divisions
Email: vpbaseball-upper@bellevueeastll.org
Phone: (206) 406-4151

Khan Chan – VP Softball
Email: vpsoftball@bellevueeastll.org
Phone: (425) 737-2577

The Safety Committee, in partnership with the BELL Rules & Ethics Committee establishes, documents, administers and enforces all rules, regulations, policies, procedures, and agenda for BELL. This includes ensuring all managers, coaches, assistant coaches and/or umpires are fully versed in League local rules and policies, District 9 rules and policies, and Little League rules and policies.

Each year, the BELL Safety Committee invests a dedicated budget to the development and administration of its Safety Program, and to volunteer training including, but not limited to clinics, educational literature, certification sessions, and online curriculum. Both the Safety Committee and Rules & Ethics Committee



communicate regularly the rules and policies of BELL to the Board of Directors, the general membership, and players through meetings, online via our league website, and through other electronic and non-electronic correspondence.

This Safety and Policies Manual shall be publically posted on the BELL website, at www.bellevueeastll.org.

4 Annual Little League Facility Survey

Bellevue East Little League has completed the Annual Little Facility Survey for its league-administered field, Federal Field, located in Bellevue, WA. BELL has made substantial capital investment in Federal Field over the last several years, including the following field-of-play upgrades:

- Grading of infield and outfield with new top soil and grass to improve outfield playing conditions, resolve drainage issues and decrease overall water retention.
- Installation of new outfield fence.
- Installation of new spectator bleachers.
- Removal of perimeter fence (exterior) trees and growth.

BELL primarily uses fields and facilities owned and administered by 1) the City of Bellevue, and 2) the Bellevue Public School Board. BELL works in conjunction with these entities to ensure the fields and facilities meet the Little League standards for play, and that all fields and facilities undergo regular maintenance and grounds keeping, including grooming and raking prior to each practice and/or game.

5 Manager and Coach Training and Accountability

All BELL managers, coaches and/or assistant coaches are required to read, and be familiar with the rules, policies and guidelines included within this manual in order to properly aide in their administration and enforcement. In order to manage or coach for BELL, candidates must undergo regimented training including, but not limited to the following:

- Attend at least one (1) BELL and/or District 9 sanctioned coaches training clinics.
- Attend at least fifty percent (50%) of BELL winter coaches training clinic. (Exceptions to winter clinic attendance may be permitted for managers and/or coaches new to, or relocating to BELL).
- Attend a BELL Safety and First Aid Training meeting and be approved by the Vice President of Safety & Policies as having completed the BELL Safety Program curriculum.
- Review and comprehend the 2019 BELL Safety & Policies Manual.
- Complete the Little League Volunteer Application and BELL approval process, including the completion of a background check.
- Sign and submit a copy of the BELL Managers & Coaches Agreement prior to the start of any practices and/or games.



Currently, in addition to winter clinics, BELL will conduct manager and coaches training, safety training and first aid, and curriculum training on a chosen Saturday in February and March of prior to season start.

The following dates are current scheduled for training:

- Saturday, February 16, 2019
- Saturday, March 23, 2019

Manager and/or coaches are responsible for holding regular parent-information sessions throughout the season to keep parents aligned with rules, policies, safety guidelines, behavioral expectations, etc. Throughout the year updated information will be made available to managers, coaches, assistant coaches, umpires and members through the BELL website, via regular newsletters, and by email updates.

6 Umpire Training and Accountability

BELL volunteer umpires are provided training through BELL umpire clinics, and/or sponsored District 9 umpire training clinics. All BELL umpires are required to complete the volunteer application and approval process, including the completion of a background check.

BELL umpire training includes, but is not limited to the following:

- Education on Little League rules and/or rule addendums for baseball and/or softball.
- Proper positioning and stance for home plate and field umpires to achieve the best vantage point, while knowing how to avoid obstructing play and/or injury.
- BELL Safety Policies.
- Proper pre-game procedures and tasks.
- How to check the field prior to the start of a game.
- How to check equipment prior to the start of a game.
- How to take control of a game while ensuring fairness, consistency and impartiality.
- How to manage a game, including conflict management between managers and/or coaches.
- How to best manage spectators, heckling, swearing, etc.
- When and how to end a game.
- How to report an incident.

All BELL umpires are required to read, and be familiar with the rules, policies and guidelines included within this manual in order to properly aide in their administration and enforcement.

The BELL Umpire-in-Chief (UIC) for 2019 is as follows:

Rogério Panigassi – Umpire-in-Chief (UIC)
Email: uic@bellevueeastll.org
Phone: (425) 985-5505

7 ASAP Compliance



In 1995, ASAP (A Safety Awareness Program) was introduced into Little League with the goal of re-emphasizing the position of the Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball".

In order to be an ASAP-compliant league, a Little League approved Safety Plan must be filed each year with Williamsport.

Accordingly, BELL reviews and amends its Safety & Policies Manual and program each year for District 9 and Little League of America approval. Additionally, BELL submits and required "Qualified Safety Plan Registration Form" with our Safety & Policies Manual to Little League as part of the approval process.

BELL provides links to the ASAP section of the Little League website, under the leagues "Coaches Corner" for managers and coaches to access and review information on the program, view newsletters and updates, and utilize its available resources.

Additional information on the Little League ASAP program can be found at:

<https://www.littleleague.org/player-safety/asap/>

8 Volunteer Administration and Approval

All BELL managers, coaches, assistant coaches, umpires and volunteers must be approved by the BELL Board of Directors in order to participate in any BELL sponsored event, including practices and/or games.

To participate in league activities and enforce player safety, all volunteers must have:

- Completed a full Little League Volunteer Application for 2019; where their application has been approved, including verification of driver license or other government-issued ID, and completion a formal background check. The 2019 Little League Volunteer Application is available for download on the Little League website at

<https://www.littleleague.org/downloads/volunteer-application/>

<https://www.littleleague.org/downloads/returning-volunteer-application/>

JDP has been chosen by Little League as their preferred provider for conducting background checks.

BELL managers, coaches, umpires and board members are provided with Volunteer Applications to distribute to interested potential volunteers.



A list of approved volunteers for 2019 shall be publically posted on the BELL website at www.bellevueeastll.org. It is the responsibility of all managers, coaches, umpires and board members to verify the “approved” status of any parent, legal guardian, or other member prior to their being permitted to volunteer and/or assist in any capacity.

Unapproved volunteers are not permitted to assist with any on-field and/or off-field activities, with any team, until such time as they have been formally approved and authorized.

Little League® Volunteer Application - 2019
Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ **Date** _____
First Middle Name or Initial Last

Address _____

City _____ **State** _____ **Zip** _____

Social Security # (mandatory) _____

Cell Phone _____ **Business Phone** _____

Home Phone: _____ **E-mail Address:** _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

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

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: littleleague.org/lig/StateLaws

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

Little League Volunteer Form is Available for Download at:
<https://www.littleleague.org/downloads/volunteer-application/>

If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? (list) Yes No

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

4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes No
 If yes, describe each in full: _____

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

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes No
 If yes, describe each in full: _____
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs? Yes No
 If yes, explain: _____

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

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

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____
 on _____

System(s) used for background check (minimum of one must be checked):
Regulation I(c)(9) Mandates all checks include criminal records and sex offender registry records

* JDP Sex Offender Registry Data and National Criminal
 Records check, as mandated in the current season's official regulations

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

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

Last Updated: 11/28/2018

Figure 1 Sample Volunteer Form – Not for Official Use

9 Player, Manager and Coach Roster Data

As required under ASAP, BELL shall submit all player registration data, team rosters, manager data and coach data via the Little League Data Center prior to the April 1, 2019 deadline.



10 Safety and Policies

The 2019 BELL Safety & Policies Manual has been approved by the BELL Board of Directors, and shall be enforced by all league managers, coaches, assistant coaches, umpires and volunteers accordingly. Any violations of the safety code should immediately be reported, in writing, to the Safety Officer at safetyofficer@bellevueeastll.org.

10.1 Managers & Coaches Kits

Prior to each season, managers and coaches are provided with a “BELL Coaches Kit” that includes training materials, policies and procedures, resources, parent packets, forms, league contact information, rules books, rule addendums, and other collaterals to assist with the administration of their team(s).

Managers will also be provided with first aid kits. First aid kits are to be available at all times, and must be kept readily accessible in the dugout during all practices and/or games.

In general, first aid kits shall include the following items:

- Plastic Bandages
- Gauze Pads
- Gauze Rolls
- Elastic Bandage & Clip
- Antiseptic/ Antibacterial Wipes
- Medical Tape
- Scissors
- Disposable Latex Gloves
- Antibiotic Ointment
- Finger Splint(s)
- Insta-Cold Packs
- CPR Instruction Card

If a manager is not provided a first aid kit at the beginning of the season, they should immediately notify the Vice President of Safety & Policies at safetyofficer@bellevueeastll.org.

10.2 General League Conduct & Behavioral Policies

- Profanity and/or offensive language shall not be tolerated by any manager, coach, assistant coach, umpire or player. Parents and/or guardians using profanity and/or offensive language shall be immediately asked to refrain from using such language, and may be ejected from the property on repeated use.
- Alcohol shall not be permitted at any BELL event, field or facility. Any individual(s) possessing alcohol shall be immediately asked to remove the alcohol from the premises, and may be ejected from the property. Any manager, coach, assistant coach and/or umpire found to possess alcohol at any BELL practice and/or game shall be immediately terminated.
- No uncontrolled/ un-leashed pets are permitted at BELL games or practices. No pets are permitted on any playing field, or within a dugout at any time. Pet owners are responsible for immediately cleaning up after pets.



10.3 General Safety Rules & Practices

- At no time shall any parent, legal guardian or other member assist with any BELL team or activity, unless and until the individual has completed a Little League Volunteer Form, and has been approved by the BELL Board of Directors for volunteer status, including the completion of a background check. All approved volunteers for 2019 shall be listed on the BELL website.
- Managers, coaches, assistant coaches, umpires and league volunteers must be familiar with, and shall help administer and enforce all Little League rules and policies (Green Book, Yellow Book, Blue Book, etc.), as well as all rules and policies included within this Safety and Policies Manual for their respective teams and with all players and members.
- All managers, coaches, assistant coaches and umpires shall have basic training in first aid, as offered by BELL during mandatory safety and training meetings.
- All managers, coaches, assistant coaches and umpires should be aware of the location of the nearest emergency and medical services facilities, in advance of any and all games and practices. A quick reference list of local clinics, hospitals and emergency centers is included in section 15.0 of this manual.
- All managers, coaches, assistant coaches and players shall observe all posted signs, placards and rules at any field and/or facility.
- All managers, coaches and/or assistant coaches must ensure that players' Medical Release Forms are present and available at all games and/or practices.
- All managers, coaches and/or assistant coaches must ensure that a first aid kit is readily available at all practices and/or games.
- Managers, coaches and/or assistant coaches should never provide food or drink, other than water, to any player without parent approval due to potential allergic reaction.
- All managers, coaches and/or assistant coaches must ensure a cellular phone, with acceptable signal, is readily available at all practices and/or games.

10.4 Spectator Safety

- Spectators shall not be permitted to enter the field of play at any time during a game.
- Spectators should be reminded, prior to the start of any practices and/or games, to remain attentive at all times and be aware of errant balls that may leave the playing field.
- Manager, coaches and/or assistant coaches should have a procedure established for retrieving foul balls and/or balls batted outside of the playing field. Enlisting a team parent volunteer to safely assist with this task is recommended.

10.5 Player Safety

- At no time shall a manager, coach and/or assistant coach leave a player unattended at any field and/or facility.
 - If after a practice and/or game a player's parent or legal guardian is delayed, the manager or coach should immediately contact the person(s) to enquire about whereabouts and an estimated time of arrival.



- Managers and/or coaches are to wait with player(s) until parent(s) and/or legal guardian(s) has arrived for pickup.
- For liability reasons, BELL managers, coaches, assistant coaches, umpires and/or other league representatives shall not be permitted to transport a player, other than their own child, from a practice and/or game facility without 1) another adult party present, and/or 2) receiving prior permission from the players' parent and/or legal guardian.
- Players shall not play on and/or near streets, driveways, sidewalks, vehicles, spectators, windows, industrial equipment or other hazardous situations.
- At no time should excessive or rough play be permitted by players on or off the playing field.
- Managers, coaches and assistant coaches shall educate players, and require players to remain focused during games and practices, and to observe "smart play" during warm-up drills, practices and games.
- Players shall warm up properly prior to practices and/or games. Proper equipment and protection must be worn during warmups. Players must ensure adequate spacing, with enough distance between each player, during warmups and practice activities consisting of throwing, hitting, running, sliding, etc.
- All pre-game warm-up activities for games and/or practices shall be performed on the playing field and not within any areas occupied by spectators, passer-byers, or other non-participants.
- No player shall swing a bat at any time outside the playing field or within the dugout. Any player holding a bat must be wearing a protective batting helmet.

10.5.1 Accessories and Jewelry

- Players who wear glasses should be encouraged to purchase "safety glasses" and use an elastic or similar safety strap.
- Players may only wear sports certified sunglasses.
- Player are not permitted to wear watches, rings, pins, earrings or other jewelry or metallic items during any games and/or practices.



10.6 Field & Dugout Safety

10.6.1 Field Usage and Inspection

- Games, practices and/or league-associated events shall not be held during severe weather conditions, and/or at any field or facility that may impose a risk to safety due to current and/or prior weather conditions. Under no circumstances shall outside games, practices or league-associated events be held when thunder and/or lightening are present, or have been present within the thirty (30) minutes prior to the start of the event.
- Managers, coaches and/or assistant coaches are responsible for the inspection of any fields and/or areas of play, prior to any games and/or practices, to ensure they are acceptable for safe play. This includes examining infields and outfields for excessive water, holes, depressions, stones/ rocks, glass, bottles, tools, and/or other objects.
- Only managers, coaches, assistant coaches, umpires and players are permitted on the playing field or within the dugout during games.
- Only managers, coaches, assistant coaches, umpires, players and authorized and approved volunteers are permitted on the playing field or within the dugout during practices.
- Only Little League approved disengage-able bases are permitted for practices and/or games.
- All gates permitting access to and/or from a playing field must remain closed at all times. Managers, coaches, assistant coaches, umpires and players, after entering or leaving a playing field, shall ensure gates are closed and secured to avoid injury to players and/or attendees.
- Managers, coaches, assistant coaches and players shall ensure that all dugouts and spectator areas are clean, and free of trash at the end of each game and/or practice. Managers and/or coaches shall check dugouts and spectator areas after each game and/or practice for equipment and/or belongings that may have been left behind.

10.6.2 Player Equipment

- Manager, coaches and assistant coaches shall, at the beginning, and regularly throughout the season, inspect player equipment to ensure all equipment is Little League approved, in workable condition, is not defective, and is of proper fit. Players shall not be permitted to use equipment that is not Little League approved, or that is in need of repair and/or replacement.
- Defective equipment that is the property of the player should be repaired and/or replaced immediately. Managers and/or coaches are to notify the players' parents and/or legal guardians accordingly that equipment is defective and non-usable.
- Defective equipment that is the property of BELL should be repaired and/or replaced immediately by contacting the equipment manager of the respective division of play.
- All team and player equipment and property shall be kept within the team's dugout, or outside the playing field boundaries. At no time, unless specifically instructed by an umpire, shall team or player equipment or property be kept on the field of play.
- Players at Tee Ball and Single-A Divisions of play may wear tennis or gym shoes. Players at the Double-A Division and above for baseball and softball are required to wear rubber-molded cleats. No metal-cleat shoes shall be permitted.



- Managers, coaches, assistant coaches and players shall work to keep the floor and walkway of the dugout free and clear of any obstacles.
- All players are encouraged to wear mouth guards.
- All players are encouraged to use authorized protective cages on batting helmets.
- All male players are required to wear protective cups/ supporters at all times.

10.6.3 Batting and Base Running

- All players, while at bat, must wear Little League approved protective helmets whenever active at bat and/or within an approved on-deck area during games and/or practices.
- Only players active on the playing field, either at bat or within the on-deck circle are permitted to swing a bat. At no time shall any player swing a bat outside the field of play, such as within walkways and/or common areas, or within the dugout.
- Runners who are on-base must slide, and/or attempt to avoid direct impact with a fielder who has the ball and is waiting to make a tag for the out.
- Except when a runner is returning to a base, head first slides are not permitted.

10.6.4 Pitchers and Catchers

- Pitchers shall not warm up by throwing balls against dugout and/or against backstop fences. Catchers must be used at all times for pitching practice.
- Catchers must wear Little League approved/ certified protective catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter (male players) at all times during practices and/or games. This applies to warm-ups and bullpen activity.
- Managers, coaches and/or assistant coaches may not warm up pitchers at any time during a game. Only roster players, equipped with catcher's helmet, mask, and throat guard, may warm up pitchers.
- Pitch counts must be kept by managers, coaches or assistant coaches for all teams, and must be preserved for each game until the conclusion of a season.
- Pitching counts and/or limits must be adhered to, as per Little League and/or league rules, for the applicable level of play.

11 Medical Care and Injuries

Managers, coaches and/or assistant coaches should immediately assist anyone requiring medical attention, and should provide direct medical care when and where possible, within the boundaries of their basic first aid training.

- Look for signs of injury (blood, contusions, lacerations, swelling, discoloration, dizziness slurred speech, dilated pupils, etc.)
- If possible, ask the injured party to describe their pain and/or discomfort and listen carefully to all details.



- If required, gently touch the area of potential injury to feel for swelling, tenderness, or grating of broken bone.
- Recruit the players' parents and/or legal guardians as needed for additional information and/or transportation to medical services. If needed call 911 Emergency Services.
- If needed ask for assistance, or for clarification on proper procedures (e.g., CPR) from other coaches, parents and/or attendees.
- Never administer any medications to a player.
- Never transport injured players without a parents permission.
- Managers, coaches and/or assistant coaches should never fail to report any injury or incident to the Vice President of Safety & Policies at safetyofficer@bellevueeastll.org.

11.1 Concussions

A concussion is a brain injury that changes how the cells in the brain function. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. In some situations, even a mild bump, collision with another player, or blow to the head can be serious.

- A concussion is a brain injury.
- All concussions are serious.
- Concussions can occur without the loss of consciousness.
- Concussions can occur in any sport.
- Recognition and proper management of concussions when they first occur can help prevent further injury or even death.

11.1.1 Recognizing a Possible Concussion

To help recognize a concussion, you should watch for the following two (2) things among your players:

1. A forceful blow to the head or body that results in the rapid movement of the head, and
2. Any change in the athlete's behavior, thinking, or physical functioning.

11.1.2 Signs and Symptoms

A player may be experiencing a concussion if:

- Player appears dazed or stunned.
- Player is confused about assignment or position.
- Player forgets plays, signals, etc.
- Player is unsure of the game status, score, opponent, etc.
- Player moves awkwardly.
- Player answers questions slowly and/or incomplete.
- Player cannot recall events prior to, and/or after the incident.
- Player loses consciousness, even briefly.
- Player complains of headache or pressure in the head.



- Player exhibit nausea or is vomiting.
- Player complains of double or blurring vision.
- Player complains about noise.
- Player complains about light.
- Player feels sluggish, hazy, foggy, etc.

A player who exhibits any of these signs or symptoms after a bump or blow to the head, or a collision, or a blow to the body should be kept from play until given permission to return to play by a health care professional. Signs and symptoms of concussions can last from several minutes, to days, to weeks, to months, or longer.

12 Reporting Injuries

The following procedures should be used by all managers, coach's, umpires, parents and/or volunteers concerning the reporting of injuries.

12.1 What to Report

Any incident that requires a player, manager, coach, umpire and/or volunteer to receive medical treatment and/or first aid must be reported to the Vice President of Safety & Policies. The definition of "medical treatment" and/or "first aid" shall include passive treatments such as the evaluation and diagnosis of the extent of the injury. Any incident that 1) causes a player to miss a practice and/or game, or 2) any event that has the potential to require medical assistance must be reported promptly.

12.2 When & Where to Report

All such incidents described above must be reported to the Vice President of Safety & Policies within forty-eight (48) hours of the incident.

Contact information for the BELL Vice President of Safety & Policies is as follows:

Jason Hanleybrown – Safety Officer
Email: safetyofficer@bellevueeastll.org
Mobile: (206) 793-4298

12.3 How to File the Report

Reporting safety incidents should be done by completing the official Little League "Accident Notification Form" included in all managers' kits, and/or available online on the league website. As determined on the form, the following information is to be provided for each incident:

- The name and phone number of the individual involved (or of their parents).



- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- A preliminary assessment as to the extent of any injuries.
- The name and phone number of the individual reporting the incident.

All Incident Reports are to be sent directly to the league Vice President of Safety & Policies at safetyofficer@bellevueeastll.org.

Within twenty-four (24) hours of receiving an Incident Report, the Vice President of Safety & Policies shall contact the injured party and/or their parents and/or legal guardians to 1) check on the status of the injured party, 2) verify details of the report, 3) gather additional information specific to the incident, 4) determine if the injured party requires details on BELL's insurance coverage, including terms and conditions and provisions, for any claims for reimbursement of medical fees.

Once all details of the event have been confirmed, and the Incident Report has been updated with any additional information, the Vice President of Safety & Policies shall make a copy of the report, file the copy for future record, and file the original Incident Report with the league President. Each Incident Report shall be electronically submitted, or a copy forwarded via mail, to the District 9 Safety Office within seventy-two (72) hours of each incident.

12.4 Incident Follow Up

Should an incident result in more than a minor injury, the Vice President of Safety & Policies shall periodically check in with the injured party to 1) check on the status of any injuries, 2) see if any additional assistance is needed regarding the submission of claim forms, insurance forms, etc. The Vice President of Safety & Policies shall continue correspondence with all party's until determined that no further actions or assistance are expected and/or the injured party is able to reinitiate participation with the league.

13 Weather Conditions

The safety of players, managers, coach's, assistant coaches, umpires and spectators is of the utmost importance. Accordingly, BELL enforces strict policies regarding practices and/or games during inclement weather; in particular thunder and lightning.

Managers, coaches and/or assistant coaches should watch for developing or approaching storms; using available resources (TV, web, radio, etc.) to determine weather risks.

- The average thunderstorm is 6-10 miles wide, and can travel up to 10 miles from a storms edge.
- By the time you hear thunder (at an avg. distance of 3-4 miles away), you are already at risk of lightning strikes.



13.1 Stormy Conditions



- If rain has persisted for more than two (2) to three (3) hours prior to any practice and/or game, managers shall check with league and/or city information sources regarding the status of the field. If, after checking the status of the field (e.g., city says field is open), managers are unsure the safety status of a field they are encouraged to visit the field, in person, to make a proper determination. No practices and/or games shall be held if field conditions are not ideal (e.g., visible water in infield/ outfield, muddy conditions, infield washed away, etc.).
- All practices and/or games must immediately cease when thunder is heard, and all participants are to take nearby shelter immediately:
 - Acceptable Shelter: nearby buildings, metal-roofed vehicles with closed windows.
 - Unacceptable Shelter: open fields, under trees, under or nearby metal poles.
 - Managers and/or coaches should check to make sure all players and attendees are safe and protected from the elements.
 - All practice and/or games must immediately cease when a first-strike of lightning is seen, and all participants are to take shelter immediately under covered areas and/or inside; as available.
 - If thunder and/or lightning are not heard/ seen for a minimum of thirty (30) minutes, practices and/or games may continue at managers' discretion.
 - If a second incident of thunder and/or lightning occur with thirty (30) minutes of the initial strike, practices and/or games shall be cancelled.
 - All players are to remain together, or under the supervision of parent(s) and/or legal guardian(s), during any weather breaks to ensure safety and accountability.

“WHEN YOU HEAR IT – CLEAR IT”

“WHEN YOU SEE IT – FLEE IT”

13.2 Warm Temperature Conditions

- Managers, coach's, assistant coaches and players much always ensure they have plenty of water available for practices and/or games during extremely hot and/or humid conditions.
 - Managers, coaches and/or assistant coaches are encouraged to organize an official “water parent” for each game; to ensure enough water is available for proper rehydration.
 - Ice-filled coolers to store wet washcloths are a great method to help players cool down between innings and during breaks.
 - Insta-cold packs (available for first aide use) are a great tool for helping cool players who may be experience heat distress.
 - Managers, coaches and/or assistant coaches should promote that all players properly hydrate prior to any practices and/or games.



- In conditions of extreme heat (+/- 90 degrees Fahrenheit), managers, coaches and/or assistant coaches shall institute ten (10) minute breaks for every thirty (30) minutes of practice, and/or between each inning of play during games, for players to rehydrate and cool off within covered dugout areas.

14 Player Health and Well-Being

While physical medical exams are not a required prerequisite by BELL for a player to register and/or participate in any program, the league strongly recommends that all participants be in good physical health, and that parents and/or legal guardians ensure their children are capable of engaging in prolonged physical activities.

Should any registered player have a pre-existing medical condition (e.g., allergies, asthma, diabetes, epilepsy, narcolepsy, etc.), it is critical that such conditions be included on any registration applications for league reference. Additionally, parents and/or legal guardians are asked to inform managers, coaches, and/or players agents of any such conditions prior to the start of the season. All such information shall be kept confidential by any league official and/or volunteer.

Managers, coaches and assistant coaches should make this topic a point of conversation during initial parent meetings.

14.1 Player Medical Approval and Release Forms

All BELL players are required to submit a Medical Approval and Release Form, completed and signed by parents and/or legal guardians prior to participating in any BELL event, practice and/or game. This form, kept on record by each team manager and/or coach, contains important information regarding a players' general health, physicians' name and contact information, and any specific medical needs and/or conditions.

BELL managers and/or coaches shall keep all Medical Approval and Release Forms within their managers' kits, and ensure these forms are present and available at each practice and/or game.

14.2 Communicable Disease Procedures

While the risk of a BELL player and/or participant infecting another member with blood-borne illness such as HIV/ AIDS, Hepatitis B, or Hepatitis C is improbable, managers, coaches, assistant coaches, umpires, players and volunteers should always take cautionary measures to help reduce the risk of any transmission, including, but not limited to the following:

- Always use disposable rubber gloves, available in first aid kits, when dealing with blood and/or bodily fluids to help prevent exposure.
- Attempt to stop any bleeding from open wounds or lacerations immediately using bandages, or by wrapping the wound with any available sterile fabric. Should excessive amounts of blood be



present on the uniform, the player must discard and/or change the uniform before they may be allowed to reenter practice and/or game.

- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be used when available.
- Managers, coaches, assistant coaches, umpires and/or volunteers with any bleeding or open lesions should refrain from all direct athletic care until condition is resolved.
- Clean any blood-contaminated surfaces and equipment with a solution containing bleach or other disinfectant before competition resumes.
- Contaminated towels or similar should be disposed of or disinfected properly.
- Practice proper disposal procedures to prevent injuries caused by needles and/or other sharp instruments or devices.
- Immediately wash hands and/or other skin surfaces if contaminated (have come in contact) with blood or other bodily fluids. Immediately wash hands immediately after removing rubber gloves.
- Follow acceptable procedures for disposing of bloody dressings, mouth-guards or other articles containing bodily fluids.

15 BELL Equipment and Facility Safety Policies

15.1 Green-Box Lockers and/or Storage Sheds

The following policies apply to all BELL green-box storage lockers, storage sheds, and the Federal Field storage building:

- As of November 2016, all green-box lockers and/or storage sheds have new lock and key combinations for security measures.
- Each year managers, coaches and pertinent board members are issued a key to access BELL green-box lockers located at fields throughout the approved BELL boundary. These keys are to be returned each year at such time when equipment and uniforms for each team are returned to the equipment managers.
- All managers, coaches and board members in possession of a green-box locker and/or storage key are required to assist with the storage, organization, inventory, and restocking of these lockers as needed. This includes, but is not limited to the following:
 - Fully-stocked first-aid kit.
 - Field chalk and marking string.
 - Tape measure.
 - Safety bases.
 - Umpire equipment.
 - Rakes, shovels, hammers.
 - Pitching machines (limited locations).
 - Gas generators (limited locations).



- Softball pitching-circle marker.
- All managers, coaches and board members are responsible to ensure all items are returned to green-box lockers and/or storage lockers, and that all lockers are securely locked at the end of each practice and/or game.
- Before using any gas and electric powered services, tools and/or machinery (e.g., generator, concession equipment, scoreboard tractor mower, etc.), make sure to inspect each mechanism and follow any directions and/or posted operating procedures accordingly. Make sure any such mechanisms are turned off and properly stored, following any posted operating procedures, prior to vacating the facility.
- All chemicals and/or organic materials (i.e., lime, fertilizer, etc.) stored in any locker shall be properly marked and labeled as to its accurate contents.
- All chemicals and/or organic materials (i.e., lime, fertilizer, etc.) stored in any locker shall be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within lockers should be cleaned up and disposed of as soon possible to prevent accidental poisoning.
- At no time shall any player, or other youth under the age of eighteen (18) be asked and/or permitted to come in contact with any hazardous or toxic chemicals and/or materials.
- When noticing low amounts and/or volume of any supplies (e.g., field chalk, insta-cold ice packs, etc.) you must notify the correct BELL board member accordingly:

BELL Fields & Facilities Manager: fields@bellevueeastll.org,

BELL Safety Officer: safetyofficer@bellevueeastll.org.

15.2 Concession Stands / Snack Bars

Bellevue East Little League does not directly own and/or operate any facilities that include concession stand(s). However, the league typically leases facilities with concession stands during a season for special events such as the Memorial Day Tournament.

These special events are held at facilities with a licensed and/or health department certified snack bar area. During any such events, BELL shall only serve prepackaged foods and drinks, with the exception of hot dogs and/or hamburgers, which are heated using any permanently-fixed grills.

The following policies are in effect for any volunteer assisting with the preparation, handling, cooking and/or distribution of food:

- All volunteers assisting with the preparation, handling, cooking and/or distribution of food must wash their hands thoroughly prior to the handling of any food or drink, and must ensure the washing of their hands following any non-food related activity (e.g., restroom visit, break, handling of boxed supplies, etc.).



- No children under the age of 16 are to be permitted inside any concession stand / snack bar. An adult manager must be present at all times during concession stand operations.
 - Hot dogs and or hamburgers are to be stored frozen, at a temperature below 0°F (-18°C) or refrigerated at temperatures below 40°C (4°C). Thawed hot dogs and hamburgers must be maintained at temperatures below 40°F (4°C) until cooked.
 - Hot dogs and hamburgers must be cooked to a minimum internal temperature of 165°F (74°C).
 - Once cooked, all hot dogs and hamburgers must be stored at a temperature above 140°F (60°C) until served.
-
- Any cooked hot dogs and/or hamburgers that remain unsold at the end of the each day of the event must be thrown away and not reused/ reheated the following day.
 - Avoid direct hand contact with cooked food as much as possible; use tongs, forks, spatulas, etc.
 - Utensils and preparation surfaces used for slicing and dicing should be cleaned and sanitized with a bleach-based solution prior to use, and rinsed properly using hot water.
 - For self-service, condiments should be available in pump or squeeze bottles only. Any condiments, such as mayonnaise, that may require constant refrigeration must be kept on ice during active use, and properly stored in a refrigerator during any breaks and/or overnight.
 - Hot dog buns should be stored at least 6 inches off the floor and should be kept covered.



16 Local Emergency & Medical Resources

16.1 Hospitals, Clinics and Emergency Medical Centers

The following is a list of clinics, emergency centers and hospitals located in the Bellevue/ Redmond area:

Immediate Clinic Bellevue
15600 NE 8 Street
Bellevue, WA 98008
(425) 643-3331

Overlake Medical Clinic – Downtown
400 108 Avenue NE
Bellevue, WA 98004
(425) 635-6350

Interlake Medical Center
2103 152 Avenue NE
Redmond, WA 98052
(425) 746-2400

Group Health Medical Center – Factoria
13451 SE 36 Street
Bellevue, WA 98006
(425) 562-1337

Overlake Medical Center – Downtown
1035 116 Avenue NE
Bellevue, WA 98004
(425) 688-5000

University of Washington Medicine - Factoria
13231 132 Avenue SE
Bellevue, WA 98006
(425) 957-9000

Group Health Medical Clinics - Downtown
11511 NE 10 Street
Bellevue, WA 98004
(425) 502-3000

Swedish Physicians Clinic – Factoria
12917 SE 28 Street. #200
Bellevue, WA 98006
(425) 641-4000

16.2 Emergency & Services Contact Information

| | |
|---|----------------|
| Life-Threatening Emergencies (Fire, Ambulance, Police): | 911 |
| Bellevue Police Department Non-Emergency: | (425) 452-6917 |
| City of Bellevue Utilities 24-Hour Emergency Response: | (425) 452-7840 |
| Puget Sound Energy (Utilities): | (888) 225-5773 |
| King County Damage Assessment Hotline: | (800) 523-5044 |
| City of Bellevue Field Closure Hotline: | (425) 452-4860 |



17 Coaching Fundamentals & Drills

The following section provides an overview of the basic coaching fundamentals training that is covered with each Bellevue East Little League manager and coach, during mandatory training clinics and through continuing education by the league throughout each season.

The entire coach's curriculum is provided to managers and coaches during clinics, is included in each coach's kit provided at the beginning of the season, and is available for all managers and coaches for download within the "Coaches Corner" area of the Bellevue East Little League website.

17.1 Practice Curriculum Overview

The following skills training and practice drills are example of techniques included in the BELL Coaches Handbook and Curriculum that is provided to each manager and coach.

17.1.1 Warmups

- Short Sprints – Have players short-sprint to the outfield fences, or similar distance five (5) times to simulate game action.
- High-Knee Walk – Have players place hands in front of them, at mid-stomach level, palms facing down. Walk forward, lifting knees to hands with each step. Repeat for fifteen (15) steps, turn and walk back with same motion.
- Forward Bends – Have players stand with feet shoulder-length apart. Bend forward and touch right hand to left foot. Come back and touch left hand to right foot. Alternate hands ten (10) times.
- Stationary Squat Jumps – Have players stand with feet should-length apart, with knees slightly bent. Jump in the air, pulling knees to chest level with each jump, landing softly with bent knees. Repeat eight (8) to ten (10) times
- Rotations – Have players stand with feet shoulder-length apart and hands extended out to sides parallel to the ground. Rotate upper body to the right, then to the left; each time trying to rotate a little further in each direction. Repeat eight (8) to ten (10) times.
- Squats – Have players stand with feet shoulder-length apart. Bend knees and lower body slowly until your thighs are parallel to the ground, then stand back up in a quick motion. Repeat eight (8) to ten (10) times.
- Walking Lunges – Have players take long step forward with right foot. Bend down until front knee is 90 degrees and back knee is about 2 inches from the ground. Come back up, step forward with left leg and follow same procedure. Repeat eight (8) to ten (10) times.
- Drop Lunges – Have players stand with feet together and place hands in front of body in a "boxers" position. Step back behind body at an angle with left foot, come into a squat, come up and bring left foot back to starting position. Step back behind body with right foot, come into squat, come up and bring right foot back to starting position. Repeat eight (8) to ten (10) times.
- Crosses – Have players stand with feet shoulder-length apart. Arms out to sides, parallel to ground, with palms facing down. Extend arms behind body, then cross them in front of body.



Repeat moving back and forth eight (8) to ten (10) times. Have players turn palms up and repeat eight (8) to ten (10) times.

- Circles – Have players stand with feet shoulder-length apart. Extend arms out straight to sides and make small circles in each direction. Repeat eight (8) to ten (10) times. Gradually increase size of circle; repeating eight (8) to ten (10) times.

17.1.2 Throwing Fundamentals Drills

- Wrist-Flip Drills
 - 2 lines of players, facing each other, kneel down on one knee approximately 5 feet apart.
 - Have players place throwing arm angled up at chest level in front of them.
 - Have players hold the forearm of their throwing arm with the other hand.
 - Have players flip the ball to their partner. Goal is for them to not move their arm at all, and only use their wrist to throw the ball.
 - Have players move their throwing arm above head, still holding forearm with other hand.
 - Flip the ball to their partner. Goal is for them to not move their arm at all, and only use their wrist to throw the ball.
 - Eventually have them move holding hand to bottom of throwing arm, while still focusing on only moving their wrist.
 - Have players Move back to 10 feet; then to 15 feet to help motivate throwing longer distance using only the wrist.
- Swimming Motion Drills
 - 2 lines of players, facing each other, about 10 feet apart.
 - Have players kneel down on one knee. Lay a ball down on the ground in front of their throwing arm, approximately 5 inches from their knee.
 - Have players mimic the motion of free-style swimming (rotating arms in a full circle moving forward).
 - Have players perform the swimming motion three times; where on the third time they pick up the ball from the ground and throw the ball while still performing a complete swimming motion.
 - Goal is have players perform a complete swim motion before throwing the ball.
 - Progress to having players stand up and repeat the drill.
 - Progress to having players include the flipping of their wrist when they throw the ball.
 - Progress to having players take a step forward with the opposite foot of their throwing arm.

17.1.3 Glove Positioning & Catching Drills

- Glove Positions (All Levels)
 - Have players hold their gloves in positions mirroring the layout of a clock - 12, 3, 6, 9 o'clock.
 - Players should be focusing on proper glove position, and moving glove fluidly without twisting of the wrist or arm
 - Have players practice this drill with gloves at different heights, focusing on proper positioning at different heights and positions.



- How to Catch a Fly Ball (All Levels)
 - Have players practice getting under the ball to make the catch.
 - No reaching for ball, or catching at waist level. Players should be making catches above head, positioned under the ball.
- Running/ Positioning to Catch Fly Balls (All Levels)
 - Have players face the coach.
 - Coach will randomly alternate holding up left or right hand or both
 - Whichever hand coach holds up, player should drop step and run back to that side. If both hands (signaling a ball directly overhead), player should drop step to glove hand.
 - Have player run back 10 steps, turn, and take catching position, properly positioning under their glove. Players should always work to catch ball just above eye level. If not possible, players should be turning glove thumb-side up and work to catch ball using both hands.
 - Start drill without using a ball so players understand the movements and motions. Then add ball when player seems ready and comfortable.
 - Have players practice to bring glove and ball into chest to prepare for throwing the ball.
 - Eventually work to transition players to throw the ball back to the coach, and/or designate infield positions.
- Fielder 2-Ball Drill (All Levels)
 - Have the fielder run side to side (left to right) and throw a mix of high balls and ground balls.
 - Have player throw ball back each time.
- 2-Player Pop Fly Drills (Advanced Levels)
 - Have 2 players stand 20ft apart.
 - Throw ball into air.
 - Have players call ball and practice catch/ back-up positioning.
 - Alternate as possible.
- Infield Crossing Drill (Advanced Levels)
 - Two lines of players, two coaches.
 - Hit/ throw grounders to player. Have them field the ball and throw ball back to coach.
 - Player goes to back of line.
 - Practice short, long and to-the-side grounders.
- In-Line Catching/ Throwing Drill (Advanced Levels)
 - Form two lines of players, about 10 feet apart.
 - Give one player the ball.
 - Player takes step and throws ball to opposing player. Player runs to back of opposing line.
 - Player catches ball, takes a step and throws ball to opposing player. Player runs to back of opposing line.

17.1.4 Fielding Position Training (Baseball Ready/ Softball Ready)

- Have player's position their feet shoulder-width apart, with knees slightly bent, head up, and glove open, low and facing towards batter. Non-glove hand should be placed on the back of the glove.



- Have players take a slight hop as the pitcher delivers the ball. This helps the players accelerate reactionary timing to field the ball, make a play, etc.
- Have players run to the batted ball, keeping body low and charging or turn and running dependent on strength and angle of batted ball. Have players move to center body behind the ball when possible so that their body can help block a bad hop. Advanced players can work on rounding towards ball to keep momentum for throw.
- Have players field the ball in front of their body while staying low, spring to an upright position while extending throwing arm back fully and glove arm extending towards target. Step towards target while delivering throw to assist with speed and accuracy. Eyes on target at all times.

17.1.5 General Fielding Drills

- Triangle Grounder Drill (All Levels)
 - 2 lines of players, facing each other, about 5 feet apart.
 - Have the players get on their knees.
 - Have the players draw a small triangle in the dirt.
 - Fully extend catching hand, palm up, to the front of the triangle.
 - Have other player toss a slow rolling ball.
 - When ball reaches catching hand, have player use throwing hand to capture the ball; bring hands and ball into stomach. Head should be looking down.
 - Throw ball to opposing player.
 - After about 10 catches each, have players stand, put on glove and repeat.
 - Knees should be bent, straight back, catching arm extended to front of triangle.
 - When ball reaches catching hand, have player use throwing hand to capture the ball; bring hands and ball into stomach. Head should be looking down.
- Race to Ground Ball (All Levels)
 - Have two players stand side-by-side.
 - Throw grounder away from players.
 - Players race to ball. Front player calls back, trailing player falls back for support.
 - Players throws ball to first/ second/ third base.
- Diving Drills (Advanced Levels)
 - Have player kneel with back to coach, about 8 feet away.
 - Coach calls left or right, and gently throws the ball in that direction.
 - Player turns and dives to catch ball.

17.1.6 Infield Drills

- Razzle-Dazzle (Advanced Levels)
 - Have players perform these 3 catch and throw sequences without stopping:
 - Catcher to third to second to short stop to first to catcher.
 - Catcher to first to third to second to short stop to catcher.
 - Catcher to short stop to first to third to second to catcher.
- Home and Roller (Advanced Levels)



- Following the Razzle-Dazzle drill, coach stands in front of home plate and hits ground balls to each infield position. Players field ball and throw home, then charge towards home plate.
- Catcher rolls a ball towards charging player who fields ball and throws to first base. First base throws balls to Catcher.
- Each player runs to dugout after completing Home and Roller warm-up.

17.1.7 Outfield Drills

- Toss and Go
 - Each player has ball in glove and stands in one of two lines. The Coach stands in the middle. First player throws to Coach and then runs straight ahead. Coach throws ball in front of moving player who attempts to catch. After ball is caught or retrieved, then player returns to back of opposite line. (Vary distance based on skill level)
- Pop Fly Drill Infield/Outfield
 - Position first base, second base, short stop and third base with either 3 or 4 outfielders. Have Coach throw a ball in the air between the various positions. (Example- toss ball in air between 1st baseman and right fielder). Outfielder charges ball while infielder turns and runs towards ball. The player who thinks they can get to the ball calls out their fielding position.
 - In this case that means the right fielder calls “9” and first base calls “3”. The higher number always has priority. The lower number, in this case the 1st baseman peels off and backs up the right fielder. (The one exception is that Center Field or position #8 has priority over all positions including Right Field #9)
 - The numbering system *may be* easier than who yells “I’ve got it” the loudest.
 - Vary drill by having ball come down in different locations.
 - Note: Encourage clear communication and backing up teammates
 - Optional: If player calls for ball but does not make the catch, have them do 10 push-ups.

17.1.8 Base Running Drills

- Swing, drop bat, run through first base.
- Swing, drop bat, run past first to second base. Practice rounding 1st base.
- Continue, with coach calling out how many bases to run.

17.2 Pre-Game

17.2.1 Infield Warm-Up

- Coach stands in front of home plate and hits ground balls to each infield position. Players field ball and throws to first base, who then throws the ball to the catcher.
- Coaches can add a double play sequence to the exercise by having players first throw the ball to second base, then have second base throw the ball to first base. First base throws to catcher.

17.2.2 Outfield Warm-Up

- Coach hits ground ball to left fielder who throws to third base. Third base throws to catcher.



- Coach hits ground ball to center fielder who throws to short stop. Short stop throws to catcher.
- Coach hits ground ball to right fielder who throws to second base. Second base throws to third base, third base throws to catcher.
- Vary by adding additional bases to relay sequences.
- Vary by adding fly balls to sequences.



18 Associated References and Documents

The following references, documents and information sources are available to provide additional information on the policies, practices, rules and procedures for BELL.

1. Bellevue East Little League website:
www.bellevueeastll.org
2. District 9 website:
www.washdist9.org
3. Little League website:
www.littleleague.org
4. Bellevue East Little League Safety and Policies Manual (this document)
<http://www.bellevueeastll.org/downloads/asap/>
5. Mayo Clinic Basic First Aid Database:
www.mayoclinic.org/first-aid
6. Concussion Management Guidelines – WIAA
www.wiaa.com/subcontent.aspx?SecID=623
7. Little League Volunteer Agreement Form:
www.littleleague.org/downloads/volunteer-application/
8. Little League Medical Release Form:
www.littleleague.org/downloads/medical-release-form/
9. Little League Accident Notification Form:
www.littleleague.org/downloads/accident-claim-form/
10. Washington State Concussion Form:
http://www.bellevueeastll.org/downloads/concussion_form/
11. Little League Forms and Publications Page:
www.littleleague.org/forms-publications/



19 Important Do's and Don'ts

19.1 DO...

- Make arrangements to have a cellular phone available when your game and/or practice is at a facility that does not have public phones.
- Have your players' Medical Release forms with you at all games and/or practices.
- Carry a first aid kit and have it easily accessible during all games and/or practices.
- Reassure and aid children who are injured, frightened or lost.
- Provide and/or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Assist those who require medical attention, and when administering aid, remember to:
 - LOOK for signs on injury (blood, black-and-blue deformity of joint, etc.).
 - LISTEN to the injured describe what happened and what hurts, if conscious. Before questioning, you may have to calm and soothe an excited child.
 - FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.

19.2 Don't...

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving first aid when needed.
- Be afraid to ask for help if you are not sure the proper procedures (e.g., CPR, etc.).
- Transport injured individuals except in extreme emergency.
- Leave an unattended child at a practice or game.
- Allow players to visit the restroom alone; have the players' parent/ legal guardian or an approved volunteer escort the player to and from the restroom.
- Hesitate to report present or potential safety hazards to the Vice President of Safety & Policies.



Bellevue East Little League Field and Facility Inspection and Checklist

Field/ Facility Name: All Bellevue East Fields and Facilities *List and Details attached

Name of Person Inspecting:

Date & Time of Inspection:

Field/ Facility Inspection Check List

- Hazardous holes, depressions, unevenness.
- Long grass in outfield, slippery areas, excessive mud, unsafe bare spots in outfield.
- Stones, rocks, glass, bottles, tools, and/or other objects in outfield and/or infield.
- Damage to fences, backstop, gates, fencing, or other fixtures.
- Damage to BELL green-box lockers.
- Unacceptable and/or unclean field and/or dugout conditions.
- Unsafe spectator area(s) or general access area(s).
- Excess trash/ garbage.
- Unacceptable condition of restrooms/ lack of restroom supplies.
- Other: _____

Signature of Inspector: _____