



## **2022 SAFETY PLAN**

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## 1. OVERVIEW

This Safety Plan has been prepared in accordance with the rules established by [Little League International](http://Little League International). It explains the organization of the league and sets forth the governing rules and procedures.

### 1.1. League Safety Officer

On record with the Little League Data Center for the current season:

Lee Hamilton

[safety@monarchll.org](mailto:safety@monarchll.org)

Cell: 720-890-1196

### 1.2. Availability of Safety Plan

An electronic version of this Safety Plan is maintained on the league’s website at [www.monarchll.org](http://www.monarchll.org), and its availability is communicated to all MLL families through an electronic communication from the Safety Officer at the start of each season.

### 1.3. Organization of Monarch Little League

Monarch Little League (“MLL”) is an all-volunteer run local league organized under and governed by the Rules and Regulations of Little League Baseball and Softball (“Little League”). Pursuant to the league’s constitution, the management of the property and affairs of MLL is vested in its Board of Directors (“Board”), which is elected by the league’s members on an annual basis. For a current list of Board members and copies of the MLL Constitution and By-laws, please visit [www.monarchll.org](http://www.monarchll.org).

#### Safety Officer

The Safety Officer is an appointed member of the Board of Directors and is allocated an annual budget to conduct safety education and compliance, as well as maintain safety supplies.

#### Equipment Coordinator

The Equipment Coordinator is an appointed member of the Board of Directors and is allocated an annual budget to conduct equipment purchases and field improvements.

#### Emergency Contact Information

The following Board members shall be consulted in the event of an emergency involving the league:

President, Shawn Uhlenhake

[president@monarchll.org](mailto:president@monarchll.org)

(937) 286-4081

Safety Officer, Lee Hamilton

[safety@monarchll.org](mailto:safety@monarchll.org)

720-890-1196

These individuals’ names and contact information are published on the league’s website at [www.monarchll.org](http://www.monarchll.org) and circulated via this Safety Plan to all MLL teams.



## 2. FACILITY LOCATIONS & EMERGENCY CONTACT NUMBERS

MLL currently operates out of the following facilities in Louisville and Superior.

### Louisville





- Louisville Sports Complex Fields 1, 2, 3, & 4 (“LSC”)
- Enrietto East and West Fields
- Cleo East and West Fields
- Miner’s Field
- Heritage Field

### Superior

- Stewart Field
- Scanlan Field
- Kupfner Field
- Eldorado PK-8 Field

The following is a description of each facility and the associated safety features. None of these fields are equipped with landlines (NO TELEPHONE SERVICE). **All volunteer managers and coaches are required to have a working cell phone with them in the event of an emergency.** Non-critical emergency phone numbers are included in each facility description. All safety issues concerning the status of these fields should be brought to the immediate attention of the individuals identified above.

The following symbols are used to designate the safety features for each facility:

 <p>Automated External Defibrillator available</p>	 <p>First Aid Kit available</p>
 <p>Designated lightning shelter</p>	 <p>Drinking water available</p>

## LSC FIELDS

### Louisville Sports Complex Fields ("LSC")

1200 N. Courtesy Rd.

Louisville, Co. 80027



PHOTO CREDIT: Google Maps

<b>Activities</b>	All Divisions
<b>Non-Emergency Contact</b>	City of Louisville Dispatch (303) 441-4444
<b>Lightning Shelter</b>	Covered pavilion, cars
<b>First Aid</b>	Field equipment boxes
<b>Water</b>	Public restrooms
<b>Restrooms</b>	Public restroom building

IN CASE OF EMERGENCY, CALL 911



# ENRIETTO FIELDS

## Enrietto East & West Fields

1250 South St.  
Louisville, Co. 80027

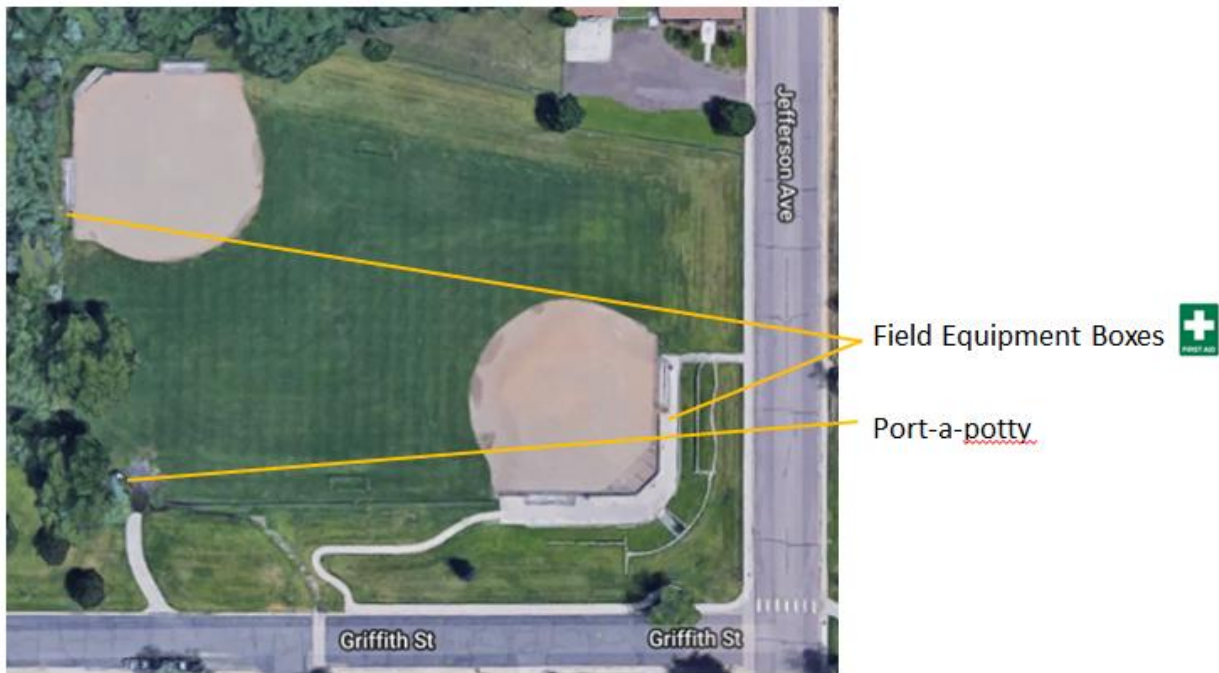


PHOTO CREDIT: Google Maps

<b>Activities</b>	All Divisions
<b>Non-Emergency Contact</b>	City of Louisville Dispatch (303) 441-4444
<b>Lightning Shelter</b>	Cars
<b>First Aid</b>	Field equipment boxes
<b>Water</b>	None
<b>Restrooms</b>	Port-a-potty

IN CASE OF EMERGENCY, CALL 911

# CLEO FIELDS

## Cleo East & West Fields

400 Hutchinson St.  
Louisville, CO 80027

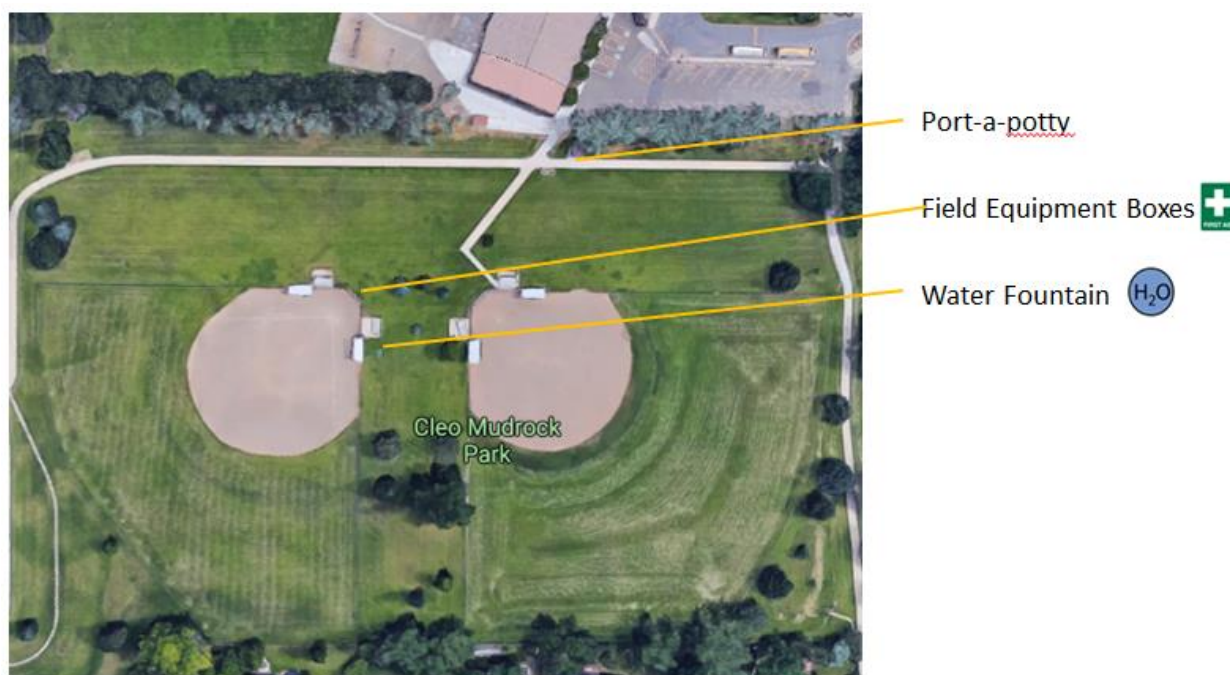


PHOTO CREDIT: Google Maps

<b>Activities</b>	All Divisions
<b>Non-Emergency Contact</b>	City of Louisville Dispatch (303) 441-4444
<b>Lightning Shelter</b>	School, cars
<b>First Aid</b>	Field equipment box
<b>Water</b>	Fountain
<b>Restrooms</b>	Port-a-Potty

IN CASE OF EMERGENCY, CALL 911



## MINER'S FIELD

### Miner's Field

1250 South St.  
Louisville, Co. 80027



PHOTO CREDIT: Google Maps

<b>Activities</b>	All Divisions
<b>Non-Emergency Contact</b>	City of Louisville Dispatch (303) 441-4444
<b>Lightning Shelter</b>	Backstop shelter pavilion
<b>First Aid</b>	Backstop shelter pavilion
<b>Water</b>	Backstop shelter pavilion
<b>Restrooms</b>	Backstop shelter pavilion

IN CASE OF EMERGENCY, CALL 911



## HERITAGE FIELD

### Heritage Field

370 West Cherry St.  
Louisville, CO 80027



Restrooms

Water Fountain 

Pavilions 

Field Equipment Boxes 

PHOTO CREDIT: Google Maps

<b>Activities</b>	All Divisions
<b>Non-Emergency Contact</b>	City of Louisville Dispatch (303) 441-4444
<b>Lightning Shelter</b>	Covered pavilion, restrooms, cars
<b>First Aid</b>	Field equipment box
<b>Water</b>	Fountains
<b>Restrooms</b>	Public building, Port-a-Potty

IN CASE OF EMERGENCY, CALL 911

## SCANLAN & STEWART FIELDS

### Scanlan & Stewart Fields

1500 Coalton Rd.  
Superior, CO 80027



PHOTO CREDIT: Google Maps

<b>Activities</b>	All Divisions
<b>Non-Emergency Contact</b>	Town of Superior Dispatch (720)-564-2696
<b>Lightning Shelter</b>	Covered pavilion, cars
<b>First Aid</b>	Field equipment boxes
<b>Water</b>	Water fountain
<b>Restrooms</b>	Public restroom building

IN CASE OF EMERGENCY, CALL 911

## KUPFNER FIELD

### Kupfner Field

502 Sycamore St.

Superior, CO 80027



Field Equipment Box



PHOTO CREDIT: Google Maps

<b>Activities</b>	T-ball division
<b>Non-Emergency Contact</b>	Town of Superior Dispatch (720)-564-2696
<b>Lightning Shelter</b>	Cars
<b>First Aid</b>	Field equipment box
<b>Water</b>	None
<b>Restrooms</b>	None

IN CASE OF EMERGENCY, CALL 911



## ELDORADO PK-8 FIELD

### Eldorado PK-8 Field

3351 S Indiana St.

Superior, CO 80027

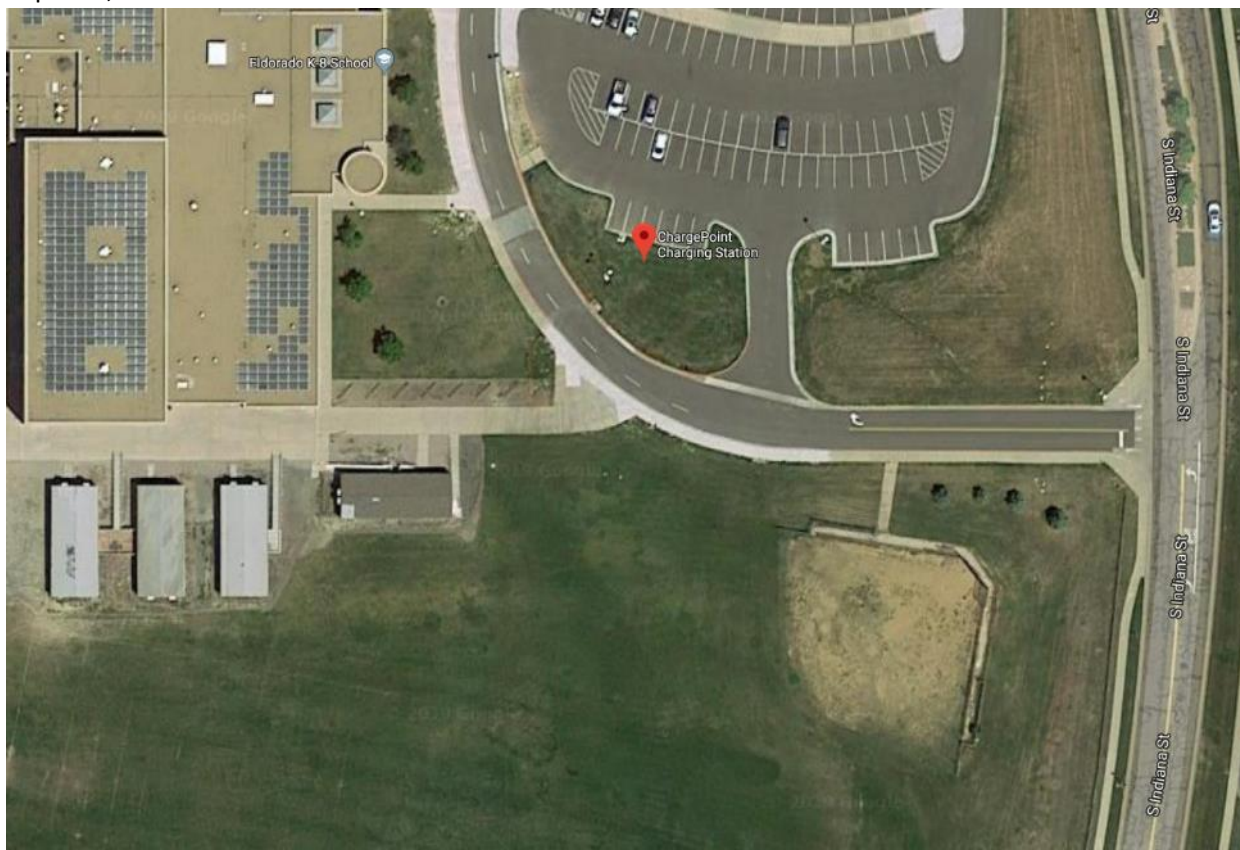


PHOTO CREDIT: Google Maps

<b>Activities</b>	T-ball division
<b>Non-Emergency Contact</b>	Town of Superior Dispatch (720)-564-2696
<b>Lightning Shelter</b>	Cars
<b>First Aid</b>	Manager team equipment bags; No field equipment box yet.
<b>Water</b>	None
<b>Restrooms</b>	None

IN CASE OF EMERGENCY, CALL 911



### 3. EMERGENCY PROCEDURES

In the event of a non-critical emergency, individuals are advised to call the dispatch number corresponding with the location of the facility. Phone numbers provided above for each facility. Please note that there are different numbers based on the city/town of the field.

In the event of a CRITICAL EMERGENCY, individuals are advised to perform the following:

1. Tell someone to call 9-1-1. If alone, call 9-1-1 by self.
2. Caller to provide nature of emergency, location, name and callback number.
3. Caller to remain on phone and follow guidance of emergency dispatcher.
4. In the event of cardiac emergency, put phone on SPEAKER and follow guidance of emergency dispatcher.
5. Tell someone to go to street and look for ambulance or other emergency vehicle.
6. Stay with injured party until help arrives.
7. If injured person is a player, or other minor under league's jurisdiction (umpire, etc.), contact individual's parent/legal guardian ASAP to inform them of circumstances.
8. If parent or legal guardian unavailable, accompany the injured to an emergency treatment center with ambulance. Bring player's Medical Release and be sure to point out any medical issues to EMTs and treatment center providers.

\*\*\*TROUBLESHOOTING CELL PHONE RECEPTION ISSUE\*\*\*

Take cell phone off Wi-Fi if encountering difficulty establishing cell reception.

#### 3.1. Emergency Treatment Locations

Coaches and managers are required to have with them during all games and practices the Medical Release document for each of their players. This Medical Release designates treatment facility locations specific to each player. Following are the primary treatment centers (ER and urgent care centers) within the City of Louisville and Town of Superior:

Avista Adventist Hospital  
100 Health Park Dr.  
Louisville, CO 80027  
Tel: (303) 673-1000

American Family Care (AFC) Urgent Care Louisville  
1335 E South Boulder Rd.  
Louisville, CO 80027  
(720) 961-9700

Advanced Urgent Care  
297 US-287 Suite 110  
Lafayette, CO 80026  
(303) 558-0506



### 3.2. Medical Release Forms

Each player is required to have a completed Medical Release form on file with his/her team manager by the start of the season. The Medical Release provides the emergency contact information for each player and serves as the necessary legal consent for medical treatment where the player's parent or legal guardian is unavailable. Without the appropriate legal consent, an individual could be refused medical treatment in the event of an emergency. This form must physically accompany the player's team manager (or an assistant coach in the event of the manager's absence) to all games and practices.

In addition to providing the names and telephone numbers of the player's family physician and emergency contacts, the Medical Release identifies any known medical issues. The player's team manager and any assistant coaches must familiarize themselves with such issues and be prepared to act accordingly.

## 4. ACCIDENT REPORTING & TRACKING

### 4.1. Incident/Injury Reports

All incidents and injuries incurred during the course of Little League activity shall be reported to the MLL Safety Officer within 24-48 hours of occurrence. Coaches and managers are required to complete the [Incident/Injury Tracking Report](#) (APPENDIX 1) and submit it to the Safety Officer via email to [safety@monarchll.org](mailto:safety@monarchll.org) or in person.

Within 48 hours of receiving the report, the Safety Officer is responsible for the following:

- checking on the status of the injured party
- verifying the information received
- obtaining any other information deemed necessary
- advising the injured party, or his/her parent/legal guardian where the injured party is a minor, of the procedures for filing an insurance claim through the league

The Safety Officer is responsible for retaining Incident Reports in the league's records for use in developing and amending MLL safety policies and filing insurance claims where applicable. The Safety Officer is also responsible for sharing information on accidents and "near-misses" with the District 2 Administrator.

The Incident/Injury Tracking Report assists the league in evaluating potential safety hazards and unsafe practices. For this reason, the MLL community is advised to report all incidents, including "near-misses", to the Safety Officer as soon as possible. "Near-misses" include activity not only on the playing fields, but also in and around the facilities where MLL conducts league activity.

### 4.2. Accident Notification Claim Forms

The Safety Officer is responsible for preparing the Accident Notification Claim form for any eligible participants in conjunction with injuries incurred through league play. The information contained in the Incident/Injury Tracking Report is necessary to assist in the preparation of such claims.



## 5. CHILD WELFARE

### 5.1. Volunteer Background Checks

MLL is required by Little League to conduct national criminal background checks, in addition to a search of the Department of Justice National Sex Offender Registry, for each volunteer with regular service to the league or repetitive access to children. To this end, Little League provides the services of J.D. Palatine (“JDP”) which MLL uses annually to access more than 450 million records, including criminal records and sex offender registry records across 50 states and the District of Columbia.

### 5.2. Player and Manager/Coach Registration

MLL is required to register all players, coaches, and managers with Little League at the start of each season. This information is submitted via the Little League Data Center at [www.littleLeague.org](http://www.littleLeague.org).

### 5.3. Persons Allowed on the Field & in Dugouts

The only individuals allowed on the field or in the dugout during a game or practice are the following:

- registered players
- registered coaches and managers
- official umpires

### 5.4. Leaving Players Unattended

Coaches and managers are required to stay after practices and games until every player has been accounted for. No player is to be left alone after practice.

### 5.5. Abuse & Harassment Policy

MLL maintains a zero-tolerance policy on abusive and unsafe behavior toward any minor under the league’s jurisdiction. This includes toward any minor player, umpire, concession stand worker, or other underage individual by anyone. This policy includes:

- physical abuse
- emotional abuse
- verbal abuse
- bullying
- sexual abuse
- sexual harassment

Anyone who witnesses any such behavior is required to report it to the current [Safety Officer](#) or any member of the [MLL Board of Directors](#) immediately.

Failure by a U.S. amateur sports organization participating in interstate or international amateur competition to report a suspected case of sex abuse to local or federal law enforcement or to a child-welfare agency designated by the U.S. Justice Department is now subject to criminal penalties under federal law (AKA, Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017).

Little League takes its obligations to protect children from such abuse very seriously and, to this end, provide numerous resources for local leagues to share with their communities on its website. MLL shares these resources



on the Safety page of its website. Among the documents provided are the following three published by the National Center for Missing & Exploited Children:

- [Safe to Compete: Tips for Protecting Child Athletes from Sexual Abuse](#)
- [Safe to Compete: Protecting Child Athletes from Sexual Abuse; Discussion Guide: Ages 5-10](#)
- [Safe to Compete: Protecting Child Athletes from Sexual Abuse; Discussion Guide: Ages 11-17](#)

Additional resources available at:

1. [Safe to Compete](#)
2. [USA Baseball and SafeSport Abuse Awareness Online Training](#)

Consistent with the league's zero tolerance policy, MLL requires that each player (parent) agree to a [Player Code of Conduct form](#) during the registration process, acknowledging his/her obligation to exercise appropriate behavior at every game and practice and the consequences for failure to do so.

Likewise, the player's parent or legal guardian is required to agree to a [Parent Code of Conduct](#) during the registration process. An uncompleted, blank copy of the Player Code of Conduct is provided as APPENDIX 3 and the Parent Code of Conduct as APPENDIX 4 in this Safety Plan. These agreed to electronic documents or signed documents are maintained by the player's team manager or the Board of Directors.

## 6. FUNDAMENTALS TRAINING

MLL recommends every coach and manager to attend a "PCA Training" session at the start of each season. "PCA" is a reference to the Positive Coaching Alliance, a non-profit organization with which Little League has partnered to assist local leagues in the development of their athletes. The PCA's mission is to develop "better athletes, better people" through the provision of "resources for youth and high school sports coaches, parents, administrators and student-athletes." For more information about PCA, visit [www.positivecoach.org](http://www.positivecoach.org).

MLL typically uses the PCA Training session to cover the fundamentals of baseball (throwing, catching, sliding, pitching, hitting, fielding, etc.) and to review the current MLL Safety Plan and conduct first aid training with its coaches and managers. The Safety Officer is required to keep a record of all coaches' and managers' attendance, in order to meet the Little League's requirement that at least one coach/manager from every current team have attended a fundamentals training session at least once in the preceding three years.

## 7. FIRST AID

### 7.1. First Aid Training

MLL recommends every coach and manager to attend a [first aid training session](#) at the start of each season. This training is typically provided in conjunction with other training and covers the following:

- basics of "RICE" (Rest, Ice, Compression, Elevation)
- injury prevention (including heat illness, sun danger)
- availability and location of first aid kits
- availability and location of instant cold compresses (AKA, ice packs)

The Safety Officer is required to keep a record of all coaches' and managers' attendance, in order to meet the Little League's goal that at least one coach/manager from every current team have attended a fundamentals training session at least once in the preceding three years.





## 7.2. First Aid Kits

First aid kits are required by Little League at every team game and practice. Because the majority of MLL Spring and Fall league games and practices are conducted at the facilities identified in the preceding section, “Facilities and Emergency Contact Numbers,” the league stocks each with a first aid kit and ample supply of ice packs to ensure the safety of its players and MLL community at large. The thirteen facilities identified constitute “on-site” facilities. The league maintains separate first aid kits in the team bag for all coaches as an alternative source. This helps will providing sufficient need for “off-site” travel, such as Juniors, Intermediate 50/70, Majors, occasional AAA league games and MLL’s tournament teams (i.e., All-Star teams).

The facility-specific site plans identify the locations of the first aid kits for each facility. The first aid kits are maintained in the equipment boxes at each facility.

Each first aid kit consists of, at a minimum, the following:

- Band-Aids
- instant cold compresses (AKA, ice packs)
- scissors, tweezers
- gauze, tape

Along with first aid kits, multiple ice packs are also supplied at every location, and each team is provided with ice packs for their equipment bags.

The Safety Officer is responsible for ensuring that all of the first aid kits are fully stocked at the start of each season and maintained throughout the season. The Safety Officer is also responsible for maintaining the stock of ice packs at each facility.

## 7.3. Administration of Medications

MLL prohibits its volunteers from administering medications to any individual.

## 7.4. Concussion Management

Under Colorado state law (AKA, Jake Snakenberg Youth Sports Concussion Act), certain youth sports organizations are required to provide concussion management training to their coaches. To this end, MLL requires every coach and manager to complete an online training course provided by the U.S. Centers for Disease Control and Prevention (“CDC”) on its website at:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

A [link](#) to this free online program is provided on the league’s website for the benefit of the MLL community at large as well.

MLL also requires that each player and his/her parent or legal guardian read and agree to a Concussion Information Sheet as an Addendum to the Medical Release form during registration. This agreement is maintained by the Board of Directors in the website.

## 8. FACILITY MAINTENANCE & INSPECTION

### 8.1. Facilities

Facilities are maintained by the respective City or Town Parks & Recreation Departments.



The Board maintains a budget for the maintenance of fields as needed. A number of safety features have been incorporated at MLL fields, including:

- elevated fencing and netting in certain areas to protect spectators
- disengageable bases (all fields)

## 8.2. Team Manager

Team managers are responsible for ensuring that the fields they play on are safe prior to each game and practice. This includes a physical inspection of the field for holes, glass or other foreign objects, proper functioning of the disengageable bases, etc. The team manager must report any unsafe playing conditions to the Safety Officer as soon as possible.

## 8.3. Annual Little League Facility Survey

Consistent with Little League policy, MLL completes a comprehensive Facility Survey of all facilities at which it conducts operations prior to the start of each season. The current year's survey is submitted annually to the Little League Database Center website.

## 9. CONCESSIONS

The town of Superior contracts with permitted concessionaires to man the permanent concession stand at the Superior Community Park Fields. Likewise, the city of Louisville contracts a permitted concessionaire for the season at the Louisville Sports Complex to provide a portable concession stand. Both towns require concessionaires to meet the Boulder County Health Department Regulations. Monarch Little League typically uses these concessionaires, except, sometimes in certain irregular events (i.e. Opening Day) volunteer staff may be used that are appointed by the Board and agreed upon by the respective Town or City as specified in Section 9.4 to provide snack-bar needs.

### 9.1. Contract with the Town of Superior includes:

**HEALTH DEPT:** All Food Concessionaires are subject to the inspection of Boulder County Health Dept. Food Concessionaires are required to send copies of all licenses necessary to operate a temporary food concession to the BCF with their contract, for their contract to be accepted. It is the Food Concessionaire's exclusive responsibility to know the health department's rules and regulations and follow them.

### 9.2. Contract with the City of Louisville includes:

**Health Department Standards:** The concessionaire shall meet all requirements set forth by the Boulder County Health Department located in Boulder, Colorado. The Concessionaire shall offer for sale only products from reputable processors and manufactures and shall remove from sale any items which fail to meet generally quality standards or the health standards of the City, Town, Boulder County, or the State of Colorado. At all times the Concessionaire shall comply with Health Department standards. Failure to comply will terminate any agreement with the City of Louisville or Town of Superior.

### 9.3. Boulder County Requirements for Vendor Application Approval

- Handwashing.** A handwashing station must be provided in each food booth. Service of food items will not be allowed without a proper handwashing station. All wastewater must be disposed of to the sanitary sewer system.
- Bare-hand contact.** Direct hand contact with ready-to-eat foods is prohibited. Serving utensils or gloves must be used to prevent bare-hand contact. Employees must wash their hands before putting on gloves and when changing gloves. Gloves do not replace the need for handwashing.



- C. **Hot holding and cold holding.** Potentially hazardous foods, such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans, must be maintained at 41°F and below or 135°F and above at all times during the event. Food items may not be served if they are not at proper temperatures.
- D. **Food thermometer.** An accurate food probe thermometer (0°F to 220°F range) must be used to monitor food temperatures.
- E. **Transport.** Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam are not approved for use.
- F. **Cooling.** Cooling of foods at the event is prohibited. All advanced cooling must be done at the commissary. Foods must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours. Approved methods are: shallow 2-4" deep containers of food uncovered in refrigeration; ice bath stirred often; ice paddle used with ice bath or refrigeration.
- G. **Dishwashing.** On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.
- H. **Produce.** All produce must either be washed at an approved commissary in a food prep sink or be received pre-washed (i.e. lemons for lemonade, potatoes for fries, or apples for caramel apples).
- I. **Storage.** Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used, and/or served. All food, paper products, and utensils must be stored at least 6" above the ground. Sneeze guards, covers, or other barriers shall be provided to protect food from customers and other sources of contamination.
- J. **Wiping cloths.** Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.
- K. **Potable water.** Potable water must be available and used. A food-grade hose must be used when connecting to a potable water supply.
- L. **Wastewater.** All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.
- M. **Garbage.** Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.

#### 9.4. Concession Stand Procedures for Monarch Little League Volunteers

Monarch Little League has developed the following concession stand procedures to be followed at all snack-bar facilities during irregular events such as Opening Day, etc.

- Use of Food Handlers Gloves will be enforced.
- Use of food thermometers to check food temperatures is advised; proper temperatures for beef and ground beef is 155°F.
- Access to clean water and sink to wash utensils is provided



- All refrigerated foods shall be kept in a refrigerator or controlled icebox until they are to be cooked, used, or served.
- All foods will be stored in appropriate containers.
- Expiration dates must be checked before an item is cooked, used, or served.
- All expired food shall be disposed.
- All cooking utensils shall be kept clean and stored in a clean place when not in use.
- All cooked food that is not sold shall be thrown out.
- Only adults shall operate the barbecue.
- Only adults having knowledge of how to change a propane tank on a barbecue shall change or handle the propane canisters used in conjunction with the barbecue.
- No grills will be used indoors.
- No person under the age of 14 shall be in or work in the snack-bar/concession stand.
- No person under the age of 18 shall handle any propane tank.
- All refrigeration equipment must meet commercial standards.
- All workers within the snack-bar/concession-stand shall upon return from the restroom or the handling of any non-food item wash their hands in warm, soapy water; signs are posted in the bathrooms.
- No person having any communicable disease, such as TB or hepatitis, shall work in the snack bar\concession-stand.
- No person having open sores, cuts, or oozing skin conditions shall work in the snack-bar/concession stand until the condition clears\resolves.
- A fire extinguisher complying with ABC standards must be placed in each snack-bar/concession-stand where it can be seen and easily accessed.
- All fire extinguishers must be checked annually and services as needed.
- Any fire extinguisher that is used or discharged must be re-charged as soon as possible.
- A Food Handlers Card or equivalent must be obtained from the State of Colorado for the appointed Concession Stand Manger appointee.
- Use of Non-Toxic Cleaners and Anti-Bacterial Soap to keep surfaces and utensils sanitized and free from cross contamination.

## 10. EQUIPMENT MAINTENANCE & INSPECTION

### 10.1. Baseball Equipment

Consistent with Little League rules and regulations, MLL requires the use of certain equipment in conjunction with league play.

#### MANDATORY

- baseball bats conforming with the USA Baseball™ standard
- batting helmets meeting NOCSAE requirements
- athletic supporters (male players only, cup is non-mandatory)
- catcher's gear, including mask with throat protector (male players only, cup is mandatory)

#### OPTIONAL

- batting helmets with safety masks (required for softball per IPGSA league rules)
- mouth guards
- heart guards

Players are expected to provide their own baseball mitts, but the league provides every team with a couple bats, one set of catcher's gear, 3-4 batting helmets, and a supply of balls. The type of balls supplied to each team varies by division as follows:



- T-ball: Diamond DFX-LC1 T-balls (low compression level 1) or equivalent per LL rules
- A & AA: Diamond DXF-LC5 balls (low compression level 5) per LL rules
- AAA: Diamond DLL-1 or equivalent baseballs per LL rules
- Majors: Diamond DLL-1 or equivalent baseballs per LL rules
- Int 50/70: Diamond DLL-1 or equivalent baseballs per LL rules
- Juniors: Diamond DLL-1 or equivalent baseballs per LL rules
- 8U Softball: 10" soft touch
- 10U Softball: AD Starr OLL 11 PL WS, Diamond 11RYSCLL, or equivalent per LL rules
- 12U Softball: AD Starr OLL 12 PL WS, Diamond 12RYSCLL, or equivalent per LL rules

MLL also provides the following protective gear for its umpires: face masks, chest protection pads, and shin guards.

A member of the MLL Board of Directors, the [Equipment Coordinator](#), is tasked with coordinating league-supplied baseball equipment and ensuring its proper maintenance. The Equipment Coordinator is responsible for going through all league-owned equipment at the start of every season and permanently disposing of any items no longer in safe operating condition, as well as for procuring replacement gear as necessary.

Managers and coaches are responsible for ensuring that their players are properly equipped at each practice and game. Issues with any league-provided equipment should be brought to the attention of the Equipment Coordinator. Issues with any player-supplied equipment should be brought to the attention of the player and his/her parent or legal guardian.

Umpires are responsible for ensuring that all equipment is in compliance with division-specific league rules prior to the start of every game. These division-specific rules can be found on the league's website under the "Coaches" tab.

## 10.2. Field Boxes

MLL maintains the following policies with regards to the field boxes located at each field:

- All field boxes must remain secured by lock with code when not in use. Lock codes are to be shared only with coaches, managers, Board members, and other adult volunteers.

## 10.3. Field Equipment

MLL maintains field equipment compliant with rules issued by Little League. All facilities are equipped with disengageable (breakaway) bases. Coaches and managers are responsible for inspecting the proper operation of these bases prior to every game and practice and ensuring that any non-functioning bases are removed from play. Non-functioning bases must be brought to the attention of a member of the Equipment Coordinator or Safety Officer as soon as possible. All other field equipment is subject to the following policies:

- Pitching Machines: for use only by managers and coaches who are required to inspect and test them prior to operation; not to be taken off-site; operating manuals should remain by the machines for ease of reference
- Pitching Screens: inspected by the Fields Committee prior to the start of every season and maintained by the same
- Batting nets and tees: managers and coaches are responsible for inspecting them prior to use
- Other Maintenance Tools: maintained and inspected by the Fields Committee prior to the start of every season; use of permitted only by adult volunteers

Any safety issues observed with this equipment should be brought to the attention of the Equipment Coordinator or Safety Officer as soon as possible.



## 11. LITTLE LEAGUE RULES

All managers and coaches are provided with a copy of the current Little League Rules at the start of each season. They are required to enforce these rules, which include many designed to ensure the safety of the players. These include, but are not limited to, those governing:

- pitch counts
- sliding (no head first)
- on-deck batting circles (NOT allowed)
- player attire (NO metal cleats, NO jewelry, MANDATORY protective gear)
- dugout behavior
- thrown bats
- offensive player behavior (see also [MLL Player Code of Conduct](#))
- batting helmet decoration (NOT allowed)
- batting donuts (NOT allowed)
- medical casts (NOT allowed)
- coaches and managers serving as catcher to warm up pitchers in AAA and above unless short on bench players
- coaches and manager standing at backstop during practice as informal catcher for batting practice (NOT allowed) in AAA and above
- disengageable bases (coaches and managers required to inspect)

MLL maintains division-specific MLL Playing Rules and posts them on its website under the “Coaches Tab”.

## 12. WEATHER POLICY

### 12.1. Field Closures

Field Closures are determined by an agreement between the MLL Board of Directors, the City of Louisville Parks & Recreation Dept., and the Town of Superior Parks & Recreation Dept. MLL will notify folks when the fields are closed at their earliest possible opportunity. MLL closes those fields on the website, which automatically generates a “Schedule Change” email to all teams who are scheduled to use those fields. If a field is closed, no play or practice can take place on those fields.

### 12.2. Game Day

Typically, the City or Town will not close a field after they have prepared it for play. This will come into play when are getting ready to go out to a game or practice, and a storm comes through. At this point, it is up to the coaches on whether or not to play the game. It is recommended that unless heard directly from a player’s coach that there is no game, or there is a safety concern, you should go to your scheduled game location. That way, forfeit situations can be avoided should the storm clear quickly.

### 12.3. Lightning

MLL observes a 30/30 Rule as it pertains to lightning and any other storm that could cause a delay. The 30/30 Rule is as follows:

- If lightning is seen, and thunder is heard within 30 seconds of the lightning, the fields will be cleared and the game will be delayed.
- The following individuals are empowered to stop activities in the event of an impending lightning storm: umpire, manager, coach, or member of MLL Board of Directors
- If the storm clears within 30 minutes of the delay call, play will resume so long as the field conditions are safe
- If it is still storming after a 30-minute delay, the game will be called.



- When a lightning delay is called, all players must clear the field and take shelter in a nearby storm shelter or car. Players may NOT stay in the dugouts.

When evacuating or seeking shelter everyone must seek a safe structure, i.e., a building with a sturdy roof and electrical or plumbing lines or an enclosed vehicle with its windows fully closed. Dugouts, sheds, and picnic shelters devoid of ground wires, do not provide adequate shelter. Metal bleachers and chain link fencing present great risk of conducting electricity. Team managers and coaches are responsible for getting their players and their families off the fields and directed into safe structures.

Game play, and other activity, may not resume for 30 minutes following the last clap of thunder.

The decision to resume game play requires the unanimous agreement of the umpire(s) and both (home and away) team managers.

## 12.4. Safe Structures

Managers and coaches are required to employ the following facility-specific safe structures in the event of lightning:

- LSC Fields: Restroom, pavilion, and cars
- Enrietto Fields: Cars
- Cleo Fields: School, cars
- Miner's Field: Restroom, cars
- Heritage Field: Restroom, pavilion, cars
- Scanlan/Stewart Fields: Snack Shelter, restrooms, cars
- Kupfner Field: Cars

\*\*\*If unable to reach safety in time, individuals are advised to assume the safest position possible by crouching down on the balls of their feet, placing their hands over their ears and tucking their heads down. The goal is to minimize target size of body and contact with the ground.\*\*\*

## 12.5. Emergency Procedures for Lightning Victims

Once it is safe to attend to an individual who has been struck by lightning, i.e., storm has passed, one should initiate CRITICAL EMERGENCY procedures outlined in Section 3 immediately. This includes the administration of CPR where circumstances require it and use of an AED where available.

## 13. Coronavirus Mitigation Plan

The MLL guidelines for returning to baseball and softball amid COVID-19 protocols is based on Boulder County Health Department requirements. Because the situation is fluid, the MLL website is the best place for up-to-date requirements on this subject.



Monarch  
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## 14. APPENDIX 1 – MLL ACCIDENT/INCIDENT REPORT FORM

### Accident Report Form

**Monarch Little League Accident Report ID#** \_\_\_\_\_

Name: (injured Party) Last First Middle initial Date

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Address City State Zip Phone

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Date of injury: \_\_\_\_\_

1. (check all that apply) No treatment needed \_\_\_\_\_ First aid at field \_\_\_\_\_  
 Doctor \_\_\_\_\_ Hospital \_\_\_\_\_ other \_\_\_\_\_

Name of Doctor or hospital if applicable: \_\_\_\_\_  
 Division in which Accident occurred: \_\_\_\_\_

**Type of Accident:**

<b>Struck by:</b>	<b>Collision with:</b>	<b>Other:</b>
1. Pitched ball _____	5. Another Player _____	9. Tripped _____
2. Batted ball _____	6. Fence _____	10. Fell _____
3. Thrown ball _____	7. Backstop _____	11. Over-exertion _____
4. Bat _____	8. Hit dirt too hard while sliding _____	12. Other _____

Please check one if you need more room for other use backside of form.

Unsafe Conditions: YES NO

1. Uneven field surface, such as holes, humps etc.	_____	_____
2. Foreign object, such as glass, rakes, stones, bottles, etc.	_____	_____
3. Congestion during practice or games	_____	_____
4. Weather conditions, such as rain, sun, darkness	_____	_____
5. Lack of, or poor-fitting, protective equipment.	_____	_____
6. Other: _____	_____	_____

Unsafe Acts: YES NO YES NO

1. Mishandled ball _____	_____	9. Poor running form _____	_____
2. Mishandled bat _____	_____	10. Wild Pitch _____	_____
3. Poor evasive action _____	_____	11. Wild throw _____	_____
4. Incorrect sliding form _____	_____	12. Wild swing with bat _____	_____
5. Not watching the ball _____	_____	13. Distracted _____	_____
6. Awkward position _____	_____	14. Lack of attention _____	_____
7. Player out of position _____	_____	15. Horseplay _____	_____
8. Lack of grip on bat _____	_____	16. Other _____	_____

---

Please give a brief statement of what happened.

---

Name and phone number of responsible person that completed this form:

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Note: This form is for Monarch Little League purposes only. When an accident occurs obtain as much information as possible. Send this form to:  
**Monarch Little League Safety Officer, PO Box 270150, Louisville, CO 80027**





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## 15. APPENDIX 2 – COACH’S CODE OF CONDUCT FORM

# Volunteer Code of Conduct



### Must Understand and Comply with Code

*(The following is an example of a Volunteer Code of Conduct Contract which Little Leagues may emulate.)*

The Monarch Little League Board of Directors has mandated the following Code of Conduct. All coaches and managers will read this Code of Conduct and sign in the space provided below, acknowledging that he or she understands and agrees to comply with the Code of Conduct. Tear the signature sheet on the dotted line and mail to \_\_\_\_\_, Safety Officer.

Monarch Little League Code of Conduct:

No board member, manager, coach, player or spectator shall, **at any time:**

- ◆ Lay a hand upon, push, shove, strike, or threaten to strike an official.
- ◆ Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- ◆ Be guilty of an objectionable demonstration of dissent at an official’s decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsman-like action.
- ◆ Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- ◆ Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- ◆ Be guilty of the use of profane, obscene or vulgar language in any manner at any time.

- ◆ Appear on the field of play, stands, or anywhere on the Little League complex while in an intoxicated state. Intoxicated will be defined as an odor or behavior issue.
- ◆ Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- ◆ Smoke while in the stands or on the playing field or in any dugout. Smoking will only be permitted in designated areas which will be 20 feet from any spectator stands or dugouts.
- ◆ Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- ◆ As a manager or coach, be guilty of mingling with or fraternizing with spectators during the course of the game.
- ◆ Speak disrespectfully to any manager, coach, official or representative of the league.
- ◆ Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- ◆ Challenge an umpire’s authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game.

*The Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.*

I have read the \_\_\_\_\_ Little League Code of Conduct and promise to adhere to its rules and regulations.

\_\_\_\_\_  
Print name of Manager

\_\_\_\_\_  
Team name and division

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coach #1

\_\_\_\_\_  
Coach #2



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## 16. APPENDIX 3 – PLAYER CODE OF CONDUCT FORM

### Player Code of Conduct

Monarch Little League has implemented the following Code of Conduct for the important message it holds about the proper role of children in sports. Players should read, understand and sign this form prior to participating in our league.

Any player guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games. Additionally, players who violate this code of conduct may forfeit their rights to participate in tournament play.

#### ***Preamble***

The essential elements of character- building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship.

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

#### ***I therefore agree:***

1. I will inform the coach of any physical disability or ailment that may affect my safety or safety of others.
2. I will learn the rules of the game and the policies of the league.
3. I (and my guests) will be a positive role model and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.

8. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
9. I will refrain from any behaviors or practices that would endanger the health and well-being of the athletes.
10. I will play by the rules and resolve conflicts without resorting to hostility or violence.
11. I will treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
12. I will support my team by doing my best at all times at practices and games.
13. I understand that doing my best and demonstrating good teamwork and sportsmanship are more important than winning.
14. I will never ridicule or yell at other players for making a mistake or losing a competition.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
17. I understand that only adults are permitted to operate (turn on, adjust or feed balls into) pitching machines at MLL facilities and I will therefore not operate a pitching machine.

---

Player Signature



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## 17. APPENDIX 4 – PARENT CODE OF CONDUCT FORM

### **Parent Code of Conduct**

Monarch Little League has implemented the following code of conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in the league.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations of the Code of Conduct may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games and practices.

#### **Preamble**

The essential elements of character- building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship.

The highest potential of sports is achieved when competition reflects these “six pillars of character.”

#### **I therefore agree:**

4. I will not force my child to participate in sports.
5. I will remember that children participate to have fun and that the game is for youth, not adults.
6. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
7. I will learn the rules of the game and the policies of the league.
8. I understand that the Board of Directors will appoint the manager and coach(es) for my child’s team, and I will not protest their appointment or attempt to undermine their position in any manner.
9. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game and practice.
10. I (and my guests) will not engage in any kind of

unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.

18. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
19. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
20. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
21. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
22. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
23. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
24. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
25. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
26. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
27. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
28. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
29. If I cannot resolve a conflict by using this code of conduct, I will contact a MLL board member to discuss.

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Parent/Guardian Signature