



San Mateo
Little League American



Safe Haven Manual

FOR SMLLA MANAGERS & COACHES

The SMLLA Safe Haven Program is to provide protection for both children and volunteers in a youth sports program. The program provides child-specific material and discipline-specific Training.



Preface

There are more than 2.5 million children playing Little League baseball around the world. Each one of those children has the right to a SAFE, FAIR, FUN and POSITIVE experience through the benefits of youth sports. This manual contains information vital to the volunteers who endeavor to bring this positive life experience to the children of our community.



Everyone Plays

Little League's goal for children is to play baseball and mandates minimum playing time for each child. Playing time is dictated by number of players on a team and guidelines.....





Balanced Teams

Each year we form new teams in our “Minors Division” (Single A – Majors) through a baseball “Draft” system to help assure that teams are evenly balanced because it is fair and more fun when teams of equal ability play.





Open Registration

SMLLA has programs to accommodate all children between the ages of 5 and 12 years of age who want to register and play baseball. Interest and enthusiasm are the only criteria for playing.

LITTLE LEAGUE® REGISTRATION



San Mateo Little League American
Spring 2013 Registration

On-line, by mail and walk-in
October 1 through December 12, 2012.

SMLLA offers baseball programs for boys and girls who are between 4-12 years old -- Wiffle Ball through Majors.

For T-ball and above, participants must reside in San Mateo, north of Hwy.92 (not including San Mateo Park, San Mateo Highlands and San Mateo Oaks) or in Burlingame (east of El Camino Real and south of Millbrae Avenue).

For more details about our programs and fees, see the [registration and forms tab](#), or email registration@smla.org

Proof of Residency and age required for T-ball and above.



Positive Coaching

Kids win when they are built up emotionally and not torn down. We train and encourage our managers and coaches to make the extra effort to understand and offer positive help to our players rather than negative criticism.





Good Sportsmanship

SMLLA strives to create a positive environment based upon mutual respect rather than a win-at-all-costs attitude. Our program is designed to instill good sportsmanship in every facet of SMLLA.





Volunteer Responsibilities & Legal Protection

Most states have “Good Samaritan” statutes that provide protection from civil liability to any person who in good faith offers aid and assistance consistent with their training. The Volunteer Protection Act of 1997 was passed by Congress to promote volunteerism. This law grants immunity from certain types of prosecution for volunteers who meet its requirements.



Volunteer Responsibilities & Legal Protection

To afford maximum protection under this and other applicable laws, Little League requires all of its volunteers to complete, sign and submit a Volunteer Application form each year and to act within their position descriptions and the scope of Little League and SMLLA policies, procedures and guidelines.

Little League Volunteer Application -2013
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 _____
Address _____
City _____ State _____ Zip _____
Social Security # (mandatory with LexisNexis or upon request) _____
Cell Phone _____ Business Phone _____
E-mail Address: _____
Date of Birth _____
Occupation _____
Employer _____
Address _____
Special professional training, skills, hobbies: _____
Community affiliations (Clubs, Service Organizations, etc.): _____
Previous volunteer experience (including baseball/softball and year): _____
Do you have children in the program? Yes No If yes, list full name and what level? _____
Special Certification (CPR, Medical, etc.): _____
Do you have a valid driver's license? Yes No
Driver's License #: _____ State _____
Have you ever been convicted of or plead guilty to any crime(s)? Yes No
If yes, describe each in full: _____
Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes No If yes, describe each in full: _____
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 Coach Umpire Field Maintenance
Manager Scorekeeper Concession Stand Other

SMLLA uses LexisNexis to run our background checks. Your SSN# is required. Please see the note to the right that

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

Name/Phone _____

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 registers, 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 President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____
If Minor/Parent Signature _____ Date _____

Applicant Name (Please print or type) _____
NOTE: No local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:
Background check completed by league officer _____
on _____
System(s) used for background check (minimum of one must be checked):
Sex Offender Registry Criminal History Records *LexisNexis
*Please be advised that if you use LexisNexis and there is a name match in the five states where you have report queries can be performed you should notify volunteers that they will receive a letter directly from LexisNexis 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 conviction of this application.



Volunteer Responsibilities & Legal Protection

For the benefit of our children and volunteers, Little League and SMLLA requires that all managers, coaches and certain other volunteers:

1. Participate in at least one Safe Haven, First Aid and Coaches Clinic per year.
2. Be properly trained in their jobs as a manager or coach.
3. Be authorized to do their jobs (by region, district or other Little League authority).



Definitions of Training, Certification and Continuing Education

Training

The education a volunteer receives to do a specific job or task. Training is job specific

Certification

An “SMLLA Field Badge” shall be worn at all times during practices and games. The Field Pass is proof that the volunteer is:

1. Competent in the job for which they have been trained.
2. Competent in child and volunteer protection issues.
3. Competent in the policies, procedures and guidelines of Little League.



Definitions of Training, Certification and Continuing Education

Continuing Education

The education a volunteer receives on an annual basis to keep him/her abreast of changes in training, certification standards and rules.





Supervision Policy

The purpose of this policy is to ensure that players are appropriately supervised by Little League approved volunteers.

For the protection of both the children and the volunteers, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during a Little League activity.



Supervision Policy

The recommended supervision ratio is 1 to 8 or fewer.
There should be at least two adults present at all times
(one of whom should be of the same gender as the players)
and one adult for every eight or fewer children



Definitions of Abuse

Emotional Abuse: The most common attacking the emotional well being and stability of an individual.

Physical Abuse: The most obvious; harming the physical well being of an individual.

Sexual Abuse: Frequently hidden; harming an individual through inappropriate sexual contact, or lewd behavior, etc.

Neglect Abuse: Not always easy to identify; harming an individual by abandoning, ignoring or rejecting basic needs.



Ethical Abuse: Newest concept of abuse; harming an individual by convincing him or her to do an act that is against his or her physical, moral or ethical interests.



Suspect Abuse

Please contact your league safety officer if you suspect a case of abuse.





Preventing False Accusations of Child Abuse

1. Avoid situations in which you are alone with a child , including transporting youngsters alone in your car.
2. When it is necessary to speak privately with a child, find a place out of earshot but within sight of others
3. Privacy of children in situations such as toileting, showering and changing clothes should be respected. When it is necessary to supervise children in these situations, at least two adults should be present and intrude only to the extent that health and safety require. Adult volunteers should preserve their own privacy in these situations also.



Preventing False Accusations of Child Abuse

1. When hugging is appropriate, hug from the side over the shoulders, not from the front.
2. Sexual jokes, comments of a sexual nature, kissing, sensual messages or sexual gestures are not appropriate behavior.
3. Do not use corporal punishment in any form. i.e.: spanking, slapping, hitting, physical threats, etc.



Preventing False Accusations of Child Abuse

It is the adult's responsibility to respect boundaries. When a child attempts to involve an adult in inappropriate behavior, the adult must reject the overture.

Adults who work with children should take precautions to protect kids from abuse and to protect themselves from misunderstandings and accusations.



Touching Guidelines

The National Support & Training Center provides general basic guidelines for acceptable personal contact with children.

Some forms of touching are acceptable as long as they are respectful and appropriate.



Touching Guidelines

1. Touching should be in response to the need of the child. Not the need of the adult.
2. Touching should be with the child's permission.
3. Resistance to touching must be respected.
4. Touching must never include the breast, buttocks or groin.
5. Touching should be done in the open, not in private.
6. Touching should have a brief, limited duration.

A child's comfort level with touching is influenced by factors such as age, development stages, social and emotional well being, life experiences and gender – all of which change over time.



Use of Alcohol, Tobacco & Other Drugs

Legal Issues

It is illegal for minors to possess, control or use alcohol, tobacco products or illegal prescription drugs without authority and can be subject to prosecution in juvenile court.

An adult who knowingly provides such substances to a minor is subject to criminal prosecution which can lead to mandatory fines and potential jail sentences of up to one year.

The Volunteer Protection Act of 1997 does not protect any volunteer who commits a criminal offense involving alcohol, tobacco or illegal drugs involving minors.



Social/Psychological Aspects of Working with Children

Overriding Principals:

1. Athletics should develop the whole child
2. Treat Children as individuals.
3. Treat players in an age appropriate manner.
4. Develop positive feelings of self worth.
5. Enjoyment is critical to learning.
6. Provide honest and positive encouragement.
7. The objective of the game is to win and the goal is enjoyment.
8. Support SMLLA's team of board officials, managers and coaches.



Social/Psychological Aspects of Working with Children

Inherent Benefits of Athletics:

1. Contributes to the physical well being of the child.
2. Builds confidence and self esteem.
3. Promotes teamwork.
4. Fosters cooperation.
5. Encourages friendships
6. Promotes physical fitness.



Social/Psychological Aspects of Working with Children

Social & Emotional Reasons Kids Play Baseball:

1. To have fun,
2. To improve skills.
3. To learn new skills.
4. For the excitement of competition.
5. To be with friends and to make new friends.
6. To enjoy the success and recognition associated with a sport.



Social/Psychological Aspects of Working with Children

Enhance Physical, Social & Emotional Growth

1. Be an appropriate role model when interacting with others.
2. The model that you establish will be emulated by the players.
3. Emphasize the importance of enjoying practices and games.
4. Encourage opportunities to achieve personal and group goals.
5. Coaches should set achievable player and team goals at practice and at games.



Social/Psychological Aspects of Working with Children

Develop a Sporting Behavior in Players

1. Demonstrate that winning is not the most important thing.
2. Teach how to win and lose graciously.
3. Stress playing hard to win rather than winning itself.
4. Instill in players respect for other teammates and opposing players.
5. Develop player respect for coaches and umpires and good behavior on and off the field.
6. Stress that foul or abusive language will not be tolerated under any circumstances.



Social/Psychological Aspects of Working with Children

Model Ethical Conduct

1. Maintain emotional control and demonstrate respect for athletes, officials and other coaches.
2. Exhibit self control and self discipline at all times.
3. Recognize the effect that your behavior has on other athletes, coaches, officials and spectators.
4. Be positive, courteous and considerate when dealing with others.
5. Understand the rules of the game to minimize conflicts and maximize enjoyment.
6. Understand that respect and positive regard for others are essential for a quality sports experience.



Social/Psychological Aspects of Working with Children

Develop Effective Motivational Skills

1. Encourage athlete self-confidence and self esteem development.
2. Show acceptance.
3. React positively to mistakes.
4. Give encouragement.
5. Use a variety of positive instructional methods such as specific feedback, specific encouragement and constructive criticism..



Social/Psychological Aspects of Working with Children

Participate in Continuing Education

SMLLA requires that managers, coaches and other volunteers participate in coaching clinics, child protection and first aid clinics on an annual basis for the purpose of:

1. Learning new coaching techniques.
2. Enhance health and safety awareness.
3. Awareness of how to best work with children.



Volunteers as Role Models

Role Model:

A person who serves as a model in a particular behavioral or social role for another person to emulate.

Remember, players look up to their managers and coaches.

Please set the right example as a volunteer at SMLLA.