

2024

# SAFETY PLAN



SUNSET LITTLE LEAGUE

NEW MEXICO – DISTRICT 8

LEAGUE ID: #4310804



# TABLE OF CONTENTS

1. INTRODUCTION
2. STATEMENT OF SAFETY
3. SAFETY CODE FOR SUNSET LITTLE LEAGUE BASEBALL AND SOFTBALL PROGRAMS
4. REQUIREMENT 1:  
*Make sure your league has an individual named as Safety Officer*
5. REQUIREMENT 2:  
*Complete all (relevant) materials into a book and distribute to all parents and volunteers.*
6. REQUIREMENT 3:  
*Post and distribute all emergency numbers.*
7. REQUIREMENT 4:  
*Require volunteer applications and background checks.*
8. REQUIREMENT 5:  
*Provide managers and coaches with fundamentals training.*
9. REQUIREMENT 6:  
*Require first aid training for Managers and Coaches.*
10. REQUIREMENT 7:  
*Require field inspections by managers and coaches and umpires prior to practices and games.*
11. REQUIREMENT 8:  
*Complete an annual Little League Facility Survey.*
12. REQUIREMENT 9:  
*Have a written safety procedure for the concessions stand.*

13. REQUIREMENT 10:

*Require regular inspections and replacement of equipment.*

14. REQUIREMENT 11:

*Have a method to report and track injuries.*

15. REQUIREMENT 12:

*Provide teams with first aid kits that are equipped well.*

16. REQUIREMENT 13:

*Enforce all rules at all times at little league events.*

17. REQUIREMENT 14:

*Submit a qualified safety plan registration form with ASAP plan.*

18. REQUIREMENT 15:

*Submit an idea you implemented to help promote or improve your Safety Plan.*

19. REQUIREMENT 16:

*Submit league player registration/roster data and manager coach data.*

20. APPENDIX A: Board of Directors 2024

21. APPENDIX B: Emergency Numbers

22. APPENDIX C: Emergency Procedures

## 1. INTRODUCTION

- 1.1. Sunset Little League (SLL) is located in Rio Rancho, NM and is part of New Mexico District 8 Little League for the upcoming 2024 season. SLL has prepared this Safety Plan for the upcoming season in accordance with the fifteen requirements of Little League International. Each of these requirements are addressed in the SLL 2024 National Facility Survey.

## 2. STATEMENT OF SAFETY

- 2.1. Safety is everyone's responsibility: managers, coaches, players, parents, spectators, volunteers, and umpires. This manual is only a guide to assist maintaining a safe playing environment and preventing injuries. Safety is our first priority when practicing and playing the game of baseball. Please maintain your best efforts to keep our players safe. By working together, we can provide a fun and safe playing environment.

## 3. SAFETY CODE FOR SUNSET LITTLE LEAGUE BASEBALL/SOFTBALL

- 3.1. Managers, coaches, and umpires should have training in first aid. First-aid kits are issued to each team manager as part of their equipment.
- 3.2. No games or practices should be held if weather or field conditions are bad.
- 3.3. Playing fields should be inspected frequently for holes, damage, stones, glass, or any other type of foreign objects that may deem the fields unsafe.
- 3.4. All fields will be equipped with removable bases that may be disengaged and inspected as part of the field inspection prior to practices and games.
- 3.5. All team equipment shall be stored within the team dugout, or behind the safety screens and not within the area defined by umpires as "in play". Pitching machines are to be operated ONLY by an adult.
- 3.6. Only players, managers, coaches, and umpires are to be permitted on the playing field or in the dugout during games and practice sessions.

- 3.7. During practice sessions and games, all players should be alert and watching the batter on each pitch.
- 3.8. During warm-up drills, players, should be spaced so that no one's endangered by a wild throw or a missed catch.
- 3.9. All equipment should be inspected regularly for the condition of the equipment as well as proper fit.
- 3.10. Batters are required at all times to wear Little League approved protective helmets during batting practice and games. All male players are required to wear protective cups in all facets of play.
- 3.11. Catchers must wear a catcher's helmet, mask with a throat guard, long or short model chest protector, and shin guards at all times for practices and games. **NO EXCEPTIONS.**
- 3.12. Reduced impact balls will be used for the T-Ball teams and labeled as such, as an Official T-Ball.
- 3.13. The catcher must wear a catcher's helmet, and mask with a throat guard when warming up a pitcher between innings and in the bull pen during games and practices.
- 3.14. Managers, and coaches will NOT warm up pitchers before or during a game.
- 3.15. Head-first slides will NOT be permitted unless the runner is returning to the base.
- 3.16. At NO time will "horse play" be permitted on the playing field.
- 3.17. Players will not be allowed to ear watches rings, earrings, pins or any metallic items during practices and games.
- 3.18. Pitchers will not be allowed to wear wrist bands or any kind of neon attire as to cause a distraction to the batter.
- 3.19. On deck batters are **NOT** permitted.
- 3.20. All managers are required to attend the SLL safety clinic. Coaches, and umpires are invited as well.
- 3.21. SLL will run background checks on all managers, coaches, board members, umpires, and any volunteers who provide regular service to the league and/or have repetitive access to or contact with players or teams.

3.22. There will be cell phone availability at all times at the fields and in the concession stands.

4. **REQUIREMENT 1: *Make sure your league has an individual named as Safety Officer***

4.1. The Safety Officer for SLL is Jon Brickley. Jon may be contacted by email at [jonb.sunset@gmail.com](mailto:jonb.sunset@gmail.com)

5. **REQUIREMENT 2: *Complete all (relevant) materials into a book and distribute to all parents and volunteers.***

5.1. All parents, managers, coaches, and other volunteers have been provided with the appropriate materials which support the Little League's position on safety, behavior, and conduct on and off the baseball/softball fields.

6. **REQUIREMENT 3: *Post and distribute all emergency numbers.***

6.1. See the list of emergency and league contact numbers as attached as Amendment A. This list will be provided to all League Managers, and Coaches. The 2024 SLL Safety Plan and National Facility Survey can be located at the SLL website at <https://tshq.bluesombrero.com/sunsetbaseball>

7. **REQUIREMENT 4: *Require volunteer applications and background checks.***

7.1. All league volunteers, including League Officers, League Board Members, Managers, Coaches, Umpires, and any volunteer who may conceivably have contact with league players will complete and submit an official volunteer form to the league. The league Secretary will complete the background check on each of these applications, utilizing the Little League endorsed First Advantage Program.



## Little League® Volunteer Application – 2023

Do not use forms from past years. Use extra paper to complete if additional space is required.



This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)(9). THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit [littleleague.org/leagues/BackgroundCheck](https://littleleague.org/leagues/BackgroundCheck) for more information.

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

All RED fields are required.

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: \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

Community affiliations (Clubs, Service Organizations, etc.): \_\_\_\_\_

Previous volunteer experience (including baseball/softball and year): \_\_\_\_\_

1. Do you have children in the program? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list full name and what level: \_\_\_\_\_

2. Special Certification (CPR, Medical, etc.)? If yes, list: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager. \_\_\_\_\_

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: \_\_\_\_\_

If 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: \_\_\_\_\_

If 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 and/or listed on any youth organization ineligible list? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

If volunteer answered yes to Question 7, the local league must contact the Little League Security Manager. \_\_\_\_\_

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 \_\_\_\_\_

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/BgStateLaws](https://littleleague.org/BgStateLaws)

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, its 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: The 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):

Review the Little League Regulation 1(c)(9) for all background check requirements

JDP (Includes review of the US, Center of SolaSport's Centralized Disciplinary Database and Little League International Ineligible List)\* \_\_\_\_\_ OR \_\_\_\_\_

National Criminal Database check  U.S. Center of SolaSport's Centralized Disciplinary Database and Little League International Ineligible List

National Sex Offender Registry

\*Please be advised that if you use JDP and there is a name match in the few states where only name search 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.

Issue Updated: 10/11/2021

## 8. REQUIREMENT 5: *Provide managers and coaches with fundamentals training.*

### 8.1. MANAGER/COACH REQUIREMENTS:

- 8.1.1. Anyone desiring to manage/coach a team at SLL must apply to manage/volunteer which is to be reviewed and approved by the Board of Directors.
- 8.1.2. All managers and coaches should attend at least one skills/coaching clinic provided by SLL or another recognized training organization annually.
- 8.1.3. Copies of tips and techniques are contained in the Coaches Book to aid in preparing for and conducting conditioning and stretching exercises for players.

- 8.1.4. Skills/coaching clinics will be held by the SLL Coaches Coordinator. The coordinator may be contacted via email.

## 9. REQUIREMENT 6: *Require first aid training for Managers and Coaches.*

### 9.1. BE PREPARED

- 9.1.1. All managers are required to attend a CPR/First Aid clinic annually.
- 9.1.2. Know your players and any medical conditions or allergies that they may have.
- 9.1.3. Know if players keep an EPI pen or inhaler with them.
- 9.1.4. All teams will be provided basic first aid kits with their equipment. Also have your first aid kits at practices and games. Other first aid kits will be located in the equipment sheds and in the concession stand.
- 9.1.5. SLL will schedule volunteers from Project Heart Start to provide a 60-minute clinic on CPR and First Aid to all managers, coaches, umpires, and League Board members. The clinic will be held in the month of March, date, and time TBD. The training may be held either in person or remotely based on State of New Mexico COVID-19 gathering & social distancing requirements. All managers and coaches will be provided with incident/injury tracking report forms to be completed and submitted to the League Safety Officer in the event of any incidents.

### 9.2. INJURY PREVENTION

- 9.2.1. It is extremely important for baseball/softball players to warm up in preparation for practices and games. Warmups include stretching and a cool down period. It is recommended that a 10-15 minute warm up will help prevent injuries. Some useful exercises include jogging, jumping jacks, windmills, neck circles, etc. Players should warm up their arms for throwing. Throwing between players should start 15 – 20 feet apart, and gradually increase as the players arm gets loose and warm. **ANY PLAYER FEELING DISCOMFORT IN THEIR THROWING MOTION SHOULD STOP IMMEDIATELY.**

10. REQUIREMENT 7: *Require field inspections by managers and coaches and umpires prior to practices and games.*

- 10.1. As a part of their coach's book, all managers/coaches will be provided the "Hey Coach" Little League reminder form addressing the need to inspect the fields before practices and games. All SLL umpires will be provided by the Chief Umpire guidelines for inspecting the fields prior to game time.

10.2. FIELD SAFETY

- 10.2.1. Managers and umpires will walk the fields prior to games to inspect for hazards and unsafe playing conditions.
- 10.2.2. The gates/doors to the dugouts shall remain closed at all times during the games.
- 10.2.3. Lock all doors/gates if you are the last one to use any rooms in the building.
- 10.2.4. Safety posters will be posted and changed periodically on the bulletin board just outside of the concession stand door.

10.3. STORAGE SHED SAFETY

- 10.3.1. All individuals permitted access the SLL equipment shed ad storage areas are responsible for orderly and safe storage of all equipment.
- 10.3.2. All chemicals or organic materials stored in the SLL Sheds and storage areas shall be properly marked and labelled with its contents along with its MSDS sheet if applicable.
- 10.3.3. Any loose spilled chemicals or organic materials within the SLL sheds or storage areas should be cleaned up and properly disposed of as soon as possible in order to prevent accidental poisoning.

11. REQUIREMENT 8: *Complete an annual Little League Facility Survey.*

- 11.1. The 2024 SLL National Field Survey has been conducted and will be submitted to Little League International. The completed survey of all SLL baseball/softball fields will be filed with this safety plan and submitted as an attachment.

11.2. SLL has no maintenance, or construction control over any field or facility it uses.

These facilities are all maintained and controlled by the City of Rio Rancho Parks and Recreation Department. SLL does not own or control any fields on which it practices or plays. If any discrepancies or unsafe conditions are discovered on any SLL field, please report that discrepancy or unsafe conditions to a SLL Board member. Board members should then contact the Safety Officer who will then report the unsafe playing conditions to either the City of Rio Rancho or the Parks and Recreation Department.

12. REQUIREMENT 9: *Have a written safety procedure for the concessions stand.*

12.1. The concession stand operated by SLL is owned and maintained by the City of Rio Rancho. SLL rents/leases the concession stand on a yearly basis along with the equipment used in cooling, warming, and cooking of prepackaged, precut, and/or precooked food items.

12.2. OPERATIONS AND SAFETY

12.2.1. ALL volunteers are given safety and proper food/equipment handling instructions prior to working in the concession stand by a trained-on duty SLL board member or by the Concession Manager. The SLL Concessions Manager may be contacted by email at the address listed in Attachment A.

12.2.2. SLL recruits adult volunteers who have successfully passed a background check to help operate the concession stand throughout the year. Volunteers 13 years of age or older may work in the concession stand but only under adult supervision and with the understanding they are not to operate any warming/cooking equipment. No one under the age of 12 years old is permitted in the concession stand.

12.2.3. All food items that require refrigeration will be cooled/stored as quickly as possible and maintain a temperature of 41 degrees or below.

- 12.2.4. All warming and cooking equipment is located at the rear of the concession stand away from customers.
- 12.2.5. The concession stand maintains a fully stocked first aid kit and routinely replaces used up items throughout the year.
- 12.2.6. The concession stand also has a fire extinguisher located in a conspicuous area and within reach at all times. The fire extinguisher is inspected annually and replaced periodically in accordance with governing requirements.
- 12.2.7. The concession stand also has a hand washing station and requires ALL volunteers to wash their hands prior to preparing/handling of food items. Volunteers are required to wear disposable gloves at all times during the preparation of food items.
- 12.2.8. Volunteers routinely wipe down countertops, keep floors and walking areas free of debris, and other obstacles. Volunteers will discard all disposable items in waste receptacles and empty trash as necessary during operation.
- 12.2.9. The concession stand is swept and cleaned on a daily basis.
- 12.2.10. Cell phone availability will be maintained at all times at the concession stand.

### 13. REQUIREMENT 10: *Require regular inspections and replacement of equipment.*

#### 13.1. EQUIPMENT SAFETY

- 13.1.1. All equipment issued to the SLL teams will be inspected and inventoried annually by the league Equipment Manager. Any equipment judged unsafe or unusable is to be disposed of and replaced.
- 13.1.2. All Managers/Coaches should inspect their team's equipment on a regular basis during the season (prior to practices and games) and contact the league Equipment Manager if any equipment is judged unsafe or unusable for replacement.
- 13.1.3. Prior to every game the umpires should inspect/check all equipment for both teams to ensure that it is in good, usable condition, certified (such as bat sizes, broken/cracked bats), that all batting helmets are NOCSAE approved, and pose

no safety hazard to the players. All equipment personally owned/used by players will also be inspected by the Umpires to ensure safety and certification requirements.

- 13.1.4. The 2024 SLL Equipment Manager is denoted on Attachment A and may be contacted via email on the contact matrix therein. SLL inspects and inventories all equipment prior to being issued to the managers/coaches. All equipment will be gathered at the conclusion of the season and inspected for wear and tear with an emphasis on safety and replacement when needed.

## 14. REQUIREMENT 11: *Have a method to report and track injuries.*

- 14.1. All Managers/Coaches will be provided with the Incident/Injury Track Report forms in their books at the beginning of the spring 2024 season. Managers/Coaches will be briefed on the use and submission of this form to the league.

### 14.2. ACCIDENT REPORTING

- 14.2.1. Any incident that causes a player, manager, coach, umpire, or spectator to receive medical treatment and/or first aid will be reported to the Safety Officer.
- 14.2.2. All incidents must be reported to the Safety Officer within 48 hours. Managers should file an initial report by telephone or email as soon as they can with the Accident Notification Form being filled out by the parents and turned in as quickly as possible. This information is very important, as it is passed on to Little League Headquarters and used in evaluating rules, procedures and safety of the program.
- 14.2.3. Always inform the parents of any injury to any player regardless of how minor it may appear.
- 14.2.4. The 2024 Safety Officer is designated in Attachment A. Both phone number and email are contained therein.
- 14.2.5. The Little League Player Accident Master Policy contains and “Excess Coverage” provision whereby all personal insurance shall be used first.
- 14.2.6. Any player who has received medical attention from a healthcare provider for a baseball league related injury, MUST have a written release from that provider

turned into the Safety Officer before he/she is allowed to resume playing baseball/softball for the league.

**15. REQUIREMENT 12: *Provide teams with first aid kits that are equipped well.***

15.1. At the beginning of the season all team managers/coaches will be provided with equipped first aid kits and a sufficient number of ice packs. At the conclusion of the season, first aid kits will be collected along with all other equipment, inspected/restocked, or replaced as deemed necessary. Additionally, a well-equipped first aid kit will also be kept at the concession stand. Ice is also available at the concession stand.

**16. REQUIREMENT 13: *Enforce all rules at all times at little league events.***

16.1. All Managers/Coaches will be provided with a Coaches and Parent Code of Conduct and urged to share that information with all their coaches and parents of their players. The Code of Conduct will be re-mailed electronically to the Coaches and Parents at the mid-point in the season. All Managers/Coaches will also be provided Safety Posters in their coach's manual as follows: Don't Swing, Player Catch, Safety Code, and Lightning Safety.

**16.2. SPECTATOR SAFETY**

- 16.2.1. No alcohol is prohibited in all of the following areas: parking lot, field, common areas at the SLL complex or fields.
- 16.2.2. Use of tobacco products is prohibited: cigarettes, cigars, chewing tobacco, smokeless tobacco, E-cigs, and vapor cigarettes.
- 16.2.3. No tobacco will be used within 50' of the entrance to all SLL complexes.
- 16.2.4. Tobacco may be used in the parking lot and roadways so long as those areas are not within the SLL complex.

- 16.2.5. Small children should be watched at all times.
- 16.2.6. No playing or throwing balls in the parking lot or roadways.
- 16.2.7. No playing in or around the storage sheds or dirt and gravel bins.
- 16.2.8. No throwing rocks.
- 16.2.9. Spectators should put all trash and debris in their appropriate container/trashcans.
- 16.2.10. Only managers/coaches, and players are allowed on the fields or in the dugouts, batting cages, or bull pens.
- 16.2.11. Drive safely and slowly through the parking lots and roadways. Speed limit is 5mph. Always be aware that players, and children may be crossing to go from one area of the complex to another.
- 16.2.12. Be aware of foul balls from other fields while attending practices and games.
- 16.2.13. Always maintain a high level of sportsmanship and avoid making negative gestures or comments to players, officials, umpires, and other spectators.

### 16.3. LIGHTNING STRIKE and EVACUATION PROCEDURES

- 16.3.1. In the event of lightning, if the first lightning strike is within 8 miles of the SLL complex, STOP all practices and games immediately. Notify the umpire that a storm with lightning is occurring within the vicinity. Wait time between lightning strikes will be 30 minutes from the latest strike before practices/games will be resumed or cancelled.
- 16.3.2. Stay away from metal surfaces including dugouts, fences, and bleachers.
- 16.3.3. Walk, do not run, to a car or building to take cover and wait for a decision whether practices or games will continue.

17. REQUIREMENT 14: *Submit a qualified safety plan registration form with ASAP plan.*

18. REQUIREMENT 15: *Submit an idea you implemented to help promote or improve your Safety Plan.*

- 18.1. The additional Safety Information will be covered at the First Aid/CPR Safety Meeting in March: Concussion Safety and Response, New Bat Standard for Baseball, Safety Inspections, and Incidents – what to do.
- 18.2. The Safety Officer will also implement regular and random inspections of the fields, player equipment, game time safety practices, and provide a League Safety Bulletin Board.

19. **REQUIREMENT 16: *Submit league player registration/roster data and manager coach data.***

- 19.1. Submitted via Sports Connect (Formerly Bluesombrero) automatically into Little League Data Center at [www.Littleleague.org](http://www.Littleleague.org) .

# APPENDIX A: Board of Directors 2024

Position	Name	Email	Phone
President	William Gagne	<a href="mailto:Bigagne.sunset@gmail.com">Bigagne.sunset@gmail.com</a>	505-680-7479
Vice President	Tyler Ortiz	<a href="mailto:Tylero.sunset@gmail.com">Tylero.sunset@gmail.com</a>	775-741-8118
Director of Softball	Travis Mendoza	<a href="mailto:Travism.sunset@gmail.com">Travism.sunset@gmail.com</a>	801-602-2840
Softball Administrator	Vinnie Caputo	<a href="mailto:Vinniec.sunset@gmail.com">Vinniec.sunset@gmail.com</a>	505-918-6199
Director of Baseball	Sean Desmond	<a href="mailto:Seand.sunset@gmail.com">Seand.sunset@gmail.com</a>	505-977-9438
Upper Division Administrator	Lisa Lethco	<a href="mailto:Lisalethco.sunset@gmail.com">Lisalethco.sunset@gmail.com</a>	979-665-5958
Lower Division Administrator	Nick Velasquez	<a href="mailto:Nicky.sunset@gmail.com">Nicky.sunset@gmail.com</a>	505-850-8521
Challenger Director	Heather Rinaldi	<a href="mailto:Heatherr.sunset@gmail.com">Heatherr.sunset@gmail.com</a>	505-730-8657
Challenger Administrator	Shawna Vizcaino	<a href="mailto:Shawnav.sunset@gmail.com">Shawnav.sunset@gmail.com</a>	505-315-3778
Secretary / Social Media Director	Ashely Tabor	<a href="mailto:Ashleyt.sunset@gmail.com">Ashleyt.sunset@gmail.com</a>	818-430-4095
Treasurer	Doug Taylor	<a href="mailto:Dougt.sunset@gmail.com">Dougt.sunset@gmail.com</a>	505-908-1952
Information Officer	Issac Deleon	<a href="mailto:coachd.sunset@gmail.com">coachd.sunset@gmail.com</a>	505-967-3104
Safety Officer	Jon Brickley	<a href="mailto:Jonb.sunset@gmail.com">Jonb.sunset@gmail.com</a>	505-573-9356
Umpire in Chief	Stephen Castillo	<a href="mailto:stephenc.sunset@gmail.com">stephenc.sunset@gmail.com</a>	505-410-9753
PR Director / Coaches Coordinator	Kendall Sierra	<a href="mailto:kendalls.sunset@gmail.com">kendalls.sunset@gmail.com</a>	505-967-7447
Uniform Administrator	Chris Sierra	<a href="mailto:Chriss.sunset@gmail.com">Chriss.sunset@gmail.com</a>	505-859-6477
Equipment Manager	Marc Dixon	<a href="mailto:Marcd.sunset@gmail.com">Marcd.sunset@gmail.com</a>	505-319-8710
Facilities Director	Christopher Parsons	<a href="mailto:christopherpsunset@gmail.com">christopherpsunset@gmail.com</a>	505-948-4079
Concession Manager	Greg Shea	<a href="mailto:gshea.sunset@gmail.com">gshea.sunset@gmail.com</a>	505-803-6218
Concession Assistant	Jason Coyle	<a href="mailto:Jasonc.sunset@gmail.com">Jasonc.sunset@gmail.com</a>	505-688-8770

## APPENDIX B: Emergency Numbers

EMERGENCY NUMBERS	
Police / Fire / Emergency Services	911
Poison Control	(800) 453-5684

NON-EMERGENCY CONTACT NUMBERS	
Rio Rancho Police	(505) 891-7226
Sandoval County Sheriff	(505) 867-4581
Rio Rancho Parks and Recreation	(505) 891-5015
<b>NOTE:</b> Contact Safety Officer before contacting numbers above.	
Game Cancellations / Information Officer	(505) 249-0838

# APPENDIX C: Emergency Procedures

The most important help you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If it is not possible, send someone to make the call from a nearby telephone.

1. Be sure that you or another caller follows these steps:
  - 1.1. Call 911
  - 1.2. Give the dispatcher the necessary information. Answer any/all questions that he or she might ask.
2. Most will ask:
  - 2.1. The exact location or address of the emergency
  - 2.2. Name of the city or town (Rio Rancho)
  - 2.3. Nearby intersection, landmarks, as well as the field name, and location of the facility.
  - 2.4. Our address is: 5815 High Resort, Rio Rancho, NM 87124. Our cross streets are Broadmoor and High Resort.
  - 2.5. The telephone number from which the call is being made.
  - 2.6. The caller's name.
  - 2.7. What happened to cause the injury: Hit by ball or bat, bicycle, vehicle accident, fire, etc.
  - 2.8. How many people involved?
  - 2.9. The condition of the injured person: conscious or not, chest pains, bleeding, broken bone, etc.
3. What help is being given. (First Aid/CPR)
4. Do not hang up until the dispatcher hangs up. The dispatcher may be able to tell you how to best care for the victim.
5. Continue care for the victim until professional help arrives.
6. Appoint someone to go to the street/parking lot and wait for EMS to arrive. Have them lead EMS to the victim. **EVERY MINUTE COUNTS.**