

**Delta Little League of Stockton Inc.**

**Safety Manual**  
**2010 Season**  
*For*  
***Managers, Coaches, Volunteers and Players***

Pending Approval by Little League Baseball Incorporated, Williamsport, PA.



## **Safety Code**

### *Dedicated to Injury Prevention*

- ❖ Responsibility for safety procedures is that of the Safety Officer of Delta Little League
- ❖ Arrangements should be made in advance of all games and practices for emergency medical services.
- ❖ Manager, coaches, umpires, and all volunteers should have training in first aid. Manager or one of the coaching staff must have basic child CPR certification. This year's minimal certification will be given by our very own Lynn Vanotti, who is also a Registered Nurse, on 03/01/10, as part of the EMT safety clinic. Each team manager should make sure that a first aid kit is present at all games, practices and any other function involving players. A first aid kit must also be maintained in the snack bar.
- ❖ Every manager will be issued a new first-aid kit each year with his or her equipment.
- ❖ No games or practices should be held when weather or field conditions are not good/safe, particularly when lighting is inadequate.
- ❖ Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- ❖ Dugouts and bat racks should be positioned behind screens.
- ❖ All team/umpire equipment is to be stored within the team dugout and not within the area defined by the umpires as "in play" (umpire gear may be stored in an alternate location other than the dugout providing it is not "in play" territory).
- ❖ Only uniformed players, managers and coaches, umpires and news photographers authorized by the league shall be allowed on the playing field (XIV-Field Decorum and Rule 3.15).
- ❖ Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose (Safety code for Little League, Rulebook).
- ❖ Procedures should be established for retrieving foul balls batted out of playing area.
- ❖ During practice and games, all players should be alert and watching the batter on each pitch.
- ❖ During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- ❖ All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequent by, and thus endanger, spectators.
- ❖ Equipment should be inspected regularly for condition and proper fit by coach or manager.
- ❖ Pitching machines must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- ❖ Batters must wear protective NOCSAE helmets during practice, as well as during games. Helmets with face guards are recommended and will be provided for all players whom wish to wear one.
- ❖ Catcher must wear catcher's helmet, mask, dangling throat guard, and long model chest protector and shin guards for all practices and games. All male catchers must wear protective cups with athletic supporter for all practices and games. All male players must wear athletic supporters (Rule 1.17).
- ❖ Protective cups/pads, for females, are **encouraged and recommended** for all players.
- ❖ Except when runner is returning to a base, headfirst slides are not permitted.
- ❖ During sliding practice, bases should not be strapped down or anchored. Break-away bases are mandatory for all levels of play.
- ❖ At no time is "horse play" permitted on the playing field?
- ❖ Parents of players who wear glasses are encouraged to provide "safety glasses".
- ❖ Players must not wear watches, rings, pins or metallic items during games and practices.
- ❖ The catcher must wear catchers helmet and mask with a dangling throat guard in addition to full gear as previously stipulated when warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- ❖ Managers and coaches may not warm up pitchers at any time (Rule 3.09). This applies to practices as well as games.

- ❖ On-deck batters, batboys/batgirls are not permitted.
- ❖ Complete the annual Little League Facility Survey.
- ❖ Have current Safety Officer on file with Little League HQ.
- ❖ Coaches/Managers clinic will be conducted annually by the Bear Creek High School Baseball Staff. This year's clinic will be February 20th, starting at 2:00 pm at Bear Creek High School Fields.
- ❖ Players Fundamentals Clinic will be held on February 21st, starting at 9:00 am at Delta'
- ❖ All personnel attending Coaches/Managers clinic will be required to have head of clinic sign issued Safety Manual verifying they were present and attended. Attendance is **mandatory** for all managers and strongly recommended for all coaches.
- ❖ ASAP plan to be distributed to all coaches, managers, board members, volunteers, district administrator, and Little League International each year. A current copy is to be kept in the snack bar. There should be one safety representative present from and for each team. ie: Team Parent
- ❖ Advise all volunteers of Red Cross CPR training, dates and times each year. Coaches/Managers must keep up to date minimal CPR training. Full CPR certification is recommended. 2010 is set for February 26<sup>th</sup> through 28<sup>th</sup>, given with and in conjunction with District 8, Manager/Safety meeting starting at 9:00 a.m. One representative (preferably manager) must attend.
- ❖ No manager or coach will be allowed to be part of the T.O.C. Coaching Staff without attendance and completion of the District 8, Positive Coaching Clinic. A District 8 staff member must sign this Safety Manual as proof the manager and coach has attended and completed the clinic. This years clinic will be held in February on a date picked by District 8.

### **ASAP**

ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of "Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". This manual is offered as a tool to place some important information at managers and coach's fingertips.

## **Some Important Do's and Don'ts**

### **Do...**

- ❖ Reassure and aid children who are injured, frightened, or lost.
- ❖ Provide, or assist in obtaining, medical attention for those who require it.
- ❖ Know your limitations.
- ❖ Carry your first-aid kit to all games and practices.
- ❖ Keep water cooler full in each dugout to keep all participants hydrated.
- ❖ Watch for signs of heat exhaustion.
- ❖ Assist those who require medical attention and when administering aid, remember to...
- ❖ **Look** for signs of injury
- ❖ **Listen** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- ❖ **Feel** gently and carefully the injured area for signs of swelling or grating of broken bone.
- ❖ Have your players' medical Clearance Forms with you at all games and practices.
- ❖ Make arrangements to have a cellular phone available at all games or practices.
- ❖ **Do everything you can to ensure that all coaches, managers, and volunteers who have contact with children have completed the approved Volunteer Application Form and have been screened by the League President or Vice President for compliance with Megan's Law.**

### **Don't...**

- ❖ Administer any medications.
- ❖ Provide any food or beverages (other than water).
- ❖ Hesitate in giving aid when needed.

- ❖ Be afraid to ask for help if you're not sure of the proper first-aid procedures.
- ❖ Transport injured individuals except in extreme emergencies.
- ❖ Leave an unattended child at a practice or game.
- ❖ Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

### **Delta Little League Phone Numbers**

**Emergency:** **911**  
Stockton Police Department Non-Emergency 937-8377

#### **Board of Directors:**

President: Keith Evans	481-4319
1 <sup>st</sup> Vice President: Davis Winters	993-9665
2 <sup>nd</sup> Vice President: Albert Troutman	406-4750
Safety Officer: Vanessa Garoutte	471-1603
Player Agent: Julie Pinzon	478-8626
Asst. Player Agent: Diana Torres	406-1383 or 594-1663
Treasurer: Joe Sullivan	688-7373
Majors Administrator: Jason Lindholm	481-6522
Minor A Administrator: Tony Mattice	808-9828
Minor B Administrator: Dan Pena	662-0034
T-Ball Administrator: Richard Binney	601-7523
Umpire in Chief: Joe Sullivan	688-7373
Asst. Umpire in Chief: needed	
Secretary: Janette Lindholm	481-6750
Equipment Manager: Davis Winters	473-2439
Asst. Equip. Manager: needed	
Asst. Equip. Manager: NEEDED	-----
Uniforms: Kelli Gaff (non member)	298-3931
Uniforms: NEEDED	-----
Concession: Erica Martin	993-5335
Fundraising: Jason Lindholm	481-6522
Fundraising: Diana Torres	406-1383 or 594-1663
Team Mom Coordinator: Jamie Pena	662-0033
Member at Large: Steve Blankenship	957-3166
Member at Large: Mike Ryan	351-5983
Member at Large: Frankhi Carrasquel	598-4540

### **Delta Little League Code of Conduct**

- ❖ Speed limits 5 M.P.H. in roadways and parking lots while attending any Delta Little League function. Watch for small children around parked cars.
- ❖ No alcohol/or any form of tobacco (including smokeless) allowed in parking lot, field, or common areas of Delta Little League fields (both game and practice fields).
- ❖ No playing in parking lots at any time.
- ❖ No playing on and around lawn equipment.
- ❖ Use crosswalks when crossing streets. Always be alert for traffic.
- ❖ No profanity or obscene language.
- ❖ No swinging bats or throwing baseballs at any time within the walkways and common areas of a Delta Little League game sites or practice sites.
- ❖ No throwing rocks or other foreign objects.

- ❖ No horseplay in walkways at any time.
- ❖ No climbing fences.
- ❖ **No pets are permitted at Delta Little League games or practices.**
- ❖ Only the first batter of each half-inning will be permitted outside the dugout between half-innings to swing a bat (Rule 1.08, NOTE 2). Be alert of area around you when swinging a bat. Players and spectators should be alert at all times for foul balls and errant throws.
- ❖ During the game players must remain on their benches (or in the bullpen accompanied by an adult coach) (XIV (b) Field Decorum and Rule 3.17) in the dugout area in an orderly fashion at all times. Players are not allowed to stand with hands on the fence of the dugout.
- ❖ After each game, each team must clean up trash in dugout and around stands.
- ❖ In all Divisions both teams are jointly responsible for the safe securing of the portable-playing fence.
- ❖ Home team is responsible for safely setting up of the infield preceding each game.
- ❖ Umpires will certify safe condition of the field, i.e.: free of hazards, rocks, glass, etc. Any issue will be reported to the officer in charge for the day and immediately to the Safety Officer.
- ❖ **No children under the age of 14 are allowed in the snack bar.**
- ❖ Failure to comply with this code of conduct may result in disciplinary action, up to expulsion from the Delta Little League field.

### **Megan's Law**

Megan's Law was enacted in part to limit the access of people convicted of crimes against children to areas where children are normally present, such as Little League activities. In order to ensure that all managers, coaches, and league volunteers have not been convicted of crimes against children, the following procedures have been established.

- ❖ All managers, coaches, officers and volunteers must complete a Volunteer Application Form approved by Little League.
- ❖ Before the manager, coach, officer or league volunteer can participate in any activities where children are present (or have contact with children); the President or Vice-President of the League must complete a check of the application against the Megan's Law CD available at the Sheriff's Office, the Stockton Police Department, or on line at [www.nsopr.gov/](http://www.nsopr.gov/). Criminal background checks will be conducted on managers, coaches & board members through [Choice Point](#).
- ❖ If any manager, coach, officer, or league volunteer is found to have been convicted of a crime against children or any other adult, the League President will notify that person immediately and discreetly. The convicted person will be instructed that they will not be allowed at any Delta Little League functions and if they do attend, the police will be called immediately. This includes barring the convicted person from attending games or other functions as a spectator.
- ❖ Any manager, coach, officer, or league volunteer that has been found by the league to have been convicted of a crime against children will be reported to District 8 headquarters immediately by the President of Delta Little League.

### **Communicable Disease Procedures**

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated. Gloves should always be available in the first aid kit.
3. Immediately wash hands and other skin surfaces if contaminated with blood.
4. Clean and sterilize all blood-contaminated surfaces and equipment.
5. Managers, coaches and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

### **Accident Reporting Procedures**

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the league Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

All such incidents described above must be reported to the League Safety Officer within 48 hours of the incident. [The Safety Officer for 2010 is Vanessa Garoutte. She can be reached at \(209\) 471-1603.](#)

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- ❖ Name and phone number of the individual involved
- ❖ Date, time and location of the incident
- ❖ As detailed a description of the incident as possible
- ❖ Preliminary estimation of the extent of any injuries
- ❖ Name and phone number of the person reporting the incident

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and verify the information received, obtain any other information deemed necessary, check on the status of the injured party and, in the event that the injured party required medical treatment other than first aid, the Safety Officer shall advise the parent(s) or guardian of Delta Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries is more than minor in nature, the safety officer shall periodically call the injured party to check on the status of the injuries and to check if other assistance is needed in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed"; that is, no further claims are expected and/or the individual is participating in the league again.

### **Storage Shed and Equipment Bunker Procedures**

The following applies to all of the storage sheds and equipment bunkers used by Delta Little League and apply to anyone who has been issued a key by Delta Little League to use those sheds:

- ❖ All individuals with keys to the Delta Little League storage sheds and equipment bunkers are responsible for the orderly and safe storage of rakes, shovels, bases, and all other stored equipment.
- ❖ Before volunteers' use any machinery located in the sheds or equipment bunkers, volunteers must be properly trained by the Equipment or Fields Manager to use that equipment.
- ❖ All chemicals or organic materials stored in Delta Little League sheds and bunkers shall be properly marked and labeled as to its contents.
- ❖ All chemicals or organic materials stored within equipment sheds and bunkers will be separated from the areas used to store machinery and gardening equipment to minimize the risk of puncturing storage containers.
- ❖ Any loose chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
- ❖ The phone number for the nearest Poison Control Center must be readily available wherever chemicals, gasoline or other toxins are present.

### **Lightning Facts and Safety Procedures**

- ❖ The average lightning strike is 6 to 8 miles long.
- ❖ The average thunderstorm is 6 to 109 miles wide and travels at a rate of 25 miles per hour.
- ❖ Once the leading edge of a thunderstorm approached to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud.

- ❖ On the average, thunder can only be heard over a distance of 3 to 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder you are already in the risk area for lightning strikes.
- ❖ The ultimate truth about lightning is that is unpredictable and cannot be prevented. Therefore, a manager, coach or umpire who feels threatened by an approaching storm should immediately call for time and suggest to the umpire to stop play and get the kids to safety.
- ❖ No place is absolutely safe from the threat of lightning, but some places are safer than others are. Large enclosed shelters are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears.
- ❖ During thunderstorms, avoid high places and open fields, isolated trees, dugouts, flagpoles, light poles, bleachers, metal fences and water.

### **Snack Bar Safety Tips**

- ❖ Keep your menu simple and keep potentially hazardous foods (meats, dairy products, cut fruits and vegetables) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.
- ❖ Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41 degrees F or below (if cold) or 140 degrees F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155 degrees F. Poultry parts should be cooked to 165 degrees F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.
- ❖ Rapidly reheat potentially hazardous foods to 165 degrees F.
- ❖ Foods that require refrigeration must be cooled to 41 degrees F as quickly as possible and held at that temperature until ready to serve. Allowing hazardous foods to remain un-refrigerated for too long has been the number one cause of food borne illness.
- ❖ Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination but they are no substitute for hand washing. **All workers who handle non-sealed food items require the use of disposable gloves.**
- ❖ Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease, cold or who has open sores or infected cuts on the hands should not be allowed in the snack bar. Workers should wear clean outer garments. The use of hair restraints is recommended to prevent hair from ending up in food products.
- ❖ Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food.
- ❖ Use disposable utensils for food service as much as possible. Wash, rinse, and sanitize all non-disposable utensils as soon as possible after or in between use.
- ❖ Ice used to cool cans and bottles is not to be used in cup beverages.
- ❖ Rinse and store your wiping cloths in a bucket of sanitizer (1 gallon of water and ½ tsp. Of chlorine bleach). Change the solution every two hours. Well-sanitized work surfaces prevent cross-contamination and discourage flies and rodents.
- ❖ Keep foods covered to protect them from insects. Store pesticides away from the snack bar. Place garbage and paper wasters in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method. All water used should be potable water from an approved source.
- ❖ Keep foods stored off the floor at least six inches. After your event is finished, clean the snack bar; sanitize food preparation surfaces and discard unusable food.
- ❖ The snack bar coordinator has the responsibility to ensure that all snack bar volunteers are trained in safe food handling/snack bar practices.