

SAFETY MANUAL **for** **Managers and Coaches** **2015**

Revised: 1/18/2015

TABLE OF CONTENTS

<u>PAGE</u>	<u>SUBJECT</u>
3	SAFETY PLAN
4	BOARD REVIEW OF SAFETY ISSUES
5	CODE OF CONDUCT
6-7	SAFETY CODE
8-9	ACCIDENT REPORTING
10-11	MEDICAL REQUIREMENTS
12	EMERGENCY PHONE NUMBERS
13	MANAGERS TRAINING
14	MANAGERS EXPECTATIONS
15	PARENT EXPECTATIONS
16	HEIMLICH MANEUVER
17-19	FOOD SERVICE REQUIREMENTS
20	DO'S AND DON'TS
21-22	LIGHTNING SAFETY
23	STORAGE SHED PROCEDURES
24	LITTLE LEAGUE VOLUNTEER APPLICATION

FREEPORT AREA LITTLE LEAGUE Safety Plan

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, FREEPORT AREA LITTLE LEAGUE also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes the FREEPORT AREA LITTLE LEAGUE's Safety Code, the FREEPORT AREA LITTLE LEAGUE's Code of Conduct, and the FREEPORT AREA LITTLE LEAGUE's Safety Manual. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

Each year, the Board nominates and elects a Director of Safety. For the 2015 season, the elected Director of Safety is Eric Westendorf, M.Ed. (Principal at Central Westmoreland CTC). This individual acts as FREEPORT AREA LITTLE LEAGUE's primary point of contact for the creation and enactment of the Safety Plan. The Director of Safety authors or revises the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are presented to the Board for approval and ratification (usually in February or March) for the upcoming season. Prior to the start of the season, the Director of Safety will perform an inspection of the fields, concession areas, and general grounds. A report will be submitted to the board for their review. Periodic safety inspections are also performed by coaches and other members of the board with the findings presented at board meetings throughout the year. The 2015 Safety Plan is distributed to managers, coaches and umpires. The finalized plan will also be forwarded to the Regional Safety Officer for their reference.

The following board members are responsible for assisting the Director of Safety in the administration of the safety plan.

2015 F.A.L.L. Board of Directors:

President: Dave Lacinski
Vice President: Ted Patterson
Treasurer: Mike Asti
Secretary: Jodi Rummel
Player Agent: Tim Kurn
Safety Officer: Eric Westendorf
Concessions Managers: Erin Croney,
Jen Holloway, Erin Smetak
Communications: Kathy Wolfe
Umpire Chief: Chris Foust
Equipment Manager: Paul Croney
Field Maintenance: Ryan Volek

Seniors Commissioner: Tim Fritz
Juniors Commissioner: Ron Schaffhauser
Intermediate Commissioner:
Majors Commissioner: Tim Kurn
Minors Commissioner: Jason Furer
Coach Pitch Commissioner: Ray Micelli
Tee-Ball Commissioner: Ted Patterson
Training Coordinator: Kevin Smetak
Coaching Coordinator: Shawn Stivenson
Fundraising Coordinator: Brian Zeppuhar
Opening Day Coordinator: Kara Lacinski
Girls ASA Rep: John Radvan

BOARD REVIEW OF SAFETY ISSUES

The FALL Board holds monthly meetings and the date and times of Board meetings are published on the league's Website (<http://www.freeportarealittleleague.org>). Monthly public meetings are also held which are open to of all residents of the Freeport area.

The Director of Safety is included on every meeting's agenda. Besides providing an opportunity for the Safety Director to inform and update the other Board members on the status of certain safety initiatives (whether they be at the local, District, or Headquarters level), it also ensures the continued awareness and attention to the subject of safety within FREEPORT AREA LITTLE LEAGUE. Safety issues will be brought to the board for discussion and will be resolved by majority vote.

FREEPORT AREA LITTLE LEAGUE Code of Conduct-

The FREEPORT AREA LITTLE LEAGUE Code of Conduct has been adopted by the Board of Directors. This Code is enforced by the Director of Safety, the League President, and the League's Vice Presidents. All league officers; participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and/or make any revisions to this Code of Conduct from year to year, as necessary.

- Speed Limit is 10 mph in roadways and parking lots while attending any FREEPORT AREA LITTLE LEAGUE function. Watch for small children around parked cars.
- The use of tobacco or alcohol is strictly prohibited while in the park grounds. This includes the parking lot, field or common areas within the FREEPORT AREA LITTLE LEAGUE complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Use Crosswalks when crossing roadways. Always be alert for traffic.
- The use of profanity is prohibited. Individuals who use profanity will be asked to leave the park and play (or practice) will be suspended until the individual is removed from the playing area.
- No Swinging Bats at any time within the walkways and common areas of a FREEPORT AREA LITTLE LEAGUE complex.
- No throwing balls against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, all gates should be closed and secured.
- No throwing baseballs at any time within the walkways and common areas of a FREEPORT AREA LITTLE LEAGUE complex.
- No throwing rocks.
- No horseplay in walkways at any time.
- No climbing fences.
- No pets are permitted at games or practices.
- (Age 5 - 12). No on-deck batters areas are permitted for this age group. The only player permitted to swing a bat is the player at bat while at the plate area. For Juniors and Seniors, the batter on deck is also permitted to swing the bat in the marked batting deck area.
- Observe all posted signs. Players and spectators are Alert at all times for Foul Balls and Errant Throws.
- During game, players must remain in the dugout in an orderly fashion at all times.
- After each game, each team must clean up trash in dugout and around stands.

Failure to comply with this Code of Conduct may result in expulsion from the Complex.

FREEPORT AREA LITTLE LEAGUE Safety Code-

The FREEPORT AREA LITTLE LEAGUE Safety Code has been adopted by the Board of Directors and is enforced by the Director of Safety, and the League's Vice President. All league officers; participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary.

- The Director of Safety is responsible for drafting new policies and procedures to be presented to the board for review. The Board is responsible for approving the policies in their original or revised versions.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- At least 1 coach, manager, or umpire must be certified in CPR/First Aid during games and/or practice session. First-aid kits are issued to each team manager and additional kits are located at the concession stand.
- No games or practices should be held when weather or field conditions present a greater potential for injury to players, coaches, or the public. Examples include excessive rain, ruts, lightning, extreme temperatures – hot or cold, etc.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. Coaches are responsible for assessing field conditions and for maintaining the fields prior to and following their use of the fields.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions
- Managers, coaches and/or players are responsible for keeping bats and loose equipment off the field of play
- Procedure 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. This will be reinforced by the coaches during practices and games.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets during batting practice and games.

FREEPORT AREA LITTLE LEAGUE Safety Code-(continued)

- When a coach is pitching during a coach pitch and T-ball game, the child fielding the pitchers position must wear a protective helmet with a face guard.
- Catchers must wear a catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games - NO EXCEPTIONS. Protective cups and supporters are required equipment for all players at all practices and games – NO EXCEPTIONS.
- Headfirst slides are not permitted, except when runner is returning to a base.
- During sliding practice, bases should not be strapped down or anchored. “Pop up” bases have been installed at all fields to reduce the potential for player injury.
- At no time should "horse play" be permitted on the playing field
- Parents of players who wear corrective lenses should be encouraged to provide prescription "safety glasses" (preferably sports models)
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear all catching gear when warming up pitchers – NO EXCEPTIONS. This applies between innings and in the bull-pen during a game and also during practices
- On-deck batters are not permitted for players 12 years old and under (except in the Juniors Division)
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Coaches/managers and the director of safety will inspect the fields frequently to ensure the safety protective devices are intact and functional. These include evaluations of fencing, top fence guards (flexible drain pipe), general field conditions, bases/mound, equipment, bats (bpf's), etc.
- It is the coach's responsibility to evaluate players' skill levels and to assign field positions according to their ability to protect themselves. The coach has the authority to restrict an athlete from playing certain positions if they feel the players' safety may be comprised. If this occurs, the coach will discuss this with the player's parent or guardian.

ACCIDENT REPORTING

All managers, coaches, parents, umpires, and volunteers should adhere to the following incident reporting procedures.

What to report -

An incident that causes any player, manager, coach, umpire or volunteer to receive medical treatment and/or first aid must be reported to the Director of Safety. The terms "medical treatment and/or first aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. *Any incident that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require medical assistance* must be reported promptly.

When to report –

All such incidents described above must be reported to the Director of Safety *within 24 hours* of the incident. The Director of Safety for 2015 is Eric Westendorf. His contact information is as follows;

- ◆ Eric Westendorf, Director of Safety
- ◆ (724) 295 – 2473 (home)
- ◆ (724) 664 – 1075 (cell)
- ◆ ericwest@salsgiver.com

This information is also posted at the concession stand along with the injury reporting forms.

How to make the report –

The following information must be provided:

- The name and phone number of the individual involved (or their parents)
- The date, time, and location of the incident
- A detailed description of the incident (extend of injury, part of body, etc.)
- The preliminary estimation of the extent of any injuries
- The name and phone number of the individual reporting the incident.

ACCIDENT REPORTING (continued)

Director of Safety's Responsibilities -

The Director of Safety will receive the initial injury report and will enter it into the league's safety database. Within 24 hours of receiving the incident report, the Director of Safety will follow up with the injured player or their parents/guardians and:

- (1) Verify the information received.
- (2) Obtain any other information deemed necessary.
- (3) Check on the status of the injured party; and
- (4) In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the FREEPORT AREA LITTLE LEAGUE's insurance coverage and the provisions for submitting any claims for reimbursement.

If the extent of the injury is major, the Director of Safety shall periodically call the injured party to:

- (1) Check on the status of any injuries, and
- (2) To check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

MEDICAL REQUIREMENTS

Physical Exams -

With regard to the general health of its participants, FREEPORT AREA LITTLE LEAGUE includes the following wording in its Registration Booklet:

"While physical exams are not required by league policy, National Little League strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent. Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem."

Medical Approval and Release -

The 2015 Medical Approval and Release form will be provided to all managers for distribution to the players' parents or guardians. Managers are required to obtain a completed Release for each of the players on their team and are instructed to have these forms with them for every practice and game. **Players are not permitted to participate in games until their completed form has been received.** This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e. allergies, etc.).

MEDICAL REQUIREMENTS (Continued)

Communicable Disease Procedures -

While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted.

Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct athletic care until the condition is resolved.
- Contaminated towels should be disposed of and/or disinfected properly.

Universal precautions will be followed whenever there is the potential for contact with blood or other bodily fluids. All body fluids will be handled with the assumption that they are carrying infectious diseases.

Emergency phone numbers

Police Department Phone Numbers:

Freeport Ambulance Emergency #: **911**

(Freeport Community Parks are located in Armstrong Co.)

Borough of Freeport Police Non-Emergency #: 724-295-4897

Director of Safety for 2015 is Eric Westendorf:

- Contact Numbers: (724) 664-1075 (cell) or (724) 295-2473 (home)
- All safety information is posted at the Freeport Community Park Concession Stand.
- The safety information is published on Freeport Area's web site with a direct link to the Director of Safety's email. All board members phone and emails are listed on the website (<http://www.freeportarealittleleague.org>).
- All coaches are given manuals with the safety information packets in them. All injuries should be reported to the director of safety by both the parent/guardian and coach.
- At least 1 coach is required to bring a cell phone to all practices/games in the event that medical personnel need to be contacted.

MANAGERS TRAINING

- All managers are encouraged to attend coaching and safety clinics sponsored by FALL. In addition to providing skills training, these clinics also highlight important safety issues/concerns that will benefit all of our coaches. Coaches clinics will be held for batting, pitching, and player stretching prior to the start of the 2015 season.
- Freeport Area is developing a training manual for its board members, league VPs and coaches. This is to be an ongoing evolving process. We encourage our older managers to help the newer managers on fundamentals both for the kids and for the coaches.
- FALL will be sponsoring CPR/First Aid training for all volunteers in April 2015 prior to the start of the regular season (date tbd). FALL is **encouraging** at least 2 coaches to be certified for each team. At least 1 coach/volunteer is **required** to maintain current CPR/First Aid training for each team. The need for additional training courses will be assessed prior to the start of the season.
- Managers/coaches for the home and away teams will be asked to do an inspection of the field and note any field issues/concerns on the official scorecard.
- All volunteers who interact with minors will be required to provide child protection clearances in accordance with the league rules.

- **MANAGER'S EXPECTATIONS**

What Do I Expect From My Players?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

What Can You And Your Child Expect From Me?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

PARENT EXPECTATIONS

What Do I Expect From You As Parents and Family?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at the players, the umpires or me. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.
- Finally, don't expect the majority of children playing Little League baseball to have strong skills. We learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits.

THE HEIMLICH MANEUVER

The Heimlich Manuever is an emergency method of removing food or foreign objects from the airway to prevent suffocation.

When approaching a choking person, one who is still conscious, ask: “Can you cough? Can you speak?”

If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.

To perform the Heimlich:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person’s breastbone (sternum), but above the naval;
- Wrap second hand firmly over this fist;
- Pull the fist firmly and abruptly into the top of the stomach.

It is important to keep the fist below the chest bones and above the naval (belly button).

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).

These will be violent thrusts, as many times as it takes.

For a child:

- Place your hands at the top of the pelvis;
- Put the thumb of you hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought. Call 911 or go to the local emergency room.

FOOD SERVICE REQUIREMENTS

***Note – Freeport Area Little League is currently responsible for Concessions and Concession Practices at Freeport Community Park.**

- ◆ All concession workers will be briefed on FALL's food service requirements and these rules will be posted inside the concession stand.
- ◆ All volunteers are required to sign in during their shifts.
- ◆ No one under the age of 16 is permitted to operate the fryers or grill.
- ◆ A type K (Kitchen) fire extinguisher will be maintained near the fryer to extinguish any grease fires inside of the fryer. Combustibles will be stored at least 3' from the fryers.
- ◆ The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of food borne illness. This information was provided by District Administrator John Chadwick, and is excerpted from "Food Safety Hints"

'11 Steps to Safe and Sanitary Food Service Events'

- (1) **Menu.** Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) 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.*
- (2) **Cooking.** Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.
- (3) **Reheating.** Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*

FOOD SERVICE REQUIREMENTS (CONTINUED)

- (4) **Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain un-refrigerated for too long has been the number ONE cause of food borne illness.*
- (5) **Hand Washing.** 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!
- (6) **Health and Hygiene.** Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
- (7) **Food Handling.** Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. *Touching food with bare hands can transfer germs to food.*
- (8) **Ice.** Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. *Ice can become contaminated with bacteria and viruses and cause food-borne illness.*
- (9) **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. *Well-sanitized work surfaces prevent cross-contamination and discourage flies.*
- (10) **Insect Control and Waste.** Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.
- (11) **Food Storage and Cleanliness.** Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food. *(Remember: Training your concession stand volunteers is one of the 12 requirements for a qualified safety plan.*

FOOD SERVICE REQUIREMENTS (CONTINUED)

From past experience, the US Centers for Disease Control and Prevention (CDC) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of food borne illness.

1. Inadequate cooling and cold holding.
2. Preparing food too far in advance for service.
3. Poor personal hygiene and infected personnel.
4. Inadequate reheating.
5. Inadequate hot holding.
6. Contaminated raw foods and ingredients.

Since the staff at concession stands may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.
- Rinse your hands well.
- Dry hands with a paper towel.
- Turn off the water using a paper towel, instead of your bare hands.
- Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:
- After touching bare human body parts other than clean hands and clean exposed portions of arms.
- After using the restroom.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent
- cross contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food-contact surfaces.
- After engaging in activities that contaminate hands.

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 your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
- Assist those who require medical attention - and when administering aid, remember to
 - **LOOK** for signs of injury (*Blood, Black-and-blue deformity of joint etc.*).
 - **LISTEN** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
 - **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Have your players' Medical Clearance Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

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 procedures (i.e., CPR, etc.)
- 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 Director of Safety, board member, coach, or concession employee immediately.

LIGHTNING SAFETY

WHEN YOU HEAR IT - CLEAR IT

WHEN YOU SEE IT - FLEE IT

Whenever lightning or thunder is observed, play or practice will be suspended for 30 minutes following the last occurrence (of either lightning **or** thunder). Players, coaches and spectators should report to a safe area as outlined below until play is resumed or the game/practice is cancelled.

Consider the following facts:

- The average lightning stroke is 6 - 8 miles long.
- The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK during 1999 occurred while it was sunny and dry).

On the average, thunder can only be heard over a distance of 3 - 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.

“FLASH-BANG” METHOD

One way of determining how close a recent lightning strike is to you is called the “flash-bang” method. With the “flash-bang” method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

RULE OF THUMB

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety. When in doubt, the following rule of thumb should be applied:

- Stop Game/Practice.
- Stay away from metal fencing and metal objects (including dugouts)!!
- Do not hold a metal bat.
- Walk, don't run to car and wait for a decision on whether or not to continue the game or practice.

LIGHTNING SAFETY (Continued)

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. The safest locations are the vehicles the kids came in or the rest rooms. Players will have the option to go back to their vehicles or congregate in the restrooms. It is important **NOT** to stay in the dugouts as they are not a safe place during lightning activity.

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 (to try and prevent eardrum damage).

Where NOT to Go!!

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is “make no more casualties”. If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

Note: a person knowledgeable and trained in the technique should only administer CPR

STORAGE SHED PROCEDURES

The following applies to all of the storage sheds used by the League and apply to anyone who has been issued a key by The League to use those sheds. All individuals with keys to the League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, etc.*

Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.

All chemicals or organic materials stored in the League sheds shall be properly marked and labeled as to its contents. All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers. Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.

LITTLE LEAGUE VOLUNTEER APPLICATION

- Key volunteers (managers, coaches, assistants, board members, and primary concession workers) are required to fill out the 2015 Little League volunteer application.
- Background checks are required. The Director of Safety will work with the league president to ensure that background checks are performed on all volunteers. These checks are currently being performed by FALL's player agent.
- Anyone refusing to fill out the volunteer application is ineligible to hold one of the aforementioned positions.
- The 2015 volunteer form sent out by Williamsport will be utilized.
- Photo ID (such as driver's license or government ID) must be checked when completing the form.
- The league president will retain these confidential forms for the year of applicable service.