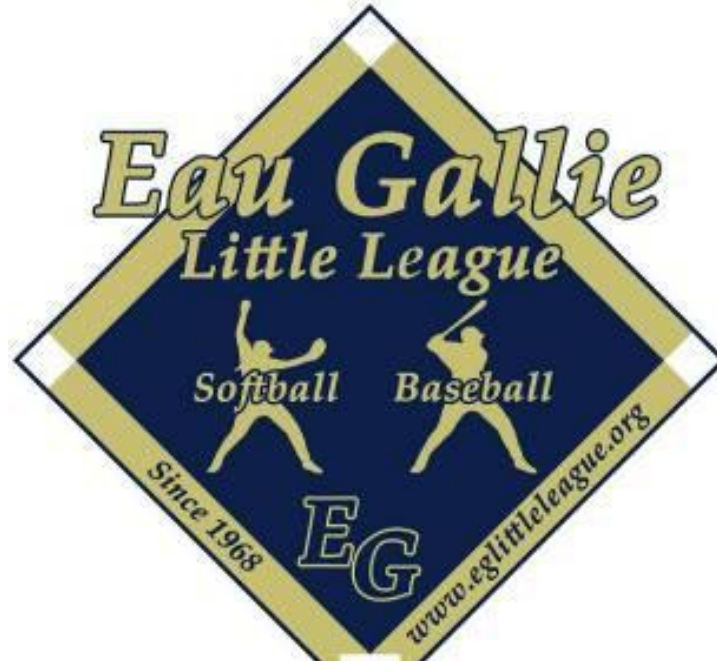


Eau Gallie Little League

Florida District 2



2012 Safety Manual



"SAFETY IS EVERYONE'S BUSINESS"
"PLAYSAFE"

***For: Managers, Coaches, Players, Umpires, Parents,
Concession Personnel, and Volunteers***

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2012 Contact Information

Safety Officer: Jamie Smith
Phone: 321-536-3156
Email: safetyofficer@eglittleleague.org

League President: Scott Farnham
Phone: 321-446-2683
Email: president@eglittleleague.org

Equipment Manager: Mike Williams
Phone: 321-749-5369
Email: equipment_manager@eglittleleague.org

Umpire Coordinator: Jody Devinney
Phone: 321-576-6083
Email: umpire@eglittleleague.org

Emergency & Non Emergency Phone Numbers

Any Emergency: Call 911

Melbourne Police: 409-2200 (non-emergency)

Melbourne Fire Dept: 674-5866 (non-emergency)

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ASAP

In 1995, 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 awareness of important information to all EGLL managers, coaches, umpires, parents, players, and league officials.

Remember

Safety is everyone's job. Prevention is the key to reducing the chance of accidents. Report all hazardous conditions to the Safety Officer or another Board Member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure players are properly equipped at all times, especially catchers and batters. Remember to check your team's equipment often.

Safety Officer's Responsibilities

Within 48 hours of receiving the incident report, the League 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

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- 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 Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injury is more than minor in nature, the Safety Officer shall periodically call the injured party to:

- Check on the status of the injury
- 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).

Volunteer Application Form

Each Volunteer **MUST** fill out a Volunteer Application Form and submit a photo ID, i.e. driver's license. Background checks will be handled by a designated EPLL Board Member, through LexisNexis, to search for any offenses involving minors, or any other offense deemed inappropriate to be working with children.

Facility Survey and Safety Plan

The annual Little League Facility Survey will be completed each year and submitted to Little League International Headquarters along with the Safety Plan. A copy of the completed Safety Plan will also be submitted to the District Safety Officer for review.

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Accident Reporting Procedures

What to report - An incident that causes any player, manager, coach, umpire, volunteer or spectator 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.

When to report - All such incidents described above must be reported to the League Safety Officer within 48 hours of the incident. Refer to Page 2 of this manual for contact information and phone numbers.

How to make the report - Any incident as described above should be accompanied by the League Accident Report form and submitted to the League Safety Officer.

Important Reminders

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, when in doubt, **CALL 911**
- Keep your EGLL issued first-aid kit and medical release information with team equipment.
- Assist those who require medical attention and when administering aid, remember to...

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- **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 an excited child.
- **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bones.
- Make arrangements to always have a cellular phone available

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.
- 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.

Code of Conduct

- **No alcohol allowed** in any parking lot, field or common areas within EGLL.
- **No playing in parking lots** at any time.

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- **No Profanity.**
- **No swinging bats or throwing baseballs** at any time within the walkways and common areas of EGLL.
- **No throwing balls** against dugouts, backstops or buildings.
- **No throwing rocks.**
- **No "Soft Toss"** against any fence.
- **No horse play** in walkways at any time.
- **No climbing fences** or dugout poles.
- **Only a player at bat** may swing a bat (ages 4-12). Juniors/Seniors/Big League (baseball and softball), (ages 13-16), on deck may swing a bat. A player holding a bat **MUST** wear a helmet. Be alert of area around you when swinging bats
- **Observe all posted signs, ie "No Smoking"**. Players and spectators should be alert at all times for foul balls and errant throws.
- **After each game**, each team must clean up trash in dugout and around stands.

Expectations

What do I expect from my players?

- To be on time for practices and games.
 - To always do their best whether in the line-up or on the bench.
 - To be cooperative at all times and share teams duties.
 - To respect not only others, but themselves as well.
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- To be positive & supportive 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 and teammates 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 as your Coach?

- 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 teach the players the value of winning and losing.
- To be open to ideas, suggestions, or help.
- To never belittle any member of my team, the opposing team, or umpires.
- Any discussions with umpires will be handled in a respectful manner.

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.

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- Do not holler at the players or the umpires or me. We are all responsible for setting good examples for our children. Be a positive role model. 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 if you have a concern. It will also be available if you wish to offer your services at practices. A helping hand is always welcome. Finally, don't expect every player to be a future Major Leaguer. Let's allow them to play and have fun. When a child is giving their best, let's applaud the effort regardless of the result.

SAFETY CODE FOR LITTLE LEAGUE

Modified from the Little League Rule Books

- Responsibility for Safety procedures should be that of an adult member of the local league.
- Arrangements should be made prior to games and practices for emergency medical services.
- Managers, coaches and umpires should have training in first-aid. Team First Aid Kits are issued to each manager. First Aid Kits are also located at each concession stand.
- No games or practices should be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Fields should be inspected frequently for holes, damage, stones, glass and other foreign objects.

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- All team equipment should be stored within the dugout or behind fences and not in the area defined by the umpires as "in play".
- Only players, managers, **approved** coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose.
- A safe procedure should be established for retrieving foul balls batted out of the playing area.
- During practice sessions and games, all players should be alert and watching the batter on every pitch.
- During warm up drills, players should be spaced out so that no one is endangered by wild throws or missed catches.
- Equipment should be inspected regularly for its condition and proper fit.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- At a minimum, whenever players have a bat in their hand, a helmet **MUST** be on.
- Catcher must wear catcher's helmet (with face mask and dangling throat guard), full length chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for all practices and games at all positions.

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- Except when runner is returning to a base, headfirst slides are not permitted on the 60' field.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Players must not wear watches, rings, pins, or any jewelry during practices or games. A "medic-alert" bracelet is the only exception.
- Catchers must wear catcher's helmet & mask with dangling throat guard, and protective cup while warming up pitchers. This applies between innings and in bullpen practice.
- Managers and Coaches are not permitted to warm up pitchers before or during a game.
- Batting/Catcher's helmets shall not be painted unless approved by the manufacturer.
- On deck batters are not permitted (except in Junior, Senior and Big League Divisions).
- Players who are ejected, ill, or injured should remain under supervision until released to the parent or guardian.

Players

- All male players are required to wear an athletic supporter & catchers shall wear a protective cup. Protective cups are recommended for all male players at all practices and games, regardless of position.

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- Catchers must wear catcher's helmet (with face mask and dangling throat guard), chest protector and shin guards. Male catchers must wear a protective supporter and cup at all times.
- Catchers must wear catcher's helmet (with face mask with dangling throat guard), and protective cup while warming up pitchers. This applies between innings and in bullpen practice. Skullcaps are not permitted.
- Players must not wear watches, rings, pins, jewelry or other metallic items.
- Batting/catcher helmets are not to be painted unless approved by the manufacturer.
- Players who wear glasses are encouraged to wear "Safety Glasses".
- During practice sessions and games, all players should be alert and watching the batter on each pitch.
- Stay alert in the coach's box. Always watch the batter and concentrate on the play.
- During warm up drills, players should be spaced out enough so that errant throws won't hit others.
- Long pants should be worn at practices. Sliding in shorts isn't recommended.
- Cleats or Sneakers should be worn at practices or games. No open toed shoes (i.e.: flip flops or sandals)
- Wear your hat properly. Bills worn to the side or to the back don't help with the sun.
- Don't dig holes in the outfield.

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- Never throw equipment. Never throw a ball into a crowd or when someone is not looking.
- Never throw anything at anyone, unless it's a ball, and only when you are practicing or playing in a game.
- Stay off the fences and dugouts. They are not “jungle-jims”.
- Stay in the dugout and behind the fence unless told to do otherwise by a coach or an umpire.
- When running the bases, always slide if there is going to be a close play.
- Stay cool on warm days by finding some shade in the dugout and drink plenty of fluids (especially catchers). **STAY HYDRATED!**
- **NEVER go off with a stranger!** Always let your coach know if you need to leave the dugout or practice field.
- Before you do something that might be unsafe, **STOP!** Think twice before you act. Never do anything that could hurt someone else or yourself.

Remember: **SAFETY IS EVERYONE’S BUSINESS!**

Managers/Coaches

- Get trained in basic first aid & CPR.
- Attend all Coaches Clinic training.
- Will wear sneakers during practices and games. No open toed shoes, i.e.: flip flops or sandals.
- Have access to a phone during practices and games.

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- Keep player medical information with you at all times.
- A first aid kit is required as part of your equipment for games and practices. Be sure you have it with you at ALL times.
- All male players must wear athletic supporters. Encourage the use of the protective cup for all male players, not just catchers.
- Teach players to call for fly balls to avoid collisions. Try to avoid fly ball drills at practices and pre game warm ups while directly facing the sun.
- Teach players proper sliding techniques.
- Monitor outfielders to prevent "kid holes" being dug in the outfield.
- Safety baseballs will be used for T-Ball.
- Check your equipment regularly for damage and report any problems to the equipment manager immediately.
- Walk the field before games checking for unsafe conditions (holes, debris, torn fencing).
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose.
- Keep all players in the dugouts, and behind the fences. Have them ask for permission to leave the dugout.
- Make certain players have plenty of fluids during warm weather (especially the catchers). **KEEP THEM HYDRATED!**
- During bullpen and between inning warm-ups, the catcher must wear a mask with the dangling throat guard and a cup.

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- Coaches are not permitted to warm up the pitchers, EVER, under ANY circumstances, either during a game or practice.
- Never stand behind the catcher during warm-ups to speak to an umpire or scorekeeper.
- Never leave a child unattended after a practice or game. Sometimes you will need to wait for a ride to show up. Always be sure each player has been accounted for.

Remember: **SAFETY IS EVERYONE'S BUSINESS!**

Umpires

- Get trained in basic first aid and CPR.
- Male Home Plate umpires must wear a protective cup.
- Walk the field prior to the game checking for unsafe conditions (loose bases, holes & debris on the field, etc.)
- Remind managers it is their responsibilities to ensure all male players wear athletic supporters.
- Check catchers for cups, masks with dangling throat guards, and fully extended chest protectors (60' field). Remind catchers that cups and masks with dangling throat guards must be worn while warming up pitchers between innings and in the bullpens.
- Keep all players in the dugout and behind the fence.
- Enforce the no "on deck" warm-up swinging by the offensive team. (Majors and below). **NO ONE HAS A BAT EXCEPT THE BATTER!**

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- Keep the game moving.
- Stand a safe distance away from home plate during warm-ups. Especially while conferring with the coaches.
- Have access to a phone during a game.

Remember: **SAFETY IS EVERYONE'S BUSINESS!**

Concession Stand

- Only approved personnel should be in the concession stand.
- All workers should be familiar with the list of Emergency Contact Numbers.
- All workers should know where the First Aid Kit is located.
- All workers should know where the Fire Extinguisher is located and how to properly use it.
- Gloves should be used when preparing and handling food.
- Hands should be washed frequently with antibacterial soap.
- Pot handles must be turned inward when preparing hot food to avoid possible burn accidents.
- NEVER put water on a grease fire. Smother it!
- Extension cords should not be used as permanent electrical sources.
- A thermometer should be kept in every refrigerator.
- Cold foods should be stored at 45° or less and hot foods at 140° or more.
- All light bulbs should have protective coverings over them.

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- Clean up all spills thoroughly to help prevent bug problems. Empty the trash as needed.
- Inspect the appliances regularly and report any problems as they are found. Don't wait for the next person to do it!
- Use common sense and always think about safety!

Remember: **SAFETY IS EVERYONE'S BUSINESS!**

Lightning Evacuation Procedures

Lightning awareness should be increased with the first flash of lightning or the first clap of thunder no matter how far away. The existence of blue sky and the absence of rain are not protection from lightning. Lightning can, and does, strike as far as 10 miles away from the rain shaft. It does not have to be raining for lightning to strike.

EGLL has purchased Lightning Detectors that will be used to help prevent the possibility of serious injury or death that can result from a lightning strike. These detectors can have us prepared for potential danger before it is too late. Our location near the ocean makes us very susceptible to erratic and sometimes violent and dangerous weather conditions. Our goal is to minimize the risks that our children and volunteers are exposed to.

Lightning Detectors will be placed at all EGLL fields. Their location at each field are:

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- Crane Field – In the Boardroom in the top drawer of the filing cabinet
- McGrath – In the equipment room
- Jimmy Moore – In the equipment room
- Fee Avenue – In the equipment room
- Carver – In the concession stand

The following policy dealing with electrical storms will be enforced.

- An approved EGLL official will monitor the Lightning Detector. If an EGLL official is not available, a Manager or Coach shall monitor the Lightning Detector.
- When a lightning strike has been registered in the 8-20 mile range, the official will immediately notify the chief umpire. The umpire will then notify the team managers that there is a lightning alert.
- When a lightning strike registers in the 3-8 mile range, the umpire will be notified to clear the field immediately. Players will seek shelter in their respective dugouts away from all fences.
- If strikes continue in this range (or closer) within 15 minutes, all players and parents will take shelter in their vehicles or other suitable cover (a structure, no trees), until an all clear signal is given.
- If there should be no additional strikes in the 3-8 mile range (or closer) for a period of 20 minutes, the chief umpire shall allow the game to resume.

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While there are no guarantees that we can make our league totally safe, we are implementing policies that will reduce our chances for accidents and injuries. Little League Baseball has taken a very "Safety Oriented" stance in recent years. Let's all work together and keep safety a priority in EGLL.

Safety Is Everyone's Business!