

West Windsor Little League (WWLL)

PO Box 324
West Windsor,
New Jersey 08550



Safety Manual

**Safety Guidelines for:
Managers, Coaches, and League
Coordinators**

2010 Edition

www.wwll.org

PRESENTING OUR SAFETY PROGRAM

The Year 2010 marks the twelfth anniversary of our formalized league safety program. In conjunction with Little League Baseball and ASAP (A Safety Awareness Program) the West Windsor Little League (WWLL) is continuing a league safety awareness program.



Historically the WWLL has had an outstanding safety record and has enforced many good safety practices. This manual is offered as a tool to place important information at the fingertips of coaches, managers and other volunteers, and to insure a commitment to ongoing safety awareness and inspection.

PRACTICE & GAME-DAY SAFETY REQUIREMENTS (A,B,C,D)

A. Accident Prevention:

Rules Enforcement – All players must have required equipment at all times, including catchers, who shall wear required gear even when warming up a pitcher. Any coach or manager who elects to catch a pitcher is strongly encouraged to wear protective gear.

Fans on Field - Only players, coaches & umpires are permitted on the field or in the dugout.

Warm-Up – During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.

On-Deck - There is no “on-deck” position in Little League. Players may only handle a bat when it is their turn to come to the plate to hit.

There should be no bat swinging at any time unless at the plate or in a batting cage.

Horse Play - At no time will “horse play” be permitted on the playing field or bench.

Bat Weights - Strictly prohibited and subject to confiscation by the league.

B. Be Prepared – Bring:

Safety Guide - Bring copy of this safety guide to all games and practices.

First Aid Kit - Have a well-stocked first-aid kit available at all games and practices (Provided by WWLL).

Phone Access - Arrange access to a phone or cellular phone at all games and practices.

Player Emergency Information - Please have the emergency contact and doctor information collected on the Medical Release Forms available for all players at all games & practices.

C. Check Field Conditions:

Field Inspection - Inspect game area prior to each game or practice for holes, damage, stones, glass and other foreign objects.

Weather & Daylight - No games or practices may be held when weather or field conditions are not good, particularly when lighting is inadequate.

Lightning - No games or practices may be held with the threat or event of lightning. Teams must wait at least 30 minutes after the last visible lightning before returning to the field. Avoid open spaces, including the playing field, tall objects, including trees, and contact with metal objects, including dugout supports.

Thunder - If you hear thunder, you may be in danger. Anytime thunder is heard, the storm is close enough to pose an immediate lightning threat to your location; and should be treated the same way as indicated above.

Please note that dugouts are not safe in a lightning storm.

D: Do Inspect Equipment:

Inspection - Umpires must inspect player equipment prior to game.

Surveillance - Bats and loose equipment must be kept off the field.

Batting Helmets - Batters must wear Little League approved protective helmets during batting practice and games.

Catcher's Gear - Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, and shin guards.

Supporters - All male players are to wear protective cups and supporters for practices and games (this does not apply to tee-ball).

Chest Guards - Available on request.

Storage - Stored team equipment in the dugout, or behind screens, and not within the area defined as "in play".

Glasses - Parents of players who wear glasses should be encouraged to provide "safety glasses".

Umpire Equipment - Umpires must wear masks and protective gear at all times.

Mouth Guards – all players, especially infielders, encourage Mouth Guards.

Baseball Pitching Requirements:

West Windsor Little League is committed to preventing arm injury to pitchers, of all ages. The league requires managers to follow the pitch count guidelines established for their league:

Pitch Counts		
Age	Maximum pitches per game	Maximum pitches per week (game and practice)
7-8	50 per day	Consult with league coordinator
9-10	75 per day	
11-12	85 per day	

MINIMUM RECOVERY TIMES – ALL LEVELS!!

- 21-35 pitches requires 1 calendar day of rest
- 36-50 pitches requires 2 calendar days of rest
- 51-65 pitches requires 3 calendar days of rest
- 66 or more pitches requires 4 calendar days of rest

Player Responsibility

Keep an Eye Out - During practice and games, all players should be alert and watching the batter on each pitch.

Horse Play - At no time is "horse play" permitted on the playing field or bench.

League Coordinators: Prior to the start of the season, League coordinators must....

Distribute Safety Manual – assure that all coaches and managers receive the league safety manual. **Assure Safety and Fundamentals Clinic** - assure that all adults supervising games or practices have attended a qualified safety and first aid clinic and a fundamentals clinic.

Assure Coach/Manager Safety Training – assure at least one coach or manager on each team is certified as having taken the required safety training per WWLL requirements. ALL coaches and managers must attend at least once every three years.

Assure Background Checks - assure mandatory background checks have been completed for all coaches and managers as well as Board members and any others working with the players.

Assure Medical Information - assure that completed emergency medical information is distributed to team managers and coaches for each player.

Complete Field Survey - complete a field survey for your designated fields.

Emergency Safety Procedures

1. **Administer first aid and have someone call 9-1-1 if an ambulance is necessary.**
2. **Notify parents immediately if they are not at the scene.**
3. **Consult child's emergency medical form for primary physician, special medical needs, or alternate contacts (if necessary).**
4. **Notify league safety officer within 24 hours.**
5. **Complete WWLL Incident/Injury Report and return to safety officer within 24 hours (see attached form on last page of safety manual).**
6. **Talk to your team about the situation if it involves them. They need to feel safe and understand why the injury occurred.**
7. **Talk to anyone in the WWLL that you feel will be helpful (safety officer, league coordinator, etc.)**
8. **WWLL is insured through Little League Baseball and CNA. If necessary, forms can be filed through the league safety officer.**

Emergency Contacts

Emergency 911 (Mercer).....9-1-1
Police, Ambulance, Fire9-1-1
 West Windsor Police Dept (business). ... 799-1222
 Twin W First Aid Squad (business)..... 799-4383
 University Medical Center at Princeton.. 497-4000
 ASAP Hotline (24 Hour) 800-811-7443
 ASAP Region (Connecticut)..... 860-585-4730
WWLL League Hotline 275-6697

WWLL Board of Directors

2009 Executive Committee

President	Andy Lupo	275-1297
VP-Operations	Ellen Vogt	799-9123
VP-Baseball	Chris Thornton.....	275-5879
VP-Softball	Ron Russell	936-8613
Secretary	Shawn Panson	936-1819
Treasurer	Kim Strype.....	
Player Agent	Jacqui Stein.....	275-1857

2009 On Field Related Committee Chairs

Asst VP Softball	Jeff Weinberg.....	903-0516
Safety Officer	Barry Mathes	936-0484
Fields & Grounds	TBD	
Umpires	Mike Curran.....	216-2577
Umpires	Linda DeMilt.....	936-8377
Equipment	Dan Weber.....	799-5994

2009 Division Coordinators

Tee Ball	Andy Vogt.....	799-9123
Tee Ball	Doug Miller.....	
Baseball A	Susan Bluni.....	269-5162
Baseball AA	Scott DeMouth.....	799-5977
Baseball AA	Fred Maresca	936-1832
Baseball AAA	George Revock.....	275-1174
Baseball AAA	Dana Panson.....	936-1819
Baseball Minors	Randy Kertes.....	897-1051
Baseball Minors	John Radey.....	799-5549
Baseball Majors	Brian O'Leary.....	448-6625
Baseball Majors	Sean Bluni.....	269-5162
Baseball Majors	Larry Charlip.....	799-2099
7&8 Post Season	Larry Charlip.....	799-2099
9&10 Post Season	Angelo Balestrieri.....	275-1479
9&10 Post Season	Chris Siegler.....	936-8406
11&12 Post Season	Allan Bensky.....	799-9618
Softball Rookies	Andy Goldner.....	
Softball Rookies	Pam Chartock.....	936-9550
Softball Minors	Jeff Weinberg.....	903-0516
Softball Minors	Nick Schiera.....	799-3553
Softball Majors	David Vena.....	750-0123
Softball Post Season	Howard Alter.....	275-1935

Concession Stand Safety

'12 Steps to Safe and Sanitary Food Service Events'

Volunteer Responsibilities:
Prepare Food!
Collect Garbage!
Clean Up!

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 excerpted from "Food Safety Hints" by the Fort Wayne-Allen County Department of Health.

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.*

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 Unrefrigerated 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 foodborne 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. Dishwashing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. *Ideally*, dishes and utensils should be washed in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. 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.*

10. Wiping Cloths. Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. *Well-sanitized work surfaces prevent cross-contamination and discourage flies.*

11. 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.

12. 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.

2010 Incident/Injury Tracking Report West Windsor Little League (WWLL)

League Name: West Windsor Little League (WWLL) League ID: 1701136 Incident Date: _____
 Field Name/Location: _____ Incident Time: _____
 Injured Person's Name: _____ Date of Birth: _____
 Address: _____ Age: _____ Sex: Male Female
 City: _____ State _____ ZIP: _____ Home Phone: () _____
 Parent's Name (If Player): _____ Work Phone: () _____
 Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) Baseball Softball
- B.) T-Ball Rookie AAA Minor Major Junior
- C.) Tryout Practice Game Tournament Special Event
- Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.) Batter Base Runner Pitcher Catcher First Base Second
- Third Short Stop Left Field Center Field Right Field Dugout
- Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

- | | | |
|--|---|---|
| <p>A.) On Primary Playing Field</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base Path: <input type="checkbox"/> Running <input type="checkbox"/> Sliding <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted <input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure <input type="checkbox"/> Grounds Defect <input type="checkbox"/> Other: _____ | <p>B.) Adjacent to Playing Field</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seating Area <input type="checkbox"/> Parking Area <p>C.) Concession Area</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> Customer/Bystander | <p>D.) Off Ball Field</p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel: <input type="checkbox"/> Car or <input type="checkbox"/> Bike or <input type="checkbox"/> Walking <input type="checkbox"/> League Activity <input type="checkbox"/> Other: _____ |
|--|---|---|

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries that could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (____) _____
 Signature: _____ Date: _____

**Within 24-48 Hours of Incident
 Complete and Return this form to:**

Barry Mathes, 2010 WWLL Safety Officer
 Phone: 609-936-0484, Fax: 609-275-6964,
 email: bmops9@aol.com

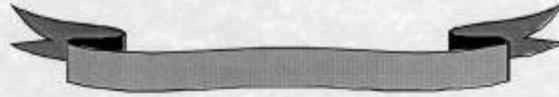
MANAGERS-COACHES!

GAMES & PRACTICES REMEMBER!

1. **COME PREPARED** - Always bring a first aid kit, cellular phone, player medical info, and the league safety manual.
2. **INSPECT FIELD** - For safe playing conditions and safe weather conditions.
3. **INSPECT EQUIPMENT** - Enforce use of proper equipment throughout the game.
4. **USE YOUR SAFETY PARENT** - To guard against unsafe conditions on the field.
5. **ENFORCE PITCH COUNTS** - See details in the league safety manual.
6. **BE AWARE** - Safety awareness is both on and off the field. Make it a priority!
7. **AED** – Automatic External Defibulator is available at the Concession Stand at Ward Field.
8. **Safety Contest** – Make players aware of that safety suggestion or report of safety issues can be made through the Safety Suggestion Box or by email to the Safety Coordinator.

IF IN DOUBT, PLEASE ERR ON THE SIDE OF SAFETY!!!

TEN COMMANDMENTS OF SAFETY



- I. BE ALERT!
- II. CHECK PLAYING FIELD FOR SAFETY HAZARDS
- III. WEAR PROPER EQUIPMENT
- IV. ENSURE EQUIPMENT IS IN GOOD SHAPE
- V. ENSURE FIRST AID IS AVAILABLE
- VI. MAINTAIN CONTROL OF THE SITUATION
- VII. MAINTAIN DISCIPLINE
- VIII. SAFETY IS A TEAM SPORT
- IX. BE ORGANIZED
- X. HAVE FUN!

