

NASA Area Little League



2018 ASAP Safety Plan for Managers and Coaches

League ID 3431418

“Play Hard - Play Safe”



INTRODUCTION

ASAP - What is it? 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 some important information at manager’s and coach’s finger tips.

Used in conjunction with the Little League Rule Book, Local Option Rules, the Play it Safe book, Protecting Young Pitchers Arms guide, and training for managers, coaches and other volunteers, this manual is part of the overall safety plan for our league.

Please read through this manual thoroughly and share it with your team. Safety is both an individual and team effort. If there are any questions, contact the NASA Little League Safety Officer - SEE list of IMPORTANT NUMBERS for contact information on the next page.

DISTRIBUTION:

This manual is provided to:

- Each team manager
- Each Executive Board member
- District #14 Safety Officer

A copy is also available at each primary field location and/or concessions area as well as on the NASA Little League website at: www.nasa-all.org

SAFETY MISSION

NASA Area Little League strives to provide a fun and safe environment for the enjoyment of the game of baseball. For our players, parents, volunteers, and spectators, NASA Area Little League will pursue well maintained facilities and safety conscious coaches and volunteers.

IMPORTANT NUMBERS

**POLICE/FIRE/EMS
911**

**Houston Police Department:
(281) 218-3800**

**CONSTABLE'S OFFICE:
(281) 488-4040**

NASA Fields Concession Stand
1200 Ramada, Houston, TX 77062

WEBSTER Field No Phone

NASA Area Little League Board Members, Player Agents, and Coordinators

PRESIDENT

Cody Corley 832-205-0803

VICE-PRESIDENT-BASEBALL

Steve Alves 281-468-0594

VICE PRESIDENT-BUSINESS

Cary Howard 281-995-6146

SECRETARY

LeaAnn Dearman 432-230-2616

TREASURER

Larry Denson 281-639-1562

LEAGUE INFORMATION OFFICER

Erett Knobloch 832-726-7562

PLAYER AGENTS:

T-Ball,

CJ Dennison 281-309-4068

5-Pitch

Brad Goodale 281-798-5664

Pee Wee

Brian Grillo 205-527-6704

Texas

Matt Lamb 832-385-5187

Minors

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Majors

Eric Flores 713-876-8427

ALL STAR COORDINATOR

Katie Lamb 832-425-1266

UMPIRES / PRACTICE FIELDS

Steve Alves 281-468-0594

OPENING DAY COORDINATOR

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FACILITIES COORDINATOR

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UNIFORM COORDINATOR

Ashley Campbell 832-405-2863

EQUIPMENT COORDINATOR

Walter Schomburg 713-202-3557

SPONSORSHIP COORDINATOR

Allyson Biddy 281-455-1823

TEAM MOM COORDINATOR

Katie Lamb 832-425-1266

CONCESSIONS COORDINATOR

Stephanie Hartman 281-455-1823

MARKETING COORDINATOR

LeaAnn Dearman 432-230-2616

COACHING COORDINATOR

Heath Drager 281-900-7964

SAFETY CODE

Dedicated to Injury Prevention

- Responsibility for safety procedures should be that of an adult member of NASA Little League.
- Arrangements should be made in advance of all games and practices for emergency medical services. Emergency phone numbers will be posted in the concession stands.
- Managers and coaches must have training in first-aid (incl CPR/AED) and baseball fundamentals.
- First-aid supplies/kits will be available to each team, and are located at each concession stand/score booth.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- 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.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose, or the team's manager and coaches.
- 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.
- 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 frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly for the condition of the equipment, as well as for proper fit. Broken equipment will be replaced.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catchers must wear 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.
- Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- During games, breakaway "safety bases" shall be used, if available.
- At no time should "horse play" be permitted on the playing field.
- Coaches/umpires should walk fields before use to ensure fields are safe and playable. Any unsafe conditions should be corrected or, if immediately uncorrectable, reported to the League Safety Officer.
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SAFETY CODE

continued

- Parents of players who wear glasses should be encouraged to provide “safety glasses”.
- Players must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher’s helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game (Rule 3.09).
- On-deck batters are not permitted (except in Juniors Division).
- Concession stand coordinators will receive training in proper food handling, and concession stand safety. Safety procedures will be posted.
- All volunteers must fill out a 2018 Little League Volunteer Application form.
- The safety officer will perform an annual safety inspection of the NASA Area Little League facilities. Deficiencies shall be communicated to the league president and resolved appropriately. The Annual Little League Facility Survey will be submitted to Little League International with the submission of this annual safety plan and the safety plan registration form.
- League registration data and/or roster data and coach/manager data will be uploaded to the Little League Data Center upon closing of registration.



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 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, swelling, 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. **If injured person unconscious, call 911 immediately and do not move injured person.**

..... FEEL gently and carefully the injured area for signs of swelling.

- 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 Safety Officer, immediately.**

When treating an injury, remember:

Protection
Rest
Ice
Compression
Elevation
Support

NASA Area Little League

Code of Conduct

- **Speed Limit 5 mph** in parking lots while attending any Little League function.
- Watch for small children moving in between and around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within a NASA Little League complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Use cross- walks when crossing road ways. Always be alert for traffic.
- No profanity.
- No swinging bats or throwing baseballs at any time outside the designated areas at the NASA Little League complex. Players not currently batting in a properly designated areas should not have bats in-hand; bats should be put away or laying on the ground until it is such player's time to bat.
- No throwing balls against dugouts or against fences and backstops.
- No throwing rocks.
- No horse-play in walkways at any time.
- No climbing fences.
- Only a player on the field and at bat, may swing a bat (Age 4 - 12).
- Juniors (Age 13) on the field at bat or on deck may swing a bat. Be alert of area around you when swinging bat while in the on deck position.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During game, players must remain in the dugout area in an orderly fashion at all times.

- After each game, each team must clean up trash in dugout.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- No children under the age of 15 are to be permitted in the Concession Stand unless granted permission by the adult in charge.

Failure to comply with the above may result in expulsion from the NASA Little League field or complex.

NASA Area Little League Safety Procedures

CHILD PROTECTION PROCEDURE

1. All volunteers having repeated access to the children of the league must complete a 2018 Little League Volunteer Application form, and will be checked for sexual offenses against children. This includes all board members, managers, coaches, and team parents.

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 is anticipated (provided in first-aid kit).
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean 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.

LIGHTNING PROCEDURES

At Practices....

1. Be aware of weather reports before heading to your practice field.
2. At the first sign of approaching weather or sound of thunder, stop practice immediately and get everyone into cars or inside a walled building. DO NOT congregate under trees or near metal fences/backstops.
3. DO NOT wait for the first sight of lightning. The first one could be the one that hits you!
4. Do not resume practice until the weather has safely passed.

Managers are responsible for player safety at practices...DO NOT have a cavalier attitude about lightning!

At Games....

1. The league's Lightning Detector will be kept in the score booth on the "Major" field.
2. When approaching lightning is detected to be within the unsafe distance zone from the field, the scorekeeper or other person monitoring the lightning detector will inform the home plate umpire who will immediately stop the game on the major field.
3. The scorebooth will then sound an air horn to notify the other fields that lightning is approaching.
4. The other fields will immediately stop the games in progress.
5. All managers, coaches, and players will immediately move all players to safe surroundings...either inside a solid building or inside cars.
6. No one is to remain outside or in the dugouts.
7. When the lightning detector indicates a safe condition, the majors scorebooth will sound the air horn for the games to be resumed.

NASA Area Little League Safety Procedures

CONTINUED

FIELD MAINTENANCE and STORAGE SHED PROCEDURES

1. All individuals using the equipment sheds (i.e., Managers, coaches, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
2. 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.
3. All chemicals or organic materials stored in NASA Little League sheds shall be properly marked and labeled as to its contents.
4. 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.
5. Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.
6. No one under the age of 18 is allowed to operate any power or electrical equipment, or handle any chemicals.
7. When using equipment such as weed whackers, proper eye protection should be used.

BATTING CAGE PROCEDURES

1. A maximum of two children are allowed in the batting cage at a time... a batter with proper batting helmet, and catcher in full gear, if desired.
2. The pitching machine must be set up, put away and operated by an adult only.
3. No children are allowed to stay behind the screen with the adult feeding the machine.
4. The pitching machine shall not be operated during rain. It must be switched off and at least covered, or put away.
5. No players should be swinging a bat outside the cages unless in a designated caged, warm-up area.
6. Throwing balls in the area around the cages is not allowed.

HEAT STRESS AWARENESS

Make sure to allow practice breaks that provide fluid consumption and shade from the sun. Be aware of the following

Signs and Symptoms:

Mild – sweating, irritability, heat cramps

Moderate (Heat Exhaustion) – excessive sweating, weakness, dizziness, and skin is cold, pale and clammy

Severe (Heat Stroke) – lack of sweat (hot dry skin), headache, nausea, confused and dizzy, rapid pulse

Remember to get help immediately if moderate or severe cases are suspected.

NASA Area Little League Safety Procedures

CONTINUED

ACCIDENT REPORTING PROCEDURE

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 Safety Officer, appropriate Player Agent, and league President. 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 Safety Officer, appropriate Player Agent, and the league President within 48 hours of the incident. (SEE page #3 for contact info).

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

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

Safety Officer's Responsibilities - Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents 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 NASA Little League's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer 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).

If any league office reporting is required, the Safety Officer shall be responsible to ensure process is completed in a timely manner.

NASA Area Little League Expectations

WHAT, AS A MANAGER, 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.

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 me, the players or the umpires. 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 hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!
- **Little League Parent Orientation** program: <http://www.littleleague.org/parents/parentorientation.htm>

**Safety is Everyone's
Responsibility and is for the
Protection of Everyone!**

Idea implemented to promote safety: Players not currently batting in a designated area should not have a bat in-hand. Rather, bats should be put away or should be laid on the ground until it is such player's turn to bat. (see page 5).

The League Volunteer Form can be found at the league website (http://www.littleleague.org/Assets/forms_pubs/volunteer-app.pdf).

The Incident Report Form is attached on the following page:



Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ 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 ☐ Challenger ☐ TAD
- B) ☐ Challenger ☐ T-Ball (5-8) ☐ Minor (7-12) ☐ Major (9-12) ☐ Junior (13)
- ☐ Senior (13-15) ☐ Sr./Minor (13-15) ☐ Big League (16-18)
- C) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
- ☐ Travel to ☐ Travel from ☐ Other (Describe): _____

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

- D) ☐ Batter ☐ Baserunner ☐ 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:

- A) On Primary Playing Field
- ☐ Base Path: ☐ Running or ☐ Sliding
- ☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted
- ☐ Collision with: ☐ Player or ☐ Structure
- ☐ Grounds Defect
- ☐ Other: _____
- B) Adjacent to Playing Field
- ☐ Seating Area ☐ Travel:
- ☐ Parking Area ☐ Car or ☐ Bike
- C) Concession Area ☐ Walking
- ☐ Volunteer Worker ☐ League Activity
- ☐ Customer/Bystander ☐ Other: _____
- D) Off Ball Field

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 which 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: _____