

Essex County Little League

SAFETY MANUAL FOR MANAGERS AND COACHES 2018

**BOARD APPROVED
1/08/18**

LEAGUE ID#: 346-15-08



LITTLE LEAGUE PLEDGE

I TRUST IN GOD
I LOVE MY COUNTRY
AND WILL RESPECT ITS LAWS
I WILL PLAY FAIR
AND STRIVE TO WIN
BUT WIN OR LOSE
I WILL ALWAYS
DO MY BEST

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ASAP - What is it?

Long the pacesetter in youth sports safety, Little League has again taken the lead with the development of ASAP (A Safety Awareness Program). With the help of corporate sponsors Musco Lighting and AIG Companies, ASAP has created a network of more than 5600 safety officers working together for safety.

ASAP is a grass roots program based on communication of ideas. Leagues across the country contribute their safety ideas to ASAP News, a colorful, monthly newsletter. Safety officers can then find out what their peers are doing to make things "safer for the kids."

A safety officer in Georgia may see what a Nebraska league did to maintain safety during a heat wave. A safety officer in California whose concession stand is less than orderly may use the plan for concession stand safety submitted by a New Jersey league.

Introduced in 1994, ASAP has already increased Little League's overall safety awareness and reduced insurance costs for participating leagues. This summer, the annual ASAP Awards will recognize the leagues with the best safety programs.

For more ASAP information, call the ASAP Hotline at 800-811-7443, or E-Mail your request. Be sure to include your name and postal address in addition to your e-mail address. You can also access the League Safety Officer Program Kit on the Little League Web Site! (Source: "Player Registration Data." Player Registration Data. Little League® Baseball and Softball, 2016. http://www.littleleague.org/Little_League_Online.htm

To be an ASAP compliant league, a safety plan must be developed and sent to the District Administrator or District Safety Officer for approval.

Safety Officer

One of the elected members on this Board is the Safety Officer. For the **2018** season, the Safety Officer is **Kyle Durham**. This individual acts as ECLL's primary point of contact for the creation and enactment of the Safety Plan. The Safety Officer authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are then presented to the Board for approval and ratification (usually in January or February) for the upcoming season. Once approved, the documents are then distributed to the Manager/Coaches in-group meetings held prior to the start of the season.

Essex County Little League Safety Plan

The goal of the Essex County Little League (ECLL) 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, ECLL also commits to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes the ECLL Safety Code, the ECLL Code of Conduct, and the Essex Little League's Safety Manual. The combination of these documents outlines specific safety issues and the ECLL policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

All emergency phone numbers are posted in press box and concession stand.

ECLL is very fortunate to have access to excellent Police, EMS, and Volunteer Fire Department services. Many ECLL personnel are members of these organizations. Riverside-Tappahannock Hospital is located only five miles from the ballpark.

ECLL receives the ASAP newsletter and shares this information with the league members.

This safety manual is printed and distributed to all staff and copies are kept in common areas for all volunteers.

2018 Board Contact Information

Last Name	First Name	Email Address	Cell Number
Barnette	Mark	easair@yahoo.com	804-512-5458
Bevans	Lori	Lori.bevans@gmail.com	804-313-1995
Carter	Allison	Agbc97@yahoo.com	804-241-4725
Courtney	Samantha	scourtney@bealenet.com	804-370-5987
Dewey	Jennie	jennieddewey@gmail.com	804-366-4635
Durham	Kyle	kdurhamtebfd@gmail.com	804-445-4934
Hinson	Michelle	hinson4@vametrocast.net; hinson4@icloud.com	804-456-0284
Hodges	Bryon	bryonhodges5@hotmail.com	804-366-6123
Lewis	Russ	essex_pt@verizon.net	804-445-5268
Long	Shenell	shenell.long@capitalone.com; dbls1113@gmail.com	804-313-7495
Medlin	Lisa	lisa.medlin@capitalone.com	804-445-4140
Ross	Cherlanda	c.sidneyross@gmail.com	804-366-0476
Segar	James	Jsegar34@hotmail.com	804-450-2142
Stone	Keith	mbeckybs@aol.com; k.stone_enterprises@yahoo.com	804-387-2480
Wells	Cee Cee	cleatonwells@verizon.net	804-370-4788

Volunteers

All volunteers, coaches, managers and board members are required to complete and sign the VOLUNTEER APPLICATION FORM prior to the start of the season. The VOLUNTEER APPLICATION FORM, along with valid **GOVERNMENT ISSUED PHOTO I.D. (REQUIRED)** must be returned to the safety officer.

In addition to the above, the safety officer conducts criminal history and background checks on all league volunteers through First Advantage.

Below is a copy of the application, which may also be found online at the following website:

<http://www.essexlittleleague.org>



Little League Volunteer Application - 2018

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ Date _____
First Middle Last

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

1. Do you have children in the program? Yes ☐ No ☐
If yes, list full name and what level? _____

2. Special Certification (CPR, Medical, etc.)? (list) Yes ☐ No ☐

3. Do you have a valid driver's license? Yes ☐ No ☐
Driver's License#: _____ State _____

4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor? Yes ☐ No ☐
If yes, describe each in full: _____

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)? Yes ☐ No ☐
If yes, describe each in full: _____
(Answering yes to question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes ☐ No ☐
If yes, describe each in full: _____
(Answering yes to question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs? Yes ☐ No ☐
If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)

<input type="checkbox"/> League Official	<input type="checkbox"/> Umpire	<input type="checkbox"/> Manager	<input type="checkbox"/> Concession Stand
<input type="checkbox"/> Coach	<input type="checkbox"/> Field Maintenance	<input type="checkbox"/> Scorekeeper	<input type="checkbox"/> Other

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:
<http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):
Regulation I(c)(9) Mandates First Advantage or another provider that is comparable

* First Advantage ☐ Sex Offender Registry Data along with National ☐
Criminal Records check of at least 281 million records

*Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

Last Updated: 1/3/2018

Board Meetings

The Board meets at least once every month. All adults are welcome and are encouraged to attend.

The safety officer is included on every meeting's agenda. This provides an opportunity for the Safety Officer to inform and update the other board members on the status of certain safety initiatives (whether they are at the local, District, or Headquarters level). It also ensures the continued awareness and attention to the subject of safety within Essex Little League.

Safety Committee

In 2018, Essex Little League will once again assemble a safety committee. This committee will have the primary responsibility to consider, discuss, and recommend courses of action regarding any safety issues that may be presented to the League. For example, it is envisioned that this committee will meet to assist the Safety Officer to update the League's Safety Plan to be distributed to the Board for comment and approval.

Rules Committee

This committee, consisting of the league President, Vice President, Player Agent, and Safety Officer is responsible for drafting any proposed new or modified local rules for Essex County Little League. Areas such as competitive balance, player participation, speed of play, and safety are discussed, and any changes or additions are presented to the Board for discussion and/or ratification. Every year, this committee evaluates existing local rules and considers any necessary changes and/or additions to these rules.

Essex County Little League Code of Conduct

The Essex Little League Board of Directors has adopted a Code of Conduct. The Safety Officer, the League President, and the League's Vice Presidents enforce the Code. All league officers, participants, and volunteers are required to abide by this code. It is the job of the Safety Officer to author and/or make any revisions to this Code of Conduct from year to year, as necessary.

- The speed limit is five (5) mph in roadways and parking lots while attending any Essex County Little League function. Watch for small children around parked cars.
- No alcohol is allowed in any parking lot, field, or common areas within the Essex County Little League complex.
- No tobacco products are allowed.
- No playing in parking lots at any time.
- No playing on and around lawn equipment.
- No profanity please.
- No swinging of bats at any time within the walkways and common areas of the Essex County Little League complex.
- No throwing balls against dugouts or against backstops. Catchers (wearing mandatory equipment with throat guard) must be used for all batting practice sessions.
- All gates to the field must remain closed always. 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 the Essex County Little League complex.

- No one can be on any Little League field, unless they are a Little League registered player, Manager, Coach or Board Member. This includes kids that get a fun game of baseball or softball, no exceptions.
- No throwing rocks.
- No horse playing at any time on or off complex fields.
- No climbing fences.
- No standing/dancing on picnic tables.
- No pets are permitted at games or practices.
- Only a player who is on the field and at bat, may swing a bat (Age 4 - 14).
- Observe all posted signs. Players and spectators are always alert for foul balls and errant throws.
- During the game and at all times, players must remain in the dugout in an orderly fashion when not playing the game on the field.
- After each game, each team must clean up trash in their respective dugouts and around stands.

Failure to comply with this code of conduct may result in expulsion from the complex.

Training

During the season our league will do everything we can to promote safety. We feel that it is very important that ALL adults show a courteous and considerate attitude to set a good example for our kids. We will stress the practice of team work and good sportsmanship to make our baseball program fun and safe for everyone.

Fundamentals Training

Fundamentals of baseball, softball, machine pitch, and T-ball such as sliding, batting, hitting, base running, rules and good sportsmanship are taught by coaches and managers. A mandatory coaches/managers clinic will be held on March 25, 2018.

First Aid Training

First aid classes are offered and mandatory for all coaches and managers. Umpires are also encouraged to attend. First aid and concussion training will be held on March 25, 2018 in conjunction with the training class. It will be taught by a certified EMT from Essex County. First aid kits will be handed out at this time. Managers are to ensure that first aid kits are taken to off-site practices or games.

Other Training Resources

The Tappahannock Police Department offers a bicycle safety course each year and provides free helmets to the participants.

The DARE program is taught in our schools by the Essex County Sheriff's Department.

Umpire Training

Our umpires attend umpire clinics before and during the season.

Safety Code

The ECLL Safety Code has been adopted by the Board of Directors and is enforced by the Safety Officer, and the League's Vice President. All league officers, participants, and volunteers are required to abide by this code.

It is the job of the Safety Officer to make any revisions to the Safety Code from year to year, as necessary.

- Responsibility for Safety procedures should be that of an adult member of Essex County Little League
- Arrangements should be made in advance of all games and practices for emergency medical services
- Managers, coaches and umpires should have training in first aid. **First-aid kits are issued to each team manager and kept in equipment bag at all times.**
- No games or practices should be held when weather or field conditions are not good, particularly when lightning is inadequate. **If lightning is seen, all players, coaches and managers must leave the complex and return to their vehicles for 20 minutes since the last visual lightning strike was seen.**
- Before every use, home coaches/umpires are required to walk fields for hazards such as 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.
- The batting donut is not permitted.
- "The On-Deck position" is not allowed for Majors and below divisions.
- During a game, players are not allowed to hold a bat or take practice swings until the umpire calls them to bat. Once called they can pick up their bat and take a few swings on their way and at home plate.
- Equipment will be inspected by coaches/umpires before each use 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, including during warmup. Baseball players from the Minor division up to the Jr./Sr. division must have a **C-flap** on their helmets before entering batter's box. **It is the responsibility of the manger to inspect helmet prior to game start time. NO EXCEPTIONS.**
- Batting helmets must remain on player until he/she returns to the dugout.
- Catcher must wear catcher's helmet, mask, **dangling throat guard**, long model chest protector, shin guards, and protective cup with athletic supporter always (males) for all practices and games, including during warmup. **NO EXCEPTIONS.**
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings in the bull-pen during a game and during practices. **NO EXCEPTIONS.**
- 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, endangering spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Managers should encourage all male players to wear protective cups for practices and games.
- Except when runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should be disengaged from their anchors.

- 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 cannot wear watches, rings, pins or metallic items during games and practices.
- Softball division's **infielders** MUST wear mask. **NO EXCEPTIONS.**

ECLL requires at least one coach or manager from each team to attend fundamentals training and first aid training each season. In addition, ECLL will continue to require coaches/managers to attend at least once every three years for fundamentals training and first aid training.

2018 Concession Procedures

League ID# 346-15-08

Concession Manager	Larry Taylor	804-514-4485
League President	Lisa Medlin	804-445-4140
Safety Officer	Kyle Durham	804-445-4934

Safety:

- No one under the age of 16 is permitted in the concession stand.
- Please wash your hands before and after handling food or drink.
- No eating or SMOKING in the concession stand.

Rules:

- Please be courteous to everyone.
- One person handles the money.
- One person fixes the drinks
- Two people wait on the windows.
- One person gets the orders of food or drinks.
- The manager will be in the concession stand to cook. If the manager is not, someone trained and responsible will cook.

Maintenance:

- Oven exhaust cleaned
- Building cleaned and disinfected on the inside
- First aid kit replenished

Keep It Clean: Concession Stand Tip

'12 Steps to Safe and Sanitary Food Service Events'

The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is 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 foodborne 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 foodborne 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 their 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 foodborne illness.*

10. 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.*

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.

(Remember: Training your concession stand volunteers is one of the 12 requirements for a qualified safety plan. Safety plans must be postmarked by May 1, 2000.)

Top Six Causes

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 foodborne illness.

- Inadequate cooling and cold holding.
- Preparing food too far in advance for service.
- Poor personal hygiene and infected personnel.
- Inadequate reheating.
- Inadequate hot holding.
- Contaminated raw foods and ingredients.

- Fire extinguisher recharged

Clean Hands for Clean Foods

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.

Fundraising Activities

This year we are doing a raffle. Each family of the little league is given 15 raffle tickets to sell at \$2.00 each. Funds received will be used to offset expenses to run the league.

2018 Upgrades

- Lighting repairs
- Lighting control box repairs
- Repair fencing of back stops
- Re-anchor home plates and pitching mounds
- All bleachers inspected and replaced with new boards if necessary
- Pressbox repairs and ceiling

The Essex County Little League facility is located on land that is owned by a local business. We have negotiated a lease for the land.

Equipment Information

- Regular inspections are done on equipment by the Equipment Coordinator and by Managers. Replacements are made as necessary. Bad equipment will be destroyed and discarded.
- Mandatory C-Flaps are installed on all helmets except for T-ball and Coaches Pitch.
- First aid kits are given to each manager for their team. There is also a first aid kit in each equipment room, and a larger first aid kit is housed in the concession stand.
- One equipment bag is made for each team. It includes: practice balls, bats, a catcher's mitt for baseball, a set of full catching gear including mask for minor division through senior division and catcher's helmet for T-ball and Coaches Pitch teams.
- Each division, T-Ball through Senior has four helmets per bag, per division with assorted sizes for each age group.
- T-ball and Coaches Pitch teams use reduced impact (soft) baseballs

Emergency Safety Procedures

In case of a medical emergency:

1. Make sure the area is safe to enter
2. Give first aid and have someone call 911 immediately. If an ambulance is necessary (i.e. severe neck or head injury, not breathing).
3. Notify parents immediately if they are not at scene.
4. Notify league safety officer by phone within 24 hours.
5. Fill out an Essex County Little League Incident/Injury Tracking Report and hand deliver within 24 hours. A copy of this form is included in this manual on page 22.
6. Talk to your team about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
7. Talk to anyone in Essex County Little League you feel will be helpful (i.e. League Safety Officer, VP of your league, etc.).
8. Essex County Little League insurance is supplemental to your own insurance policy. Claims must be filed with the League safety officer in a timely manner.

Remember:

Safety is everyone's responsibility. Prevention is the key to reducing accidents. Report all hazardous conditions to the Essex County Little League safety officer or a committee member immediately. Don't play with unsafe equipment or on a field that is not safe. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment every practice and game.

Injury Reporting Procedures

The following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers concerning injuries.

What to report:

An incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the safety officer. 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 Safety Officer **within 24 hours** of the incident. Contact one of the following people:

Safety Officer: Kyle Durham	League President: Lisa Medlin
Mobile: 804-445-4934	Mobile: 804-445-4140
Email: kdurhamtebfd@gmail.com	Email: medlinx6@gmail.com

How to make the report:

Use the **Essex County Little League Incident/Injury Tracking Report** form. This form is included in this manual on page 22. Emails and phone calls are acceptable. At a minimum, the following information must be provided:

1. Name and phone number of the individual involved (or names of the parents of the individual involved).
2. Date, time, and location of the incident.
3. A detailed description of the incident
4. Preliminary estimation of the extent of any injuries.
5. Name and phone number of the individual reporting the incident.

Other important ECLL contact information may be found on page seven (7) of this manual.

Safety officer responsibilities:

The safety officer will receive this injury report and will enter it into the league's safety database. 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 Essex County Little League's insurance coverage and the provisions for submitting any claims for reimbursement.

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 again).

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 ☐ Minor ☐ Major ☐ Intermediate (50/70)
- ☐ Junior ☐ Senior ☐ Big League
- 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** **B.) Adjacent to Playing Field** **D.) Off Ball Field**
- ☐ Base Path: ☐ Running *or* ☐ Sliding ☐ Seating Area ☐ Travel:
- ☐ Hit by Ball: ☐ Pitched *or* ☐ Thrown *or* ☐ Batted ☐ Parking Area ☐ Car *or* ☐ Bike *or*
- ☐ Collision with: ☐ Player *or* ☐ Structure **C.) Concession Area** ☐ Walking
- ☐ Grounds Defect ☐ Volunteer Worker ☐ League Activity
- ☐ Other: _____ ☐ Customer/Bystander ☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential 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 Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____

Medical approval and release

All managers should have completed Medical Approval and Release forms for each of their players with them for every practice and game. 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.).

Communicable disease procedures

While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk that other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be 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 is recommended 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, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in order to minimize the need for direct emergency mouth-to-mouth resuscitation,
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.
- Follow acceptable guidelines for the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

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 ECLL Safety Information Kit with you at all practices and games.
 - The Safety Information Kit should include:
 - Medical Approval and Release forms for each player
 - ECLL Safety information.
 - Incident/Injury Tracking Report forms
- Assist those who require medical attention. 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** the injured area *gently* and *carefully* for signs of swelling, or grating of broken bone.
- Have your players' Medical Approval and Release 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 are 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.

Lightning Evacuation Procedures

- Stop Game/Practice
- **If lightening is seen, all players, coaches and managers must leave the complex and return to their vehicles for 20 minutes since the last visual lightning strike was seen.**
- Instruct all players to return to a vehicle and wait 20 minutes from last seen lighting strike and wait for a decision to be made about resumption of practice or game play. Walk, do not run, to car.
- No one is allowed to remain on field or in dugout.
- Stay away from metal fencing (including dugouts)!
- Do not hold a metal bat.

Storage Shed Procedures

The following applies to all of the storage sheds used by Essex County Little League and applies to anyone who has been granted access by Essex County Little League to use those sheds.

- All individuals with access to the Essex County Little 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 using any machinery located in the shed (i.e., lawn mowers, weed eaters, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment. All chemicals or organic materials stored in Essex County Little 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.

Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. 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 your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.

Ten Commandments of the Essex County Little League Safety Program

- I. Be Alert! Accidents can happen in the blink of an eye.
- II. Check the playing field for safety hazards. Glass, sticks, rocks or other foreign objects can cause serious injuries.
- III. Wear proper equipment. All players must play and practice in proper safety gear.
- IV. Ensure that equipment is in good working order. If a piece of gear is broken or is not in good condition. Don't use it!
- V. Ensure that first aid is available. Make sure you and your coaches know where the first aid kit is located.
- VI. Maintain control of the situation, and maintain discipline of your players. Horseplay can lead to injury!
- VII. Teach safety to your team. Make sure your players know the proper techniques for sliding, batting, and throwing. Teach them the right way to do things.
- VIII. Be organized. Make sure that all playing equipment (helmets, pads, etc.) is with you at every game and every practice.
- IX. Empower you team. Make sure all players, coaches and team moms/dads know to report safety problems or unsafe conditions immediately.
- X. Have fun! Any practice or game that goes without an injury is always more fun for everyone.

Need to replace

This page confirms the completion of the 2017 online Facility Survey

Essex County LL

League Name

15

District #

346-15-08

League ID #

Submit this page with your hardcopy ASAP plan rather than the completed 2017 Facility Survey

