



Murphy Ranch Little League

2020

Safety Manual

League ID# 4055612

Murphy Ranch Little League Safety Plan 2020

Dear Managers, Coaches & Volunteers:

Welcome to the 2020 Murphy Ranch Little League (MRLL) season! As we begin our new season, we start with 12 board member and a leadership team dedicated to a positive, supportive and safe new year. In addition, we are excited with the addition of 12 Auxiliary board members who transcend all activates at MRLL. We welcome our new managers, coaches, and team moms joining us this year.

Like every season, safety is a priority for MRLL. We are updating our safety program which was discussed at the “Managers and Coaches Meeting” prior to the start of the season. In addition, we continue to raise safety awareness with all members of the Board, teams, managers, and families to ensure the safety of our players. Please read our Safety Manual carefully, from cover to cover, as it will familiarize you with safety fundamentals. Then use the manual as a reference guide throughout the season. Our safety goals include:

- Promote safety awareness at MRLL
- Support and encourage active safety engagement by the entire MRLL community including parents, guardians, siblings, coaches, team moms, and players
- Respond immediately to assist families of injured players on site and following injuries with claim information as needed

The MRLL Board tasked the League Safety Officer to thoroughly review last year’s safety plan and make recommendations for improvements. As such, various members of the Board actively participated in conducting our annual comprehensive site survey to help identify and mitigate safety concerns. Our 2020 action plan includes the following changes and enhancements to our safety program:

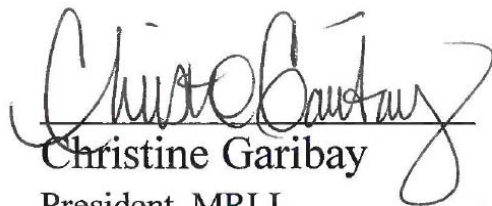
- Our safety manual will continue to be available on-line and in the MRLL snack shack as a reference.
- We continued our commitment to conduct background checks on all volunteers who interact with our players, in compliance with Little League International.
- We continued our commitment to concussion training for all volunteers who interact with our players in compliance with State law.

- Accident report forms, travel forms, medical forms, and volunteer applications will continue to be available in our snack shack, making them more accessible to report any injuries occurring during games or practices.
- We conducted a Facilities Safety Check and replaced any damaged facilities and equipment from the previous year.

The commitment to this Safety Manual is part of our ongoing dedication to a safe playing environment and culture at MRLC.

Help us celebrate a great season of baseball by serving as a MRLC safety advocate. Please remember that safety rests with all of us, the entire MRLC community. Always use common sense, never doubt what children tell you, and report all accidents or safety infractions when they occur.

Have a great season,



Christine Garibay
President, MRLC



Alfonso Salazar
Safety Officer, MRLC

**Murphy Ranch Little League
District 56
2020 Safety Manual**

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I. INTRODUCTION

The Murphy Ranch Little League (MRLL) Board of Director believes in creating safety awareness by example and through education. The purpose of this safety manual is to promote a safer environment for all participants of MRLL. This manual is provided to all Managers, Coaches and Team Parents in order to place important safety information and procedures at your disposal and use.

II. GENERAL SAFETY RULES

- It is mandatory that Managers, Coaches and Team Parents should have one standard first aid kit at every game and practice, ***THERE ARE NO EXCEPTIONS TO THIS RULE.***
- Managers, Coaches, Team Parents, volunteers and League Officers are required to complete a background check annually.
- No games or practices should be held when weather or field conditions are not good - particularly when wet.
- Managers are to inspect fields before each game for holes, damage, stones, glass or other debris.
- Only managers, coaches, players and umpires are allowed on the playing field during games.
- All players are to remain in the dugout during the game with the exceptions of pitchers and catcher for warm-ups.
- On deck batters are to remain in the dugout.
- Foul balls are to be retrieved by managers, coaches or other adults.
- All players on the field should be alert and watching the batter on each pitch during practice and games.
- Equipment should be inspected regularly for proper fit and defects.
- Managers must have a First Aid Kit with him at all times.
- The league will conduct random checks to ensure that the team has a First Aid Kit.
- Unsafe equipment should be replaced immediately.
- Catchers must wear catcher's helmet, mask, throat protector, shin guards, chest protector and protective supporter **at all times** including when warming up pitchers.
- Head first sliding is prohibited.
- Backstops and outfield safety fences must be inspected regularly for damage and unsafe conditions. Notify the Director of Fields if you have any issues.
- All gates must be closed and latched at all times.
- Foul lines should be distinctly marked during all games on every field.
- Promote a NO drug/NO smoking policy.
- Snack Shack is to be maintained in a sanitary condition at all times.
- The National Facility Survey will be completed on a yearly basis prior to the start of each season.
- A yearly Manager's meeting is conducted to review little league rules and enforcement procedures. The rules are monitored by the League Player Agents and enforced by the Board of Directors.
- A Coaches Clinic and safety meeting is provided each year.

A. CONTACT INFORMATION

Murphy Ranch Little League – Important Phone Numbers

<u>Address:</u>	7550 Colima Rd., Whittier 9060
<u>Mailing Address:</u>	P.O. Box 4371 Whittier 90607
<u>Web Site:</u>	www.murphyranchlittleleague.org
<u>Safety Officer:</u>	Alfonso Salazar - (323) 708-6824
<u>Williamsport Insurance Claim Office:</u>	(570) 327-1674
<u>Whittier Hospital:</u>	(562) 945-3561
<u>Police - Emergency:</u>	9-1-1
<u>Police – Non-Emergency:</u>	(562) 945-8250
<u>Fire Safety - Emergency:</u>	9-1-1

MRL 2020 Board Member Roster

Position	Member	Email Address	Phone
President	Christine Garibay	mrllchristine@gmail.com	(626) 688-6338
Vice President/Equip Coord.	Tom Nordbak	bruinhater44@verizon.net	(562) 455-8520
Player Agent/AAA Director	Daniel Garibay	MRLLDanielGaribay@gmail.com	(562) 686-7892
Secretary/AA Director	Andres Favela	andres.favela.mrll@gmail.com	(323)528-4562
Treasurer/Umpire Coord.	Albert Richards	aerich1964@gmail.com	(562) 351-3917
Safety Officer	Alfonso Salazar	MRLAlfonsoSalazar@gmail.com	(323) 708-6824
Registrar	George Ayala	MRLRegistrar2@gmail.com	(562) 362-8117
Field Maintenance	Victor Paredes	vparedes.mrll@gmail.com	(562) 652-7640
Tee ball Director	Uriel Perez	urielperez+mrll@gmail.com	(626) 234-7421
Minor B Director	Richard Gonzales	richardgonzales_3@hotmail.com	(562) 242-6844
Single A Director	Doug Rowan	Dougr@advisebiz.com	(310) 399-1828
Juniors & 50/70 Director	Anthony Fabela	AnthonyFabela.mr@gmail.com	(951) 840-7625
Majors Dir./Discipline Committee	Jeff Pont	JPont@APChampion.com	(310) 200-1181



Murphy Ranch Little League Code of Conduct:

The board of directors of Murphy Ranch Little League has mandated the following Code of Conduct.

No Board Member, Manager, Coach, Player or Spectator shall:

- 1) At any time, lay a hand upon, push, shove, strike, or threaten to strike an official.
- 2) Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- 3) Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- 4) Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- 5) Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- 6) Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- 7) Appear on the field of play, stands, or anywhere on the MRLLE complex while in an intoxicated state at any time. Intoxicated will be defined as an odor or behavior issue.
- 8) Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- 9) MRLLE is a smoke free facility. No smoking or vaping is allowed on the premises.
- 10) Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- 11) As a manager or coach be guilty of mingling with or fraternizing with spectators during the game.
- 12) Speak disrespectfully to any manager, coach, official or representative of the league.
- 13) Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- 14) Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.

The Board of Directors will review all reported infractions of the MRLLE Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.



Murphy Ranch Little League Parent Agreement

Murphy Ranch Little League has implemented the following Parent Agreement/Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension or the season forfeiture of the privilege of attending all games.

Preamble

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

The highest potential of sports is achieved when competition reflects these "six pillars of character." I AGREE:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsman like conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands, or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development & practices and teach how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, I and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol, and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices unless I am one of the official coaches of the team.
18. I understand that it is a privilege for MRLL to use its complex and practice facilities. As a result, I will follow the rules for MRLL at all locations.
19. I will make sure that my family and friends invited to the field are aware of MRLL Agreement/Code of Conduct and abide by them as set forth above.

III. ACCIDENT REPORTING PROCEDURES

Accidents should be reported when a player, manager, coach umpire or volunteer receives first aid and/or medical treatment the division representative and Safety Officer. All such incidents must be reported verbally within **24 hours** of the incident with a written incident report to follow within 3 days. The Safety Officer is Alfonso Salazar and he can be reached by phone at 323/708-6824 or via email at mrlalfonsosalazar@gmail.com

A. How to Submit an Incident Report

- The report form needs to be completed and submitted to the division representative and the safety officer. This form is enclosed in this packet and can be accessed at the website at www.murphyranchlittleleague.org.
- The following information should be included:
 - The name and phone number of the individual(s) involved.
 - The date, time and location of the incident.
 - A detailed description of the incident, be as detailed as possible.
 - The preliminary estimation of the extent of the injuries.
 - The name and phone number(s) of the person(s) reporting the incident.

B. The Safety Officer's Role & Responsibilities

- Within 48 hours of receiving the report, Alfonso Salazar will contact the injured party or the party's parents to:
 - Check on the status of the injured person(s).
 - Verify the information is correct.
 - Obtain any other pertinent information.
 - In the event of other required medical treatment, the Safety Officer will advise the parent or legal guardian of MRLLE insurance coverage and the provisions for submitting a claim. Please note that your own medical insurance is primary and our Little League insurance is secondary if no other insurance is available.

IV. SAFETY PREPARATIONS

A. Before the Game

- Plate umpire, managers and coaches should meet at the plate to introduce themselves to each other.
- Official lineup cards should be exchanged 10 minutes before the game starts
- Discuss the strike zone.
- Clarify time limits and calling the game due to mercy rules and darkness.
- Inspect playing field for unsafe conditions.
- Supply the plate umpire with game balls.
- Check all players to make sure they are not wearing any jewelry or any metal objects.
- All players must be in proper conventional uniform - proper cleats, pants, hats, socks, and shirts.

A. Before the Game (*continued*)

- Managers should inspect player's mitts for excessive wear or improper fit.
- Mark foul ball lines and batters box.
- Check bases for proper installation.
- Players warming up should be spaced out so as to not to be endangered by wild throws or missed catches.
- Finally do not play on any field that is not safe or has unsafe equipment, you may contact the Board Member of the Day with any concerns.
- Start game at scheduled time.

B. During the Game

- Managers and coaches are to have batters ready to bat in proper order.
- All players must be on the bench ready to take the field with two outs.
- Bats are to be removed from the playing field and properly stored in the dug- out when not being used.
- Helmets are to be stored so they are not on the dugout floor.
- Continue to inspect the playing field for safety and playability.
- Pitchers warming up must be in the designated areas.
- Umpires are to make loud and clear calls signaling properly.
- Managers are responsible for keeping their fans on their best behavior.
- Managers and coaches are responsible for maintaining discipline.
- No player is to leave the dugout except in emergencies.
- Batting "T" must be removed when a player is running to home plate.

C. Storage Shed Procedures

- The following applies to storage sheds used by MRLL and shall apply to anyone who has been issued a key by MRLL to use those sheds.
- All individuals using the sheds are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
- Before using any machinery be aware of operating procedures to safely operate the equipment. If you are unsure, ask for assistance.
- All chemicals or organic materials should be separated within these equipment sheds and should be properly marked and labeled as to its contents.
- Any loose chemicals or organic materials within the sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

V. **EMERGENCY SAFETY GUIDELINES**

A. **What you should do if an Emergency Arises**

1. Begin administering first aid and have someone call **911** immediately. If the injury is serious and necessitates emergency medical attention, seconds can make the difference between life and death. When calling for emergency help, let the emergency dispatcher know exactly where you are:

MRLI is located at **7550 Colima Rd. Just north of Mar Vista.**

2. Notify parent(s) immediately.
3. Notify Board Member of the Day and division representative at the time of the incident. Follow up with a written report to Alfonso Salazar within 3 days with completed incident report form.
4. Complete MRLI Incident Report form and deliver a hard copy to Alfonso Salazar, Safety Officer or place it in the snack shack.
5. If an injured party requires emergency transportation, the closest emergency facilities are :

Whittier Hospital
9080 Colima Road @ the intersection of Janine Ave.
Whittier, CA
(562) 945-3561

Presbyterian Intercommunity Hospital
12401 Washington Blvd. @ the intersection of Lambert Road
Whittier, CA
(562) 698-0811

MURPHY RANCH LITTLE LEAGUE ACCIDENT/INJURY REPORT

NAME: (injured) _____ D.O.B. _____

SEX: Male Female Age: _____

ADDRESS: _____ ZIP: _____

PHONE 1: _____ PHONE 2: _____

PARENTS/GUARDIANS:

Name _____ Relationship: _____

Name _____ Relationship: _____

TEAM: _____ MANAGER: _____

DIVISION: Senior Junior Majors AAA AA A T-Ball

TREATMENT REQUIRED: None First aid To doctor To hospital Other

Incident Facts:

Date: _____ Time: _____ AM PM Location: _____

Struck by: Collided With: Other:

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Pitched ball | <input type="checkbox"/> Fence | <input type="checkbox"/> Tripped |
| <input type="checkbox"/> Batted ball | <input type="checkbox"/> Backstop | <input type="checkbox"/> Fell |
| <input type="checkbox"/> Thrown ball | <input type="checkbox"/> Hard slide in dirt | <input type="checkbox"/> Over-exertion |
| <input type="checkbox"/> Bat | <input type="checkbox"/> Non-player (list) | <input type="checkbox"/> Pre-existing medical condition |

Unsafe conditions?

Yes No

- | | | |
|---|--------------------------|--------------------------|
| 1) Uneven field surface such as holes, humps, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Foreign objects such as glass, field equipment, debris, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Congestion during practice or games | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Weather conditions such as rain, darkness, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Lack of proper protective equipment or poor condition | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Other (specify) _____ | | |

MURPHY RANCH LITTLE LEAGUE

Accident/Injury Report – (CONTINUED)

Unsafe Acts

	Yes	No		Yes	No
1) Mishandled ball	<input type="checkbox"/>	<input type="checkbox"/>	9) Poor running form	<input type="checkbox"/>	<input type="checkbox"/>
2) Mishandled bat	<input type="checkbox"/>	<input type="checkbox"/>	10) Wild pitch	<input type="checkbox"/>	<input type="checkbox"/>
3) Lack of grip on bat	<input type="checkbox"/>	<input type="checkbox"/>	11) Wild throw	<input type="checkbox"/>	<input type="checkbox"/>
4) Incorrect sliding form	<input type="checkbox"/>	<input type="checkbox"/>	12) Wild swing	<input type="checkbox"/>	<input type="checkbox"/>
5) Not watching the ball	<input type="checkbox"/>	<input type="checkbox"/>	13) Distracted	<input type="checkbox"/>	<input type="checkbox"/>
6) Awkward position	<input type="checkbox"/>	<input type="checkbox"/>	14) Lack of attention	<input type="checkbox"/>	<input type="checkbox"/>
7) Player out of position	<input type="checkbox"/>	<input type="checkbox"/>	15) Horseplay	<input type="checkbox"/>	<input type="checkbox"/>
8) Poor evasive action	<input type="checkbox"/>	<input type="checkbox"/>	16) Other	<input type="checkbox"/>	<input type="checkbox"/>

Corrective Actions Taken

Briefly indicate corrective actions taken: (i.e. pitching machine removed from service, etc.):

Nature of Injuries

Type of injury: _____ (i.e. laceration, fracture, etc.)

Part of body: _____ (i.e. right ankle, mouth, etc.)

Cause of injury: _____ (i.e. batted ball, fall, sliding, etc.)

Brief Statement of What Happened:

FIRST AID – THE BASICS

◆ All players should be wearing a protective cup ◆ Render only basic first aid.

◆ Immediately call 911 for life-threatening injuries.

WHAT YOUR FIRST AID KIT SHOULD CONTAIN

The essentials

First Aid Manual (clearly explains how to handle basic problems)

Basic Bandages (assorted adhesive bandages, athletic tape)

Basic First Aid tools (tweezers, scissors)

Ice Packs; 4x4 gauze

Gloves; CPR Shield

<p style="text-align: center;"><u>Nosebleed</u></p> <p>If they occur:</p> <ol style="list-style-type: none"> 1. Sit child down. 2. Have them lean slightly forward to prevent blood from running into their throat. 3. Place cold, wet clothes on their nose to constrict the blood vessels in the nose and stop the bleeding. 4. If blood is coming from only one nostril, press firmly at the top of that nostril. 5. If both nostrils are bleeding, pinch the nostrils together for at least 10 minutes. 6. If bleeding continues, apply pressure for another 10 minutes. 7. If the bleeding is the result of a direct injury to the nose, only gentle pressure should be applied. 8. If heavy bleeding persists or if nosebleeds recur frequently, consult a physician. 	<p style="text-align: center;"><u>Possible Dislocation/Fractures</u></p> <p>Unlike fractures, dislocations occur more commonly in the shoulder, elbow, finger or thumb.</p> <p>Look for these signs:</p> <ol style="list-style-type: none"> 1. Swelling 2. Deformed look 3. Pain and tenderness 4. Possible discoloration of the affected area <p>If a dislocation or fracture is suspected . . .</p> <ol style="list-style-type: none"> 1. Apply a splint to the joint to keep it from moving 2. Try to keep the area elevated to slow blood flow to the area 3. Get medical attention
<p style="text-align: center;"><u>Head and Neck Injuries</u></p> <p>For a mild head injury, no specific treatment may be needed. However, closely watch the child for any of the following symptoms over the next 24 hours (even during the night – wake them up to do checks):</p> <ol style="list-style-type: none"> 1. Child becomes unusually drowsy 2. Develops a severe headache or stiff neck 3. Vomits (especially more than once) 4. Seizures 5. Loses consciousness at any time (even if brief) 6. Behaves abnormally 7. Slurred speech 8. Unequal pupil size 9. Weakness or inability to move arm or leg 10. Loss of balance 11. Confusion 12. Black or blue discoloration below the eyes or behind the ears <p>If the trauma results in bleeding, attempt to stop bleeding by firmly pressing a clean cloth on the wound. If the injury is serious, be careful not to move the person's head. If blood soaks through the cloth, DO NOT remove it, just place another cloth over the first one.</p> <p>If you suspect a skull fracture, DO NOT apply direct pressure to the bleeding site, and DO NOT remove any debris from the wound. Cover the wound with sterile gauze dressing and get medical attention.</p> <p>For possible severe injury NEVER move the child. Head and neck immobilization may be required to prevent further injury. Contact professional medical personnel.</p>	<p style="text-align: center;"><u>Strains</u></p> <p>Signs of a strain:</p> <ol style="list-style-type: none"> 1. Affected joint begins to swell immediately 2. Joint may also turn black and blue due to the escaped blood from torn blood vessels 3. Child will experience excruciating, shooting pains at the time of the injury because many nerves are injured in a sprain <p>Treatment:</p> <ol style="list-style-type: none"> 1. RICE treatment (Rest – Ice – Compression – Elevation) 2. Thermotherapy (applying moist heat) promotes healing but should not be applied to a muscle or ligament injury for at least 24 hours because heat will increase the swelling. After the swelling has gone, you should alternate applying cold compresses and moist heat to the injury. 3. To treat the injury with warm, wet packs, place a water-dampened towel in a microwave oven for about 30 seconds. Check to make sure the towel is not too hot before placing it on the skin. If a microwave oven is not available, run a towel under very hot tap water, wring it out, and apply it to the injury. 4. A sprained arm should be placed in a sling. <p style="text-align: center;"><u>Cuts and Abrasions</u></p> <p>Cuts</p> <ol style="list-style-type: none"> 1. Cleanse area thoroughly with soap and warm water, carefully washing away any dirt. 2. Apply direct pressure to wound until bleeding stops. 3. Put sterile bandage on wound 4. If cut is deep, get to a doctor as quickly as possible. <p>Abrasions (Scratches):</p> <ol style="list-style-type: none"> 1. Wash thoroughly with soap and warm water. 2. If it bleeds or oozes, bandage it to protect it from infection.

Head Injury

Concussion

- i. Brain injury that results in a functional disturbance
- ii. Concussions can have immediate bearing on school & work performance
- iii. Second Impact Syndrome is second injury before first injury heals
 1. Can lead to major brain swelling and death
 2. Can occur with minor head trauma
- iv. Post-concussion Syndrome
 1. Months to years of headache, concentration difficulties, depression
- v. Potential long term consequences
 1. Increased risk of Alzheimer's later in life
- vi. Recognition is very important
- vii. Signs of a Concussion are
 1. Headache;
 2. Dizziness;
 3. Ringing in the ears;
 4. Balance problems;
 5. Nausea vomiting;
 6. Confusion;
 7. Amnesia (important indicator of severity);
 8. Loss of consciousness;
 9. Convulsions;
 10. Concentration issues;
 11. Irritability;
 12. Blurred vision;
 13. Light sensitivity;
 14. Depression;
 15. Sleep disturbance;
 16. Fatigue
- viii. If unconscious on the field call medic. Do not move patient unless they wake up and say they are ok and their neck does not hurt
- ix. If dazed for seconds after being hit in the head and no loss of consciousness, amnesia or confusion the player can return to play
- x. All concussions = out for rest of practice or game!!
- xi. If any loss of consciousness, amnesia or confusion that persists more than 5 minutes have parents take them to the hospital
- xii. No return to play until a player is symptom free for at least a week including no confusion no dizziness no headaches no trouble concentrating no nausea
- xiii. Impact testing by a concussion specialist is recommended if a player has

- any of these symptoms that last for more than a few minutes
- XIV.** If two head injuries in one season the player needs to be out for a longer period of time. Make sure parents have a concussion specialist check a patient and cleared them for play.
 - XV.** Athletes (and parents) frequently downplay history and minimize symptoms
 - XVI.** Recommend relatively constant monitoring by someone
 - XVII.** Periodic medical rechecks (every 5-10 minutes)
 - XVIII.** Don't let the athlete drive themselves home
 - XIX.** Recommend that athlete be closely monitored for next 24-48 hours (particularly first 24 hours)
 - XX.** Do not need to wake every 2 hours while sleeping (leads to prolonged symptoms and delayed recovery, wake only 1 or 2x at night the first night)
 - XXI.** Rest (both physical and mental) while symptomatic
 - XXII.** Includes ALL physical exercise and labor
 - XXIII.** Also includes school work, video games, texting, and other activities that require concentration and attention
 - XXIV.** Rec: Tylenol for pain (avoid Motrin or aspirin due to increased bleeding risk)
 - XXV.** Counsel that "red flag" symptoms (worsening HA, focal neuro sx's, cognitive decline, etc.) = immediate eval
 - XXVI.** Office follow-up in 1-3 days Pediatrician or Concussion specialist
 - XXVII.** Final wordWhen in doubt keep them out!



HOW TO SUBMIT AN INCIDENT REPORT

1. The report form needs to be completed and submitted to MRLLE Safety Officer. (mrlalfonsoalazar@gmail.com)
2. The Incident Form can be found and downloaded on the league website @ www.murphyranchlittleleague.org.
3. The following information should be included:
 - a. Name of individual;
 - b. Phone numbers/email;
 - c. Date, time and location of incident;
 - d. Detailed description of the incident;
 - e. The preliminary estimation of the extent of the injury;
 - f. Name, phone number of reporting party.
4. Report needs to be submitted within 24 hours
5. Within 48 hours of receiving report, MRLLE Safety Officer, MRLLE President or their designee will contact the injured party or the party's parents to:
 - a. Verify all information submitted on report is true and accurate;
 - b. Check on the status of the injured person(s);
 - c. Obtain any other pertinent information;
 - d. In the event of other required medical treatment, the Safety Officer will advise the parent or legal guardian of MRLLE insurance coverage and the provisions for submitting a claim. (Please note that the injured party's insurance should be primary and MRLLE insurance should be secondary).

MRL CONCESSION STAND - WEEKLY CHECKLIST

Date: _____

Deliveries/New Product

Yes No

- 1) All products are visually undamaged and have no off odors (spoilage).
- 2) All packaging condition is good – not wet, stained, leaking, dented, holes, tears, etc.
- 3) Items have been put away in proper order (frozen, refrigerated, dry storage)
- 4) Expiration dates are over one week from the current date.

Food Temperature and Specifications

Note: Please ensure that thermometers are in proper working condition. All refrigerators and freezers must have a properly functioning thermometer inside, not attached to the glass. The thermometer should be readily visible.

Drink/Ice Machines

Yes No

- 5. Soft drink, Ice machine and Ice bin are free of soil.
- 6. Temperature of coffee/tea water is ≥ 180 -F.
- 7. Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean.
- 8. Ice machine is clean, and sanitized. There is no standing water.
- 9. Water filter follower needle is not in the red zone.
- 10. Ensure that syrup tanks are flushed clean and sanitized.
- 11. CO2 canisters are chained and locked in the upright position.

Freezer/Food Storage

- 12. Freezer interior is clean and sanitized
- 13. Temperature of freezer is ≤ 20 -F.
- 14. The freezer contains at least five (5) pre-made ice packs for injuries.

Refrigerator/Food Storage

- 15. Refrigerator interior is clean and sanitized
- 16. Temperature of refrigerator is 33-43-F.
- 17. Interior light is working and is properly shielded.

Volunteers Must Wash Hands

HOW

Wet

warm water



Wash

20 seconds
Use soap



Rinse



Dry

Use single-service
paper towels



Gloves



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves

when you have a cut or sore on your hand

when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

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