



# **HARRISON TOWNSHIP LITTLE LEAGUE SAFETY MANUAL FOR MANAGERS, COACHES, VOLUNTEERS & BOARD MEMBERS 2025**



The Harrison Township Little League Safety Manual is published and distributed to all league officials, managers, and coaches. A verification form is signed by all that receive the Safety Manual and kept on record by the League.

### **HARRISON TWP. LITTLE LEAGUE KEY OFFICIALS & EMERGENCY PHONE NUMBER LIST**

Police and emergency response...	911
Police and non-emergency response...	856-478-6839
Public Works & Recreation...	856-478-1308
E.H. Park Field House...	856-478-2887
E.H.P. Concession Stand...	856-478-2887
President – Kevin Golden...	856-287-7681
Safety Officer – Eric Bonham...	856-305-2294
VP Baseball – Matt Burdalski...	609-417-9625
VP Softball – Joe Knorr...	856-332-0961

**Emergency procedures and phone numbers are posted in the concession stand.**

### **HARRISON TWP. LITTLE LEAGUE SAFETY COMMITTEE**

Eric Bonham...	Chairman / Safety Officer
Joe Knorr...	Member
Kevin Golden...	Member
Eric Hamberger...	Member
Matt Burdalski...	Member

### **HARRISON TWP. LITTLE LEAGUE EXECUTIVE BOARD**

President...	Kevin Golden
VP of Baseball...	Matt Burdalski
VP of Softball...	Joe Knorr
Player Agent...	Tom Gibson
Secretary...	Megan Tomasco
Treasurer...	Eric Hamberger
Safety Officer...	Eric Bonham
Web/IT...	Megan Tomasco
Equipment Manager...	Karlie Eachus
Uniform Manager...	Blake Calabro
Sponsorship Director...	Justin Martin
Grounds Manager...	Brandon Perrine

### **HARRISON TWP. LITTLE LEAGUE INFORMATIONAL CONTACTS**

Email: [HarrisonTwpLLPres@gmail.com](mailto:HarrisonTwpLLPres@gmail.com)

Website: <https://leagues.bluesombrero.com/harrisontwpl>

### **HARRISON TWP. LITTLE LEAGUE CODE OF CONDUCT**

Speed limit is 5 mph in all roadways and parking lots while attending any Harrison Twp. Little League function. Please watch for children around parked cars.

No alcohol is allowed in any parking lot, field or common area within the Harrison Twp. Little League complex or any areas where games and practices take place.

No playing in parking lots at any time.

No playing on or around equipment of any kind. No profanity

No swinging bats or throwing baseballs and softballs at any time within the common areas of Harrison Twp. Little League grounds.

No throwing balls against dugouts, backstops or field house walls.

No hitting balls into fences.

No throwing rocks or stones at any time. No climbing on or jumping over fences.

All pets must be on a leash and with owners at all times.

Players and spectators should be alert at all times for foul balls and errant throws.

During games, players must remain in the dugout area in an orderly fashion at all times.

Only players and coaches may be in the dugout or bench area during games.

After each game each team must clean up trash in the dugout and around the stands.

All gates to the fields must remain closed at all times.

No children under the age of 12 permitted to be in the concession stand without supervision of an adult

### **Little League Child Protection Program Background Checks**

Little League MANDATES background checks on managers, coaches, board of director's members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. Individuals are required to complete and submit a Little League Volunteer Application to their local league.

### **SAFETY CODE DEDICATED TO INJURY PREVENTION**

Responsibility for Safety should be that of every adult member of Harrison Twp. Little League.

A Little League Facility Survey will be completed and submitted annually to Little League Headquarters.

Arrangements should be made in advance of all games and practices for emergency medical services.

Procedure should be established for retrieval of foul balls batted out of the playing field area.

During practice and games, all players and coaches should be alert and watch the batter on each pitch.

During warm-up drills, players should be spaced so that no one is endangered by errant 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 spectators.

Batters / Runners are to keep their protective helmet on until leaving the field of play.

Except for when a runner is returning to a base, headfirst slides are not permitted with the exception of Junior / Senior baseball and Softball where headfirst slides are allowed.

During sliding practice, bases should not be secured to the ground.

Any player retrieving a bat from the field must wear a helmet.

At no time should "horse play" be permitted on the playing field.

Parents of players who wear glasses should be encouraged to provide "safety sports glasses" for that child.

Except for medical alert devices, players may not wear jewelry of any kind during practice and games.

Safety shall be the major factor when making a decision on canceling a practice or game because of weather or field

conditions. Please remember to take into account, decreased visibility, slippery grass or base paths and wet balls all can put players at risk.

Managers and coaches may not warm up pitchers at any time. This includes standing at the backstop during batting practice acting as an informal catcher.

For divisions which include 12-year-olds and younger, warm up swings for the batter are only permitted at the home plate area. Only one player is permitted in the on-deck area at one time and that player may not have a bat in his or her hands.

A Little League Medical Release Form must be completed by the parent or guardian for each child they have playing in the program. The form must be turned in to the manager of the team the child plays for, and the Manager is required to carry the signed medical release forms to every game and practice.

Managers, coaches and umpires are responsible for inspecting the playing field for holes, damage, stones, glass and other foreign objects prior to each game. Foreign objects should be removed, and repairs made before beginning the game.

Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout area during games and practice sessions.

No mascots or bat boys/girls are allowed any time. All team equipment should be stored within the team dugout, or behind fences and not within the area defined by umpires as in play.

Responsibility for keeping bats and loose equipment off the field of play should be that of the manager and coaching staff.

Equipment should be inspected prior to each game or practice for the condition of as well as proper fit. This is the responsibility of the manager and coaches. Any damaged equipment should be destroyed and disposed of.

Batters / Runners must wear Little League approved protective helmets during batting practice and games.

Catchers must wear a catcher's helmet, mask, throat protector, long model chest protector, leg guards and athletic supporter with protective cup (males) for all practices and games. Except in Junior / Senior divisions where a short model chest protector may be worn.

Catchers must wear a catcher's helmet mask and throat guard when warming up pitchers. This applies between innings and in the bullpen during a game and / or practice.

Managers should encourage all male players to wear athletic supporters with protective cups for all practices and games.

All players must veer or slide to avoid collision with a defensive player with the ball.

No manager or coach shall instruct a player to purposely collide or "take out" a defensive player at any time.

No manager or coach shall instruct a defensive player to intentionally stand in the base path while not fielding a ball, for the purpose of impeding the base runner.

Pitchers and catchers shall warm up in designated areas where available or an area free of pedestrians and spectators.

No child shall be left unattended after games or practices. The manager or coach shall stay with the player until parents / guardians arrive. Managers / coaches should avoid taking players home unless previously arranged with a parent or guardian.

All games and practices will be terminated at the first sign of lightning - no matter how close or far away – if lightning is detected the children are to leave the field immediately

Managers must make sure that all bases disengage from anchors.

## **SAFETY CODE DEDICATED TO INJURY PREVENTION**

Managers, coaches, and umpires should have basic training in first aid.

First aid kits will be at each field's storage area. It is the home team's responsibility to make sure the first aid kit is brought to the game before the game, then returned to the storage area after the game. Managers are also issued First Aid Kits.

First aid kits will be issued to all travel teams managers at the start of the season. These first aid kits are to be carried to all practices and games.

All managers needing to replenish supplies in the first aid kit should contact the Safety Officer.

Additional ice can be secured at the Concession stand if needed.

A First Aid class will be offered to aid volunteers before the season begins.

All Managers and Coaches must abide by the above safety code.

## **COMMUNICABLE DISEASE PROCEDURE**

Bleeding must be stopped, the wound covered, and the uniform changed if there is blood on uniform before continuing.

Use provided gloves to prevent mucous membrane exposure when contact with blood or other bodily fluids is anticipated.

Immediately wash hands and other skin surfaces if contaminated with blood.

Clean all blood contaminated surfaces and equipment.

Managers, coaches and volunteers with open wounds should refrain from all direct contact until condition is resolved.

Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings and other articles containing body fluids.

## **ACCIDENT REPORTING PROCEDURES**

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. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

When to report - AJ1 such incidents described above must be reported to the Safety Officer within 48 hours of the incident

How to make the report - An incident / injury tracking form must be filled out within 24 hours of the incident by the manager or coach of the player. The completed incident tracking form can be turned in at the field house or given directly to the Safety Officer. Incident tracking forms will be issued in the coach's packet given to every manager at their draft. Additional forms can be obtained at the fieldhouse.

Minimum information that 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 their parents and verify the information received. Obtain any other information deemed necessary. Check on the status of the injured party. In the event that the injured party required other medical treatment, will advise the parent or guardian of the Harrison Twp. Little League insurance coverage 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 check on the status of any injuries and 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.

**Safety Officer will Complete Annual LL Facility Survey.**

## **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. This manual is offered as a tool to place some important information at the manager and coach's fingertips.

## **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, bruising, 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 gently and carefully the injured area for signs of swelling or grating of broken bone.

Have your players Medical Clearance 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're not sure of the proper procedure.

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 FACTS & SAFETY PROCEDURES**

The average lightning strike is 6 to 8 miles long.

The average thunderstorm is 6 to 10 miles wide and travels at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud.

On the average, thunder can only be heard over a distance of 3 to 4 miles depending on humidity, terrain and other factors. This means that by the time you hear the thunder you are already in the risk area for lightning strokes.

### **RULES OF THUMB**

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach or umpire who feels threatened by an approaching storm should stop play and get the children to safety. When in doubt the following rule should be applied: When you hear it - Clear It / When you see it - Flee It!

### **WHERE TO GO**

No place is absolutely safe from lightning strikes, but some places are safer than others. Large, enclosed shelters are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter, move away from all fences and backstops, find the lowest area nearby, put your feet together, crouch down and put your hands over your ears.

### **WHERE NOT TO GO**

Avoid high places, open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers, metal fences and standing water.

### **FIRST AID TO A LIGHTNING VICTIM**

Typically, the lightning strike victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

The first tenet of emergency care is to make no more casualties. If the victim is in a high-risk area the rescuer should determine if movement from that area is necessary. Lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option it should be done.

If the victim is not breathing start mouth-to-mouth resuscitation. If it decided to move the victim, give a few quick breaths prior to moving them.

Determine if the victim has a pulse. If no pulse is detected, start cardiac compression as well.

**NOTE: CPR should only be administered by a person knowledgeable and trained in the technique.**

### **CODE OF ETHICS FOR MANAGERS AND COACHES**

Harrison Twp. Little League insists that all players are treated fairly. All players shall be instilled with confidence and an understanding of fair play and sportsmanship.

Managers and coaches must always keep in mind that some children develop slower than others. They shall be given an opportunity not only to develop their playing skill but also to learn what competition and sportsmanship are all about. Each child who takes part in this program shall be encouraged to develop a high moral code along with their improvement in physical skills and coordination. This program shall strive to benefit the great majority of children rather than the few who would otherwise come to the top in any competitive athletic endeavor.

- All managers & coaches shall conduct themselves in a sportsmanlike manner at all times.
- All managers & coaches shall set a good example to players and fans while on and off the field of play.
- All managers & coaches shall demonstrate a commanding authority in supervising the team.
- All managers & coaches shall be fair, courteous and able to gracefully accept the result of any game.
- All managers & coaches shall honor and respect the rules of Little League Baseball and Harrison Twp. Little League and deal fairly and honestly with their players as well as their opponents.
- No manager or coach will ever treat a player in a humiliating or abusive manner nor speak or act towards the child in any way that adversely affects the child's dignity.
- All Managers & coaches shall handle any dispute or disagreement without hostility.

### **MANAGER & COACH GUIDELINES**

#### **Each manager and/or coach shall:**

- Make every effort to attend at least 50% of all meetings.
- Attend all safety and rules review meetings.
- Participate in preparation and maintenance of the playing fields on field day and during the season.
- Be held responsible for the issue and collection of all uniforms.
- Be responsible for the return of all equipment issued.
- Be held responsible for the replacement cost of any equipment lost or damaged due to neglect.
- Notify the Safety Officer of any player injured, regardless of the severity, during practice or games. Forms will be provided.
- Notify the Executive Board of any player, parent, coach or spectator exhibiting unsportsmanlike behavior before, during or after games or practice sessions.
- Following the draft, the managers will contact all parents or guardians of the players on their roster and provide the following information:
  - Name of league, division and team.
  - Name and telephone of the manager and coaches.
  - Practice times and field locations if available.
  - Team parent responsibilities.
  - Solicit parent assistance if needed.

#### **At the first practice or team meeting, the managers shall:**

- Issue medical release forms to parents / guardians of players to be filled out, signed and returned. The Managers are to have these forms with them at all games and practice sessions.
- Go over team rules with the players and parents together.
- Answer any questions players or parents may have at that time.

### **GENERAL GAME REGULATIONS FOR MANAGERS AND COACHES**

Every effort should be made to start all games on time!

Prior to the start of each game the manager exchange line-ups and indicate which players are not present. Players arriving late shall be permitted to play.

The home team is responsible for preparing the field for play and raking the "rough" spots and pitching mound after the game.



Both teams are responsible for cleaning up after the game.

The Home team will provide "2" new game balls and have a back-up ball on hand if needed.

Any physical altercation or excessive verbal arguments between managers, coaches, umpires or spectators on or near the playing field will result in automatic suspension pending review by the Executive Board.

There will be no cursing, drinking of alcohol, or use of tobacco products on or near the playing fields. Failure to comply with this rule will result in an automatic suspension pending Executive Board review.

The use of tobacco products by a player is prohibited. Any player using such shall be instructed to discontinue such use. Failure to do so shall be cause for suspension pending Executive Board review.

Any player who deliberately throws a bat or batting helmet, deemed by the umpire in anger, shall be ejected from the game. Player will remain on the bench for the duration of the game. If a player deliberately breaks any league issued equipment, the player will be required to pay for the replacement of such damaged equipment.

**Decisions involving an umpire's judgment may not be appealed by a manager, coach, or player.**

Every effort must be made to avoid protests. All protests will be decided in compliance with the Official Little League Rule Book.

### **GENERAL GAME REGULATIONS FOR MANAGERS AND COACHES**

The Manager alone shall have the right to protest an umpire's interpretation of a rule and seek its reversal on the basis such interpretation is in conflict with proper application of an Official League Rule. The Manager may only leave the bench area when permission is granted by the umpire.

The umpire has the authority to maintain order on the field, on the bench and in the stands and may eject any player, manager, coach or spectator who does not abide by the rules of good sportsmanship.

Any spectator exhibiting abusive or unsportsmanlike behavior shall be warned to cease such behavior. If such warnings are not heeded, the manager and/or umpire will request the person leaves the game field area. If said person refuses to leave, further assistance will be requested of the local police.

The umpire in chief (home plate ump) will report any violation of rules or problems with players, managers, coaches or spectators to a member of the Executive Board within 48 hours of the incident.

If a player has a discipline problem, the manager will report the player's name to the Division Vice President prior to taking any action. The Division VP and the manager will agree on the action to be taken. The Manager then will contact the parents / guardians and explain the situation and the action taken. Note: Under game conditions the manager may take immediate disciplinary action to ensure the safety of all players. Immediately advising the opposing manager and later reporting the incident to the Division VP upon completion of the game.

It is the Manager's responsibility to abide by the pitching and mandatory play rules as stated in the Official Little League Rule Book.

Please try and adhere to the schedule. If games must be rescheduled the Division VP must give approval All rescheduled games must be listed and verified on the schedule board located in the Field House.

### **CONCESSION STAND FOOD SAFETY**

No one under the age of 12 is permitted to work in the concession stand without adult supervision

Everyone working in the Concession Stand must wash their hands properly before beginning work and prior to handling any unwrapped food products.

All surfaces and utensils that come in contact with unwrapped food products must be cleaned prior to use.

All food products at risk of spoiling must be refrigerated prior to use.

All foods that have exceeded their expiration date must be disposed of.

All meat and poultry products must be fully cooked to a minimum temperature of 180 degrees.

All volunteers working in the stand must be aware of the location of fire extinguishers.

All broken or unsafe equipment must be removed from

All injuries that occur in the Concession Stand must be reported to the Safety Officer.

At the end of the day, the volunteers should:

- **Make** sure that all electrical equipment is turned off.
- **Make** sure the food service windows are securely shut and locked.
- **Make** sure that the bathroom doors are closed and locked.
- **Make** sure all containers and food service doors are securely closed.
- **Make** sure the floor is clean and all food service equipment is clean and ready for the next day.
- **Remove** all trash from the concession area to the dumpster provided.
- **Make** sure all lights are turned off.
- **Close** and secure both locks on the Field House door as the exit the building.

### **STORAGE SHED PROCEDURES**

The following applies to all of the storage sheds used by Harrison Twp. Little League and anyone who has access to those sheds.

All individuals with access to the equipment sheds are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.

All dry line equipment and material should be kept dry at all times.

All chemicals or organic materials stored in these sheds shall be properly marked and labeled as to its contents.

All chemicals or organic materials stored within these sheds will be separated from the areas used to store machinery or tools to minimize the risk of puncturing such stored containers.

Any witnessed loose chemicals or organic materials within or around these sheds should be cleaned up and disposed of as soon as possible.

### **FIELD HOUSE SECURITY AND USE**

Second floor of the Field House is off limits to anyone under 16 years of age unless supervised by a coach or parent.

You must be 16 or older to operate the scoreboards or P.A. System on Fields #1 and #2.

Parents shall be held responsible for any damage incurred by children left unattended in the Field House.

### **TRAINING**

HTLL will provide and require fundamentals training for all coaches and managers, with at least one representative from each team attending each year and a minimum of each coach/manager at least once every 3 years.

HTLL will require First Aid training for all coaches/managers, with at least one representative from each team attending annually and a minimum of each coach/manager attending a clinic at least once every 3 years.

**Harrison Township Little League Coaching Clinics:**

1. On March 8, 2025  
coordinated by Eric Bonham and Matt Burdalski

**First Aid Training**

2. On March 8, 2025  
coordinated by Eric Bonham

**\*\*REMEMBER: SAFETY IS EVERYONE'S JOB PREVENTION IS THE KEY TO REDUCING ACCIDENTS TO A MINIMUM**