



Great Valley Little League Safety Manual For Managers and Coaches 2020

Play Hard - Play Safe



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Great Valley Little League - 2020 Board of Directors
Region 2, State 38, District 27, League # 02382707

Executive Board	Name	Email	Cell Phone
President	Tom Luke	lukethos@aol.com	610-430-8392
Vice-President of Coaching	Randy White	rw@bedwell.net	610-476-8717
Vice-President of Baseball	Scott Bennett	Coachbennett007@gmail.com	610-574-9663
Secretary/Registrar	Mike Driscoll	85brokerage@gmail.com	610-247-7269
Treasurer	Matt Wilson	Mattwilson23@verizon.net	610-348-1563
Safety Officer	Andy Wahn	awahnpd@gmail.com	610-656-0265
Player Agent	Matt Sweeney	mdsweeney@yahoo.com	610-348-1563
Equipment Officer	Mark Harris	wiscobadger75@verizon.net	610.563.3371
League Information Officer	Tim Kalligoniis	tkalligonis@outlook.com	484-614-1769
Directors	Name	Email	Cell Phone
Fall Baseball Director	Chuck Maun	cmaun@verizon.net	267-228-1247
Field Maintenance Director	TBD		
Facilities Director	Chris O'Shea	osheabrothers@gmail.com	610- 235-1338
Sponsors Director	Scott Degler	Wsd105@yahoo.com	
Concessions Co-Director	Kathleen Parsons	snackbargvll@gmail.com	
Concessions Co-Director			
Umpire Director	TBD		
All-Star Co-Director	Jason Heyduk	jayheyhey@hotmail.com	610-213-5789
Bat-a-Thon Director	JP Kennedy	Jkenne00Acomcast.net	610-996-4145
Field Permits Director	Aaron Taylor	aaronbtaylor@gmail.com	
Game Schedule Director	Tim Cogill	tcogill@yahoo.com	303.880.6746
Commissioners	Name	Email	Cell Phone

Big/Sr/Jr	Greg Barrow	greg@barrowins.com	610-322-3985
Majors Baseball	Bill Andiaro	bkandi@gmail.com	610-247-2376
National	Bob Bailey	Bailey3rw@me.com	973-495-6916
American	TBD		
Rookie Baseball	Aaron Taylor	aaronbtaylor@gmail.com	
T-Ball	Craig Moore	craigmoore@ups.com	215-439-5818
Softball	Rick Mattison	Rick_Mattison@hotmail.com	717-645-1716
Challenger Co-Commissioner	Mark Harris Diane Cosier	wiscobadger75@verizon.net dcosier@verizon.net	610.563.3371

2. Introduction

ASAP – What is it? In 1995, ASAP (A Safety Awareness Program) was introduced with the goals of reemphasizing the position of Safety Officer “to create awareness, through education and information of the opportunities to provide a safer environment for kids and all participants of Little League Baseball”. This manual is offered as a tool to place some important information at manager and coach’s fingertips.

3. Little League Safety Code is Dedicated to Injury Prevention

- Responsibility for safety procedures should be that of an adult member of GVLL
- 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 stored at each field location and at the concession stand
- No games or practices should be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team’s manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- All pregame warm-ups should be performed within the confines of the playing field and not within areas that are frequented by and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear LL approved protective helmets during batting practice and games.
- Catcher must wear catcher’s helmet, mask, throat protector, shin guards, long model chest protector, and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS!**
- Except when a runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- 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”.
- Player must not wear watches, rings, pins, or metallic items during games and practices.
- Catchers must wear catcher’s helmet and mask with throat protector when warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- Managers and coaches may not warm up pitchers before or during a game.
- On-deck batters are not permitted.

Interested in adding another safety code?

Contact League Safety Officer **Andy Wahn** (awahnpd@gmail.com)

4. Field Inspection Procedures

- Fields will be inspected prior to all practices and games.
- During games, it will be the responsibility of the **home team** to inspect the field.
- At least one coach will walk the perimeter of the grounds and check fencing, benches, bleachers, and dugouts.
- At least one coach will line players up along the first base line and walk the infield to remove rocks and debris. If glass or some other sharp object is found, players will alert the coaches who will remove the objects.
- At least one coach will walk the outfield in search of debris, holes or any other unsafe conditions.
- Unsafe conditions should be immediately corrected when possible and teams made aware of potential or existing hazards prior to play.
- Any unsafe conditions that need attention by the league should be immediately reported to the Team Manager and documented on a Safety Report to be submitted to the Commissioner of the respective league and then to the League Safety Officer.

5. Equipment Inspection Procedures

- Equipment will be inspected prior to all practices and games.
- At least one coach will be assigned the responsibility of specifically inspecting the catcher's equipment. Catchers should assist coach in this duty.
- At least one coach will assist players with the inspection and installation of the bases. This includes the inspection of home plate and the pitcher's mound.
- Players will be asked to take a few moments to inspect their uniform, shoes and gloves. Coaches should walk among the players during this inspection and spot check for any unsafe conditions. No metal spikes are allowed.
- Coaches will also inspect all other equipment with player assistance.
- The Team Manger or his designee will inspect the First Aid Kit and identify telephone communications in the event of an emergency.
- Unsafe equipment shall be immediately corrected or replaced and teams made aware of potential or existing hazards prior to play. No player will be permitted to practice or play with unsafe footwear, gloves or under any unsafe conditions.

6. Field Storage Box Procedures

- Upon opening a box, all equipment contained within shall be inspected for safety.
- To minimize exposure to injury, the box should be held open by an adult until all equipment is removed. The box should then be locked again until the end of the game or practice to eliminate player from going in and out of the box or small children from playing with the box.
- When returning equipment to the box, care will be taken to place items neatly inside and not throw any equipment. An adult should hold the box open until all items are returned. Unsafe or defective equipment should not be placed back into the box, but taken by the Team Manager for replacement.
- All boxes will be locked before leaving the field.
- At no times are players allowed to play in or on the box.

7. Storage Shed Procedures

The following applies to all of the storage sheds used by Great Valley Little League and apply to anyone who has been issued a key or the combination by Great Valley Little League to use those sheds.

- All individuals with keys or combinations to the Great Valley Little League equipment shed (i.e. Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, etc.
- Before you use any machinery located in the shed (i.e. lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) be aware of your responsibilities for the orderly and safe storage of rakes shovels, bases, etc.
- All chemicals or organic material stored in Great Valley 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 risks of puncturing storage containers.
- Any 'loose' chemicals or organic materials within these sheds should be cleaned up and disposed as soon as possible to prevent accidental poisoning.
- The shed should remain locked when not in use or unsupervised to prevent children or unauthorized adults from entering the shed
- No one is permitted to work on the fields or grounds alone
- A first aid kit will be maintained and kept in the shed at all times.
- All equipment will be inspected prior to and after use for unsafe conditions.
- The shed must be locked before leaving the grounds.
- When working on the fields or ground, telephone communication must be available in the event of an emergency.

8. First Aids Kits

- First Aid Kits are required at each game and practice
- On fields where storage sheds are available, first aid kits shall be kept in the storage shed. On fields where sheds are not present, first aid kits shall be stored in the storage box. The home team is responsible for the care and security of the first aid kit during games
- The league will store an additional supply of first aid materials at the King Road Snack Bar. Teams playing or practicing on fields without an equipment storage box will be responsible for acquiring a first aid kit prior to practice or play and returning the kit when finished. The home team is responsible for the care and security of the first aid kit during games.
- If or when teams play against other leagues, a Great Valley first aid kit will be acquired and present at the game for our players
- Inside each First Aid Kit, you will find an inventory log. An entry must be made here each and every time the first aid kit is used.
- Contact League Safety Officer Andy Wahn (awahnpd@gmail.com) if a first aid kit needs replenishing.

9. Telephone Communications

- To satisfy our requirement for telephone communication at each and every game or practice, the following examples are acceptable:
 - The cell phone of a coach or parent providing the phone is tested for battery life and the phone will be at the field from the very beginning to the very end of the practice or game
 - The telephone at the King Road concession stand should always be accessible during the games

10. Concession Stand Safety Procedures

- Only authorized individuals who have received training in safe food preparations are permitted to prepare food in the concession stand.
- A separate manual on concession stand safety will be kept in the stand at all times.
- Workers must observe proper food handling and safety procedures as prescribed in the Concession Safety Manual
- A first aid kit will be maintained and kept in the stand at all times.
- No one under the age of 12 is permitted in the concession stand.

11. Lightning Evacuation Procedures

- At first sign of lightning or thunder, stop the game or practice immediately
- All persons shall be instructed to stay away from metal fencing
- No person shall hold a metal bat
- Players shall be instructed to walk to vehicles where they will wait for a decision on whether or not to continue practice or play
- Team Managers will make the final decision on whether to continue to play.
- Do not resume activities until 30 minutes after last thunder was heard.

12. Accident Reporting Procedures:

What to report – (A) An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid. (B) An incident involving passive treatments such as the evolutions and diagnosis of the extent of the injury or period of rest.

When to report – All (A) incidents described above must be reported to the League Safety Officer (LSO) within 48 hours of incident. Team Managers are responsible for forwarding the initial report to the respective league Commissioner, who will then notify the LSO by telephone.

2015 League Safety Officer

Andy Wahn (awahnpd@gmail.com or 610-656-0265)

How to make the report - All accidents and incidents must be documented on the Incident Form provided to Manager and Coaches. When in doubt, document the incident and let the League Safety Officer decide whether or not it was an accident. At minimum, the following information must be provided:

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

League Safety Officer's Responsibilities

Within 48 hours of receiving the incident report, the League 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 Great Valley Little League's insurance coverage and the provisions for submitting any claims.

If the extents of the injuries are more than minor in nature, the League Safety Officer shall periodically call the injured party to (1) check on the status of the injuries, and (2) to check if any other assistance is necessary in areas such as submitting 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).

13. Communicable Disease Procedures –

While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk 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:

- **PUT ON YOUR PROTECTIVE GLOVES BEFORE TREATING THE PATIENT.** This is to protect you from their open wounds and them from any open wounds you may have on your hands.
- 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.
- 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.
- Managers, coaches, umpires, and volunteers with bleeding or open wounds should refrain from all direct athletic care until condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.

14. Emergency Phone Numbers

911

The accepted method of obtaining emergency medical assistance in this area is dialing 911 from any telephone. Be certain to speak clearly, giving your name, the location of the incidents and any descriptions of the emergency. The most important thing to remember when dialing 911 is **DO NOT HANG UP FIRST**. Only hang up when the operator tells you to hang up. Otherwise, you may have neglected to give the operator some important information needed for prompt and appropriate response.

Emergency phone list is located in the snack bar next to the telephone.

All first aid kits will be equipped with a emergency phone list.

15. Great Valley Little League Code of Conduct

Speed Limit 5 mph in roadways and parking lots while attending any Great Valley Little League function. Watch for small children around parked cars.

No Alcohol allowed in any parking lot, field, or common areas within a Great Valley Little League complex.

No Playing in parking lots at any time.

No Playing on and around lawn equipment.

Use Cross Walks when crossing roadways. Always be alert for traffic.

No Profanity please.

No Swinging Bats or throwing baseballs at any time within the walkways and common areas of Great Valley Little League.

No Throwing balls against dugouts or against backstop. Catcher must be used for all batting practice sessions.

No Throwing Rocks

No horse playing in walkways at any time.

No climbing fences.

No pets are permitted at Great Valley Little League games or practices.

Only a player at bat may swing a bat

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

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

Only players, manager and coaches are allowed in dugout during games, no exceptions.

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

All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.

No children under the age of 12 are to be permitted in the Snack Bar.

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

16. Some Important Do's and Don'ts in regards to Safety.

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.
- Assist those who require medical attention - and 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 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.

Do not...

- Do not administer any medications.
- Do not provide any food or beverages (other than water).
- Do not hesitate in giving aid when needed.
- Do not be afraid to ask for help if you are not sure of the proper procedures (i.e., CPR, etc.).
- Do not transport injured individuals except in extreme emergencies.
- Do not leave an unattended child at a practice or game.
- Do not hesitate to report any present or potential safety hazard to the League Safety Officer immediately.

17. Are your 'expectations' for your Team reasonable and consistent?

What Do I Expect from My Players?

- to be on time for all practices and games.
- to always do their best whether in the field or on the bench.
- to be cooperative at all times and share team duties.
- to respect not only others, but themselves as well.
- to be positive with teammates at all times.
- to try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- to understand that winning is only important if you can accept losing, as both are important parts of any sport.

What Can You and Your Child Expect from Me?

- to be on time for all practices and games.
- to be as fair as possible in giving playing time to all players.
- to do my best to teach the fundamentals of the game.
- to be positive and respect each child as an individual.
- to set reasonable expectations for each child and for the season.
- to teach the players the value of winning and losing.
- to be open to ideas, suggestions or help.
- to never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

What Do I Expect from You as Parents and Family?

- to come out and enjoy the game. Cheer to make all players feel important.
to allow me to coach and run the team.
- to try not to question my leadership. All players will make mistakes and so will I.
- do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- if you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!

18. Some Reminders

When treating an injury, remember **P R I C E S**:

Protection

Rest

Ice

Compression

Elevation

Support

Check the Great Valley Little League Home Page frequently

WWW.gvll.org

Lots of information and a complete league calendar can be found there and can be a very valuable resource.

Whenever possible, make sure that someone at your practice or game has a cellular phone to use (especially on those fields where no public phone access is available)!!!

Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the League Safety Officer or another Board Member immediately. Do not 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 equipment often.

Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

A.) Baseball Softball Challenger TAD

B.) Challenger T-Ball (5-8) Minor (7-12) Major (9-12) Junior (13-14)

Senior (14-16) Big League (16-18)

C.) Tryout Practice Game Tournament Special Event

Travel to Travel from Other (Describe): _____

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

D.) Batter Base runner Pitcher Catcher First Base Second

Third Short Stop Left Field Center Field Right Field Dugout

Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

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

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

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

Type of incident and location:

A.) On Primary Playing Field

Base Path: Running or Sliding

Hit by Ball: Pitched or Thrown or Batted

Collision with: Player or Structure

Grounds Defect

Other: _____

B.) Adjacent to Playing Field

Seating Area

Parking Area

C.) Concession Area

Volunteer Worker

Customer/Bystander

D.) Off Ball Field

Travel:

Car or Bike or

Walking

League Activity

Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible.

For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

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

Signature: _____ Date: _____



Great Valley Little League



Emergency Phone List Great Valley Little League

EMERGENCY

East Whiteland Police/Fire/EMT.....911
Poison Control.....800-222-1222

NON-EMERGENCY

East Whiteland Ambulance and Fire.....610-644-8558
East Whiteland Police.....610-647-1440

UTILITIES-EMERGENCY

PECO.....800-841-4141
VERIZON.....800-275-2355
EAST WHITELAND WATER DEPT.....610-647-2100

AREA HOSPITALS

PAOLI HOSPITAL..... 484-565-1000
CHESTER COUNTY HOSPITAL..... 610-431-5000
A.I. DUPONT CHILDRENS HOSPITAL..... 302-651-4000
CHILDRENS HOSPITAL OF PHILADELPHIA 215-590-1000

GREAT VALLEY LITTLE LEAGUE

Great Valley Little League Complex
1300 King Road
Malvern, PA.....610-644-7302

Attachment 1

Great Valley Little League Volunteer Requirements

- 1) All volunteers, including Board Members, Managers, and Coaches, must complete the 2019 Volunteer Application and submit with a copy of a government issued ID.
- 2) Background checks will be conducted on volunteers through JDP, yearly, in accordance with Little League International.
- 3) In accordance with PA law, all volunteers will also complete the following:
 - A) PA Child Abuse History Clearance
 - B) PA State Police Criminal Record Check
 - C) FBI Criminal Background Check (or waiver if PA Resident for 10 consecutive years)

The background check through JDP will be completed by the League Information Officer. The PA volunteer background checks will be kept on file by the League Safety Officer. A spreadsheet of all volunteers that are in compliance with the background checks will be kept by the League Information Officer. The League Information Officer and Safety Officer will have the ability to update the spreadsheet. The League Commissioners will have viewing access to the spreadsheet and are responsible for ensuring that all Managers and Coaches in their division are in compliance with the above background checks.

First Aid and Coaching Clinic

The first aid clinic and player fundamentals clinic will be on Saturday March 21, 2020 at Grand Slam located at 11 Lancaster Avenue Malvern PA 19355. NovaCare will conduct the safety and first aid training and Steve Cook will conduct the player fundamentals clinic. One representative (Manager / Coach) from each team will be present at a minimum. Coaches and managers must attend one of these clinics at least once every three years.