

# **North Whidbey Little League**

## **Safety Manual**

**2018**

**Play Hard - Play Safe**

League ID Number

447-11- 06

**ASAP – What is it?** In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of the Safety Office and 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 coaches fingertips. Each team will be issued this safety manual and a first aid kit at the beginning of each season.

Annually, the league President shall insure that the League Safety Officer has been registered with Little League International on or before 1 October.

## **I. Safety Code**

### ***Dedicated to Injury Prevention***

Responsibility for safety procedures should be that of every adult volunteer of North Whidbey Little League.

1. Make arrangements in advance of all games and practices for emergency medical services.
2. Managers, coaches and umpires must have training in first-aid. First-aid kits are issued to each team manager and are located at each concession stand. Annually at least one coach or manager from each team must attend a basic first-aid training class that is to be facilitated by the League Safety Officer on March 10, 2018 at 10:00 AM at Crescent Harbor Elementary School gym. After that, returning coaches and managers must re-attend this training every three years. Safety Officer must keep record of attendance.
3. No games or practices should be held when weather or field conditions are not suitable for play or drills, particularly when lighting is inadequate.
4. All Managers and Coaches shall inspect play areas before use for holes, damage, stones, glass and other foreign objects.
5. All team equipment should be stored within the team dugout or behind screens and not within the area defined by umpires as “in play”.
6. Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
7. Responsibility for keeping bats and loose equipment off the field of play should be that of a helmeted player assigned for this purpose.
8. Procedures should be established for retrieving foul balls batted out of the playing area.
9. During practice and games, all players should be alert and watching the batter on each pitch.
10. During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
11. 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.
12. Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.

13. As a condition of service to the league, all managers, coaches, board members and all other volunteers must complete and submit an official “Little League Volunteer Application” to the local league President. Annual background screenings of each applicant must be completed before volunteer assumes his or her duties. Anyone refusing to fill out a Volunteer Application is ineligible to be a league volunteer.
14. At least one coach or manager from each team must attend a “Fundamentals Training” clinic on March 10, 2018 at 10:00 AM at Crescent Harbor Elementary School gym. This clinic will be arranged and facilitated by the Coaching Coordinator. After that, returning coaches and managers must re-attend this training every three years. This is required because teaching the fundamental skills of the game to our player will prevent injuries and provide them with a safe learning environment. Coaching Coordinator must keep record of attendance.
15. All Managers, Coaches will attend a mandatory Concussion recognition training as it applies to the Washington State Concussion awareness law also known as the Zackery Lystedt Law. Training will be held in conjunction with our First Aid training March 10, 2018 at 10:00 AM.

## **NO EXCEPTIONS**

1. Batters and runners must wear Little League approved protective helmets bearing the NOCSAE seal during batting practice and games.
2. Catchers must wear Little League approved catcher’s helmet bearing the NOCSAE seal, mask, dangling throat protector, long or short model chest protector and shin guards at all times during play and practices. Male catchers must wear a protective cup with athletic supporter.
3. Managers should encourage all male players to wear protective cups and supporters for practices and games.
4. Except when runner is returning to base, headfirst slides are not permitted (Majors and below).
5. During sliding practice, bases should not be strapped down or anchored.
6. At no time should “horse play” be permitted on the playing field.
7. Parents of players who wear glasses should be encouraged to provide “safety glasses”.
8. Players must not wear watches, rings, pins or metallic items during games and practices.
9. The catcher must wear catcher’s helmet and mask with a dangling throat protector when warming up pitchers. This applies between innings and in the bullpen during a game or practice.
10. Managers and coaches may not warm up pitchers.
11. Managers and coaches may not stand at backstop during practices as an informal catcher for batting practice.
12. On-deck batters are not permitted (except at the junior level and above).

See a need to add to the safety code? Contact Safety Officer Jennifer Wesley at 360-969-2349.

## **II. Contact Information**

League Number: 360-679-1522, or any Board Member  
Medical Emergency: 911

Oak Harbor Police: Emergency, 911  
Oak Harbor Police: Non-emergency, 360-679-9567  
League President: Henry Westman, 360-969-1064  
Player Agent: Walt Bankowski, 360-679-2431  
Umpire in Chief:  
Safety Officer: Jennifer Wesley, 360-969-2349  
League website: [www.northwhidbeylittleleague.org](http://www.northwhidbeylittleleague.org)  
League Email: [info@northwhidbeylittleleague.org](mailto:info@northwhidbeylittleleague.org)

### **III. First Aid**

The first aid kit will become part of the team's equipment package and shall be taken to all practices, games and other NWLL events.

#### **Some Important Do's and Don'ts**

##### **Do...**

1. Reassure and aid children who are injured, frightened or lost.
2. Provide, or assist in obtaining, medical attention for those who require it.
3. Know your limitations.
4. Carry your first-aid kit to all games and practices.
5. Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
6. Assist those who require medical attention – and when administering first remember to:
  - **Look** for signs of injury (Blood, Black-and Blue and deformity of joint, etc.)
  - **Listen** to the injured player describe what happened and what hurts, if conscious. Before questioning, you may have to calm and soothe and excited child.
  - **Feel** gently and carefully the injured area for signs of swelling or grating of broken bone.
7. Have your players' Medical Clearance Forms with you at all games and practices.
8. Make arrangements to have a cellular phone available when games or practice is at a facility that does not have any public phones.

##### **Don't...**

1. Administer any medications
2. Provide any food or beverages (other than water).
3. Hesitate in giving aid when needed.
4. Be afraid to ask for help if you're not sure of the proper procedures (i.e. CPR).
5. Transport injured individuals
6. Leave an unattended child at a practice or game.
7. Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

#### **Communicable Disease Procedures**

When dealing with an injury that involves bleeding, remember:

1. Bleeding must be stopped, the open wound covered and the uniform changed if there is blood on it before the athlete may continue.

2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in first-aid kits).
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

## **IV. Code of Conduct**

1. Watch for children around parked cars.
2. No alcohol or use of tobacco (to include VAPE or E-Cigarettes) allowed on the playing field, benches or dugout within a North Whidbey Little League complex.
3. No playing in parking lots at any time.
4. Use caution when crossing roadways. Always be alert for traffic.
5. No profanity.
6. No swinging bats or throwing balls at any time within the walkways and common areas of a North Whidbey Little League complex.
7. No throwing balls against dugouts or backstop. Catchers must be used for all batting practice sessions.
8. No throwing or batting rocks.
9. No horseplay at any time.
10. Use of hand held laser pointer is prohibited on the playing field, benches, dugouts, bleachers and immediate surrounding areas.
11. No climbing fences.
12. Only player on the field and at bat may swing a bat (Majors and below). Juniors and above, on the field, at bat or on deck may swing a bat. Be alert of area around you when swinging a bat while in the on deck position.
13. Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
14. During games, players must remain in the dugout area and conduct themselves in an orderly fashion at all times.
15. After each game, each team must clean up trash in dugout and around stands.
16. 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.
17. No children under 13 are permitted to work in the concession stand.
18. Any non-registered player that will be volunteering and/or having contact with the players must have a completed and processed volunteer application on file with North Whidbey Little League.

Failure to comply with the above may result in expulsion from North Whidbey Little League Complex.

## **V. 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: Jennifer Wesley 360-969-2349

**When to report:** All such incidents described above must be reported within 24 hours.

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

1. Name and phone number of the individual involved.
2. Date, time and location of the incident.
3. A description of the incident, as detailed as possible.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the person reporting the incident.

**Safety Officer's Responsibilities** – Within 24 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.
4. In the event the injured party required other medical treatment (ER visit, etc.) will advise the parent or guardian of the North Whidbey Little Leagues' insurance coverage and the provisions for submitting any claims.

If the extent 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. Also, inquire if any assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (no further claims are expected and/or the individual is participating in the league again).

## **VI. Storage Shed Procedures**

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

1. All individuals with keys to the North Whidbey Little League equipment sheds (i.e. managers, umpires, etc.) are responsible for the orderly and safe storage of rakes, shovels, bases, etc.
2. Before you use any machinery located in the shed (lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
3. All chemicals or organic materials stored in North Whidbey Little League sheds shall be properly marked and labeled as to its contents. MSDS Sheets are located in the score booths of their respective field.
4. Care should be taken when storing rakes and shovels so that they do not puncture or damage other items such as backstop pads, bags of chalk, equipment bags, etc.
5. All chemicals or potentially hazardous materials stored within these equipment sheds shall be properly stored to prevent accidental poisoning.

## **VII. Safety Equipment and Supplies**

**First-Aid Kits.** Each team manager will have a first aid kit and chemical ice packs available at all games and practices to treat minor injuries. Managers are also encouraged to make arrangements for the availability of a cellular phone at each game or practice in case of an emergency situation. Additional supplies are available by contacting ANY North Whidbey little league board member.

**Player Equipment.** Catchers must wear catcher helmet, mask, throat protector, shin guards, protective cup (for boys) and a long or short chest protector when behind home plate. Batters and base runners must wear approved protective helmets at all times including batting practice and warm-ups. Players are prohibited from wearing jewelry and metal spiked shoes (except at the Junior and higher level). Optional safety equipment recommended for players includes a mouth guard, safety glasses for those requiring corrective eyeglasses and sliding pads. Managers should inspect player equipment at each game or practice session. League issued equipment in need of repair or replacement should be brought to the attention of the League Equipment Manager or ANY league board member. Player-owned equipment not meeting league standards must be removed from the dugout until properly repaired / replaced by the player.

Umpires in the minor league division and beyond are required to wear umpire gear, including protective cup (if male), face mask, padded chest protector and shin guards.

## **VIII. Field and Facility Conditions**

### **Annual Little League Facility Survey**

The Safety Officer will conduct the Annual Little League Facility Survey and submit it online and mail confirmation page with this safety plan to Little League International no later than 1 April 2018.

### **Unsafe Field Conditions**

Neither games nor practices will be held when field conditions, weather, lighting and/or visibility are not suitable. The manager of both teams shall mutually agree on the fitness of the playing conditions before the start of the game. The umpire shall make the determination as to whether and when play shall be suspended during the game because of unsuitable playing conditions.

### **Field Inspection**

Manager of the home team will be the primary person in charge of the pregame inspection of the playing field, dugout and spectator area for field safety. Items to be inspected will include, but are not limited to, the field of play for holes, uneven spots, loose debris, bases, pitcher's mound, backstop, fencing and bleachers in need of repair. The home team manager can solicit the assistance of the visiting team manager for this task. Any corrective action that can be quickly and adequately corrected must be done so at that time before play begins. Any correction needing further action should be documented on an Accident/Incident Report Form and submitted to the League Safety Officer.

### **Umpire Responsibility**

The umpire will function as the “**Acting Safety Officer**” charged with overseeing the general safety of the game. It will be the umpire’s decision as to calling a game in progress due to

unsafe playing conditions, weather, visibility, lighting, etc. The umpire has discretion to eject any player, manager or coach from the game if he/she believes unsportsmanlike conduct is being displayed.

Before each game, the umpire **will**:

1. Inspect equipment in dugouts of both teams. Equipment that does not meet specifications must be removed from the game.
2. Ensure that catchers are wearing required protection when warming up pitchers.
3. Check players for jewelry or other metallic items.
4. Walk the field for any hazards or obstructions. This task can be delegated to the managers.

During the game the umpire **shall**:

1. Govern the game as mandated by Little League rules and regulations.
2. Act as the sole judge as to whether and when play shall be suspended during a game because of unsuitable weather conditions, lighting or an unfit condition of the playing field. As to whether and when playing shall be resumed after such suspension, and as to whether and when a game shall be terminated after such suspension.
3. Continue to monitor the field for safety and playability.

## **IX. Concession Stand Guidelines**

The concession stand will be regularly inspected by the League Safety Officer and League President for safety and cleanliness. Concession stands will be equipped with a fire extinguisher, telephone, first aid kit, ice packs and Accident/Incident Report Forms. All concession stand rules and regulations will be posted and complied with fully. In accordance with Island County Health regulations, at least one person attending the concession stand must possess a current food handler's permit.

### **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 illnesses.

1. **Menu** – Keep your menu simple and keep potentially hazardous foods (meats, eggs, dairy products, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods approved sources, avoiding foods that have been prepared at home. Complete control over your food from sources 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 degrees F or below (if cold) or 140 degrees F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155 degrees F; poultry parts should be cooked to 165 degrees F. Most food-borne illnesses from temporary events can be traced back to lapses in temperature control.



3. **Reheating** – Rapidly reheat potentially hazardous foods to 165 degrees 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 degrees F as quickly as possible. Use an ice water bath (60% ice 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 is the number one cause of foodborne illness.
5. **Hand Washing** – The use of disposable gloves can provide an additional barrier to contamination, but they are not substitute for hand washing! Frequent and thorough hand washing remains the first line of defense in preventing food-borne disease.
6. **Health and Hygiene** – Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and shall 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:
  - Washing in hot soapy water
  - Rinsing in clean water
  - Chemical or heat sanitizing
  - 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 (ex: 1 gallon of water to 1-2 teaspoons 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 outside). All water used should be portable 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 – train concessions stand volunteers prior to engaging in concession stand activities.

### **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:

1. Use soap and warm water.
2. Rub your hands vigorously as you wash them.
3. Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.
4. Rinse your hands well.
5. Dry hands with a paper towel.
6. Turn off the water using a paper tower, 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:

1. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
2. After using the restroom.
3. After caring for or handling animals.
4. After coughing, sneezing, using a handkerchief or disposable tissue.
5. After drinking or eating.
6. After handling soiled surfaces, equipment or utensils.
7. During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
8. When switching between working with raw food or with ready-to-eat food.
9. Directly before touching ready-to-eat food or food contact surfaces.
10. After engaging in activities that contaminate hands.

## **X. League Player Registration Data and Coach/Manager Data**

The North Whidbey Little League Player Agent must submit player registration data and coach/manager data via the Little League Data Center at [www.littleleague.org](http://www.littleleague.org) by April 1, 2018.

**Remember, safety is everyone's job. Prevention is the key to reducing accidents. Report all hazardous conditions to the Safety Officer or another board member immediately. Don't play on a field that is unsafe or use unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.**