



2020 Medford National Little League

Safety Awareness Program

Staff, Managers and Coaches

A Guide to Prevent Injuries Before They Happen

HAVE FUN & PLAY SAFE!

Mission Statement:

Medford National Little League (MNLL) is committed to creating and maintaining a youth baseball and softball program in an environment that is safe, competitive, and enjoyable. To accomplish this, we will sustain a program that stresses the importance of safety first to all players, managers, coaches, umpires, volunteers, and player guardians involved in the league.

Introduction:

A.S.A.P Definition – The goal of A.S.A.P. (A Safety Awareness Program) is to reemphasize the position of Safety Officer in his/her efforts to maximize safety awareness through educational initiatives targeted at providing information regarding opportunities and best practices designed to provide the safest environment possible for all MNLL volunteers and participants. This manual is offered as a tool to deliver vital safety information for all MNLL volunteers and participants (including managers, coaches, board members, umpires and player guardians). Copies will be distributed to all managers and league board members. Additionally, copies will be readily available throughout the league year in the mailbox area of the concession stand. A copy will also be filed with Little League International each league year.

Emergency Phone/Contact Information:

In any potentially life threatening emergency, always dial 911 immediately

Jackson County Sheriff's Office: 541-774-6800 or 911

Medford Fire/Rescue Department: 541-774-2300 or 911

Physical Address of Medford National Little League Fields

4409 West Main Street, Medford OR 97501 [Cross streets – Hanley Rd. (Highway 238) and Arnold Ln.]

Medford National Little League 2020 Safety Officer

Cameron Noble: 541-944-8491

Medford National Little League 2020 Board of Directors

President	Andrea Noble	541-941-3446
Vice President	David Watson	541-643-5943
Treasurer	Mark Magladry	541-930-0278
Secretary	Joy Gosson	541-840-3375
Player Agent	Bobbi Dale	541-973-6205
Safety Officer	Cameron Noble	541-944-8491
Head Umpire	Jose Rubio	541-226-2490
Information Officers	Joy Gosson	541-840-3375
Coaching Coordinator	TBD	
Concession Manager	TBD	
Equipment Manager	David Watson	541-643-5943
Fundraising & Sponsorship	Stephany Doyle	541-973-8202
Maintenance Coordinator	TBD	

Ten Commandments Of Safety:

1. Be Alert
2. Check all playing fields for safety hazards before use
3. Wear proper equipment at all times
4. Ensure all equipment is in good shape
5. Ensure first-aid materials are always readily available
6. Maintain control of all situations
7. Maintain discipline
8. Safety is a team sport
9. Be organized
10. Have fun

Important Do's & Do Not's:

Do

- Reassure and aid children who are injured, frightened or lost
- Provide, or assist in obtaining medical attention for those requiring it
- Know your limitations
- Carry a first aid kit to all games/practices (additional kits available upon request)
- Know which parents/team volunteers have formal medical training (CPR card, first aid training, EMT, etc.)
- Make arrangements to have a cellular phone available when a game/practice is held at a facility without public phones
- Keep your first aid information and players medical clearance in your safety plan folder, and bring this folder to all games/practices
- Assist those who require medical attention – when administering first aid always remember to do the following
 - **Look** for signs of injury (blood, black and blue deformity of joints, etc.)
 - **Listen** to the injured person describe what happened, and what hurts if the individual is conscious (before questioning you may need to calm and reassure an excited child)
 - **Feel** gently and carefully the injured area for signs of swelling or grating of broken bone

Do Not

- Administer any medications
- Provide any food or beverages (other than water)
- Hesitate to provide first aid when needed
- Be afraid to ask for help if you are not sure of the proper procedures (i.e. CPR, etc.)
- Transport injured individuals (except in extreme emergencies)
- Leave an unattended child at or after a game/practice
- Hesitate to report any present or potential safety hazards to the Safety Officer

Safety Code:

Dedicated to Injury Prevention

- Responsibilities for safety procedures will be those of an adult member of MNLL
- Arrangements should be made in advance of games/practices for emergency medical services, should they be required
- Managers are responsible for ensuring that a phone is available for emergency use (such as a cell phone, if no public phones are available) at all games/practices
- Managers, coaches and umpires should have training in first aid. First aid kits are always available in the concession stand. Managers of any teams that travel to other game sites will be issued a first aid kit at the start of the season. The safety officer should be notified immediately if any first aid kit is inadequately stocked, or missing any supplies (including gloves). Kits must be checked monthly to ensure adequate stock is present
- No games/practices should be held when field or weather conditions are unsafe (particularly when lightning strikes are a realistic possibility)
- All play areas should be inspected frequently for holes, damage, stones, glass, or other foreign objects that could make use of such areas unsafe. Home team manager and umpires are responsible for inspecting the field prior to any game
- All team equipment should be stored within the dugouts, or behind screens – not in any area deemed by umpires as ‘in-play’
- Only team managers, coaches, players and umpires are permitted to be in dugouts or on the playing field during games/practices
- Responsibility for keeping a teams equipment off the field of play during a game should be that of the team’s manager and coaches, or that of a player assigned for this purpose.
- Safe procedures should be addressed prior to all games for retrieving balls that leave the field.
- During practice/games players should be alert and aware by watching the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throw or missed catches. Warm-up drills should always include proper stretches
- All pregame warm-up drills should be performed within the confines of the playing field, and not in the areas frequented by spectators.
- Equipment should be inspected regularly to determine that it is in safe condition, and for proper fit. The league Equipment Manager should be notified should equipment needs to be replaced
- Batters must wear Little League approved protective helmets during practice and games
- Catcher must wear a catcher’s helmet, mask, throat guard, long model chest protector, shin guards, and a protective cup with an athletic supporter (males) at all times for practice and games. There are absolutely no exceptions to this rule. This also applies when a catcher is warming up a pitcher either on the field or in the bullpen
- Head first slides are not permitted (except when a runner is returning to a base)
- During sliding practice, bases should not be strapped down or anchored
- Guardians of players who wear glasses should be encouraged to provide safety glasses
- Players may not wear watches, rings, pins, or metallic items during games/practices
- Managers or coaches may not warm up pitchers before or during a game
- On-deck batters are not permitted (except in junior division and above)

Medford National Little League Code of Conduct:

- Speed limit for motor vehicles is 5mph at all times
- Drivers must watch for small children around parked cars on the premises
- No alcohol is allowed on MNLL property at any time by anyone – no exceptions
- No children are permitted to play in the parking lots at any time
- No playing in, on, or around lawn maintenance equipment
- No profanity should be used by anyone at the fields
- No throwing balls or bats in the parking lots or general spectator areas
- No climbing fences
- No throwing rocks at any time for any reason
- No pets are permitted at MNLL games or practices
- Following each game, each team is responsible for cleaning all trash in their dugout and on their side of the spectator area of the field
- During games, players not on the field of play must remain in the dugout and behave in an orderly fashion at all times
- Players and spectators should remain alert at all times for foul balls or errant throws
- Only a player on the field and designated as 'at bat' may swing a bat during games (ages 4-12)
- All players will have their parent or legal guardian sign a Code of Conduct acknowledgment prior to being permitted to participate in any games/practices

Emergency Procedures:

Communicable Disease Procedures

1. If bleeding must be stopped, use direct pressure. Clean the wound with soap and water (minimally rinse with water if no soap is available). Prior to a player returning to participation in a game/practice, all bleeding wounds must be properly covered, and any clothing must be changed if there is blood present.
2. Gloves should routinely be used to prevent mucous membrane exposure when contact with blood or other bodily fluid is anticipated (safety gloves are stored in all first aid kits)
3. Immediately wash all skin surfaces if contaminated with blood or other bodily fluid
4. Clean all blood contaminated surfaces and equipment as soon as possible
5. Managers, coaches, and any other volunteers with open or bleeding wounds should refrain from direct contact with other individuals until the condition is resolved
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody wound dressings, mouth guards, and other articles of clothing that may contain blood or bodily fluids.

Lightning Safety Procedures

Rule of thumb – When you hear it, clear it / When you see it, flee it

Where to go

For the majority of participants, the best area in which they can seek shelter in a storm involving lightning is in a fully enclosed metal vehicle with all windows rolled up. The concession stand may be used for shelter when all windows and doors are closed. If you are stranded in an open area and it is not possible to get to a vehicle, put your feet together, crouch down, and put your hands over your ears (to help prevent eardrum damage in the event of a lightning strike).

Where not to go

Avoid high places, open fields, isolated trees, dugouts, flagpoles, lighting poles, bleachers (metal or wood), metal fences, and water (do not seek shelter in a restroom).

First Aid for Lightning Victims

Normally, a lightning victim will exhibit similar symptoms as are typical of someone suffering from a heart attack. In addition to calling 911 immediately, a rescuer should do the following;

- The first tenant of emergency care is 'make no more casualties'. If the victim is in a high risk area (open field, next to an isolated tree, etc.), the rescuer should determine if movement from that area is necessary – lightning can and may strike the same place more than once. If the rescuer is not at risk, and movement of the victim is a viable option, it should be done.
- Begin C-A-B assessment
 - **C** = Circulation. Push hard and fast on the center of the chest of the victim.
 - **A** = Airway. Tilt the victim's head back and lift his/her chin to open the airway.
 - **B** = Breathing. Provide mouth to mouth rescue breathing if necessary.

Accident Reporting Procedures:

What to Report

Any incident that causes a player, manager, coach, umpire, or other volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer as soon as possible. This includes even passive treatments, such as evaluation and diagnosis of an injury.

When to Report

Any such incident described above must be reported to the Safety Officer within 48 hours of the incident.

The 2020 MNLL Safety Officer is Cameron Noble 541-944-8491

How to Make a Report

Reporting of incidents can be done in a variety of ways. Typically reports are made by phone or in person conversations with the MNLL Safety Officer. Accident forms are always available in the concession stand mailbox area, and on the MNLL website: www.medfordnationallittleleague.com

At a minimum, the following information must be provided:

- The name and phone number of the individual(s) involved
- The date/time/location of the incident
- A detailed description of the incident
- A preliminary estimation of the extent of any injuries
- The name and phone number of the person reporting the incident

Responsibilities of the Safety Officer

Within forty-eight (48) hours of receiving the incident report, the Safety Officer will contact the injured individual(s) or the individual's parent/legal guardian (if applicable) to accomplish the following:

1. Verify information received in the initial report
2. Obtained other important information deemed necessary
3. Check the status of any injured persons
4. In the event that any injured individuals required further medical treatment (i.e. treatment at a medical facility such as an emergency room or doctor's office), the Safety Officer will advise the individual (or the individual's legal guardian if applicable) as to the MNLL insurance coverage information, and the provisions for submitting any necessary claims
5. Report documented incidents/injuries to the subsequent monthly MNLL board meeting
6. If the extent of the injury is more than minor in nature, the Safety Officer shall periodically contact the injured party for the following reasons:
 - To check on the ongoing status of the injury(s)
 - To determine if any further assistance is needed (such as with regard to submission of insurance documentation, etc.) until such time as the incident is considered 'closed' (i.e. no further claims are expected and/or the individual has resumed participation in league activities)

Concessions

The concessions facilities and services provided for MNLL participants and spectators are made available through the work done by the board's Concessions Manager. The concession stand is equipped with a fire extinguisher and fire retardant system. Refrigeration and freezing equipment is provided and in working order for the purposes of food storage. All food prepared in the concession stand is cooked to 'well-done', and is never pre-cooked or reheated. A separate hand washing sink is provided for volunteers working in the stand, as per county regulations. Additionally, we have contacted the Jackson County Health Office to ensure that the concession stand meets all pertinent sanitation requirements. All volunteers working in the concession stand must be at least 12 years of age or older. Children under the age of 16 may only take orders from patrons and sell bottled drinks or prepackaged food (candy, sunflower seeds, etc.). The MNLL Concessions Manager holds a current and valid Oregon Food Handlers Card.

Fundamental Training / Rules and Safety / CPR and First Aid Training

Mandatory ASAP training, as well as rules regarding safety/first aid training will be provided to all team managers on the date of the initial managers meeting for their respective division in the MNLL board room. Each team is required to have their manager or an approved adult functioning as team representative attend this meeting. Other areas covered with regard to safety at this time include:

- Heat illness safety and warning signs
- Lightning safety procedures and best practices
- Proper warm-up stretching routines designed to minimize injury risk to players
- Sprains, strains, and contusions (R.I.C.E.)
- Field surveying and preparation and safety routines
- Athletic dental injuries
- Concussions

CPR training is highly recommended for at least 1 adult representative from each team. If this is not the manager, the manager should know which team parent(s) have current CPR training.

A coaching clinic will be held in March 14th 2020 at 10am which will include training for managers and coaches regarding coaching fundamentals for safe and effective practices for batting, sliding, fielding, base running, conducting warm-up/stretching drills, and other on-field activities. Each team is required to have the manager, and/or at least 1 coach attend. Such training will be considered valid for 3 years.

Little League Volunteer Approval Procedures

MNLL requires that all potential volunteers complete a Little League Volunteer Application Form. The information provided will be used to perform a background check through the U.S. Department of Justice national sex offender registry and possible complete criminal background check via JDP (for all individuals volunteering in the capacity of MNLL board members). Attached is a copy of the 2020 Little League Volunteer Application Form. All adults who wish to volunteer to assist manager, coaches, and player rosters for all teams will be uploaded to Little League International by an MNLL board member.