

# South County Little League (SCLL)

# Safety Manual

for

# Managers and Coaches

# 2020

Mission:

To provide a safe, enjoyable, and positive environment where children  
can successfully learn the fundamentals of baseball, and grow.

Love the Game

League ID Number

346-09-04



## INTRODUCTION

### 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 Baseball.” This manual is offered as a tool to place some important information at a manager and coach’s fingertips.

Most Little League rules have some basis in safety-follow them!

### Do...

- Enforce rules at practices as well as games
- 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
- Have your players’ Medical Clearance Forms with you at all games and practices
- Plan 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 are not sure of the proper procedures (i.e., CPR, etc.)
- 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.

- 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
- Download the Little League® and WeatherBug Lightning and Weather Safety Mobile App

## SAFETYCODE--Dedicated to Injury Prevention

- Per Little League's 2020 Safety Plan requirement (Reg. 4), all key SCLL volunteers will be screened using the JDP Screening Service authorized by Little League. Also, a government issued ID card must be provided for ID verification. The results will be provided to the SCLL President
- This year's Coaches' and First Aid training will be held in March, before the start of the season practices.
  - First-aid kits and safety manuals will be issued to each team manager and must be brought to every practice and game. Additional first aid kits will be located at the concession stand
- Games or practices shall not be held when weather or field weather or field conditions are not safe as determined by the umpire, manager or coaches particularly when lighting is inadequate
- Both team managers and umpires shall walk/ inspect play area before each game for holes, damage, stones, glass and other foreign objects
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play."
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games
- 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
- Establish procedures for retrieving foul balls batted out of playing area
- During practice and games, all players should be alert and watch the batter on each pitch
- Properly space players during warm-up drills to prevent injuries from wild 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, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment will regularly be inspected for the condition as well as for proper fit
- **NO BAT, IN ANY LEVEL OF LITTLE LEAGUE BASEBALL, SHOULD BE ALTERED. UMPIRES, MANAGERS, AND COACHES MUST INSPECT ALL BATS BEFORE GAMES AND PRACTICES.**
  - In addition, all bats must have a current bat sticker present
  - Bat stickers are provided by the league president after initial umpire bat inspection
- Batters must wear Little League approved protective helmets during batting practice and games. Infielders are encouraged to wear cups and mouth-guards.
- The catcher must wear catcher's helmet, mask, throat guard, long- model chest protector, shin guards and protective cup with an athletic supporter always (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings

and in the bullpen during a game and during practices

- 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. Note: All bases disengage from their anchors since 2008
- At no time, should “horseplay” be permitted on the playing field
- Parents of players who wear glasses should be encouraged to provide “safety glasses.”
- The player must not wear watches, rings, pins or metallic items during games and practices
- Managers and Coaches are not allowed to catch pitchers. This includes standing at backstop during practice as an informal catcher for batting practice
- On-deck batters are prohibited (except in Juniors, Intermediates & Seniors Division)
- All managers and coaches must pass the online concussion test
- Batting training aids usage are prohibited outside of the batting cage

## South County Little League Contact Info

Web Site: [www.scllva.org](http://www.scllva.org)

Medical or Police Emergency	911
Fairfax County Police - Non-emergency	703 691-2131
Lorton Fire Department - Non-emergency	703 339-5141

South County Little League Safety Officer:

Carin DeFamio is on file with the Little League Headquarters: 360-913-4332 (Cell)

### General Health

While the league policy does not require physical exams, the Little League Headquarters strongly recommends participants be in good general health.

- If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your league's Player Agent.
- Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem.

Medical Approval and Release - The Medical Information and Treatment Release forms are provided to all managers.

- This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e. allergies, etc.).
- Managers are strongly encouraged to obtain a completed Release for each of the players on their team and are instructed to have these forms with them for every practice and games

Emergency Board Contacts

- President .....John Corley 571-423-8065
- Vice President .....Nate Somers 850-496-4423
- Player Agent.....Jim Hull 917-817-1271
- Safety Officer .....Carin DeFamio 360-913-4332
- Facilities Manager.....Brian Orth 703-629-9184
- Concessions Manager.....Brian Orth 703-629-9184
- Fields Manager.....Brian Orth 703-629-9184
- Chief of Umpires.....John Corley 571-423-8065
- Scheduler.....Heather Sniffen 912-464-9851

South County Little League will distribute a paper copy of this Safety Manual to all Managers/ Coaches, League Volunteers, and the District Administrator

This list will be posted in the concession area and will be available on our website at [scllva.org](http://scllva.org)

## South County Little League Code of Conduct

- Obey the 5 mph Speed Limit in roadways and parking lots while attending any SCLL function; watch for small children around parked cars
- No alcohol allowed in any parking lot, field, or common areas within a SCLL complex
- No playing in parking lots at any time
- No playing on and around lawn equipment
- Use crosswalks 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 a SCLL complex
- No throwing balls against dugouts or the backstop. Catchers must be used for all batting practice sessions
- No throwing rocks
- No horseplay in walkways at any time
- No climbing fences
- Only a player on the field and at-bat may swing a bat (Age 5 - 12). Juniors, Intermediates, and Seniors on the field at bat, or on deck, may swing a bat. Be alert of the area around you when swinging a bat while in the on-deck position
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws
- During the game, the batting team players must remain in the dugout area protected by the fence
- After each game, each team must clean up trash in the dugout and around stands
- All gates to the field must remain closed always. Close and secure all gates after players have entered or left the playing field
- No children under the age of 13 are permitted in the Concession Stand

Failure to comply with the above may result in expulsion from the South County Little League field or complex

## Training

- SCLL requires first-aid training for coaches and managers, with at least one coach or manager from each team attending
  - Training qualifies a volunteer for 3 years, but one team representative is still needed each year.
  - Individuals who attend various outside first aid training and courses are not exempt
- SCLL requires fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.).
  - The intent is to provide training to ALL managers/coaches
  - Training qualifies a volunteer for 3 years, but one team representative is still needed each year
- SCLL requires all board members, coaches, managers, umpires and team parents to pass a concussion education program annually prior to practice dates beginning.
  - In addition, all parents are provided with concussion information and are strongly encouraged to complete the course. By taking this free, online course and using what you have learned, you will be well positioned to improve the League's concussion culture. Your actions will support our mission for a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field.
  - Once you complete the training and quiz, you can print out a certificate, and submit it to your commissioner to show SCLL you are ready for the season. To access the test and useful information please use the Uniform Resource Locator (URL) below:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

## Communicable Disease Procedures

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated.
- Immediately wash hands and other skin surface 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 the 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.



## 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 or periods of rest.

When to report - All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for 2020 is Carin DeFamio, and she can be reached at the following:

Cell: (360) 913-4332

Email: ..... [safety.officer@scllva.org](mailto:safety.officer@scllva.org)

Web Site: ..... <https://www.scllva.org>

How to make the report - Report incidents using the Little League Incident Injury Tracking Report form located within the manager's team book or accessed from the SCLL web site.

At a minimum, the following information 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:

- In the pre-season, the South County Safety Officer will inspect all equipment.
- During the season the South County Safety Officer will within 48 hours of receiving an incident report, 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 the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) advise the parent or guardian of the South County Little League's insurance coverage and the provisions for submitting any claim
    - If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to check on the status of any injuries, and check if any other assistance is necessary in areas such as submission of insurance forms, etc. until the incident is considered "closed"(i.e., no further claims are expected and/ or the individual is participating in the league again).
- Spot check Medical Clearance Forms before practices and games

## When treating an injury remember **PRICES**:

Protection

Rest

Ice

Compression

Elevation

Support

## Storage Shed Procedures

- The following applies to all storage sheds used by South County Little League and apply to anyone who has been issued the combination by South County Little League officials to use those sheds
- All individuals with the combination to the South County Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, training equipment, etc.
- Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboard controllers, public address systems, etc.), please locate and read the written operating procedures for that equipment
- All chemicals or organic materials stored in SCLL sheds shall be properly marked and labeled as to its contents
- All chemicals or organic materials (i.e., lime, fertilizer) stored in these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels) to minimize the risk of puncturing storage containers.
- Any witnessed “loose” chemicals or organic materials within the sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning

## Some gentle reminders

- SCLL will use the Official Little League Volunteer Application form to screen all volunteers. Volunteers need to correctly fill out the Little League Volunteer Application and submit it to the Volunteer Coordinator
- South County Little League goes to great lengths to provide as much training and instruction as possible. At least one manager/ coach from each and team must attend Fundamentals First Aid Training at least once every three years. Coaches/ Managers should attend as many of the clinics as possible (check the web site for dates and times).
- All managers and coaches must take and pass the online concussion test
- Check the SCLL Home Page frequently. Lots of information and a complete league calendar can be found there
- Little League insurance only guarantees coverage for practices and games that are scheduled and on league assigned fields. Any manager who conducts practices or games that have not been assigned by SCLL run the risk (and assume the responsibility) of possibly being held personally liable for any bodily injury or property damage that may occur.

- Remember, safety is everyone’s job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or another Board member immediately. Don’t play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped always, especially catchers and batters. Moreover, check your team’s equipment often.
- The concession stand manager will post safe food handling and preparation procedures in the concession stand (see Appendix A). The manager should check the fire extinguisher, and the air horn to make sure they are in good operating order or have them replaced.

## League Player Registration and Coach/Manager Registration Data

Little League requires coach, manager and player data to be sent Little League International in 2020

## Lightning Facts & Safety Procedures

- The average thunderstorm is 6 -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 strikes coming from the storm’s overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK Stadium occurred while it was sunny and dry).
- On the average, thunder can only be heard over a distance of 3-4 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 strikes
- The average lightning strike is 6-8 miles long.

## “Flash-Bang” Method

- One way of determining how close a recent lightning strike is to you is called the “flash-bang” method.
  - With the “flash-bang” method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it.
  - Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

**When You See It – Flee It!! When You See It – Clear It!!**

## Lightning Detector

- South County Little League uses the Little League® and WeatherBug Lightning and Weather Safety Mobile App as the lightning detector to determine when it is unsafe to start or remain on the fields. When alarmed, a concession stands worker, will sound a horn signifying an immediate halt of play and evacuation of the fields.
- 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 kids to safety. When in doubt, the following rule of thumb should be applied: **The Little League® and WeatherBug Lightning and Weather Safety Mobile App will be used to detect the first sign of foul weather by the Concession Stand Manager!**

## Where to Go?

- No place is absolutely safe from the lightning threat, but some places are safer than others.
  - Large enclosed shelters (substantially constructed buildings) 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 in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

### Where NOT to Go!! Avoid:

- High places and open fields
- Isolated trees
- Unprotected gazebos
- Rain or picnic shelters
- Dugouts
- Flagpoles
- Light poles
- Bleachers (metal or wood)
- Metal fences
- Water

### First Aid to a Lightning Victim

- Typically, the lightning 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 “make no more casualties.” If in a high-risk area (open field, isolated tree, etc.) 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 is decided to move the victim, give a few quick breaths before moving them. Note: CPR should only be administered by a person knowledgeable and trained
  - Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well

### SCLL SAFETY DISCLAIMER NOTICE

#### Using Information Found in this Document:

Information provided in this document is intended to educate the reader about certain medical conditions and certain possible treatments. It is not a substitute for examination, diagnosis, and medical care provided by a licensed and qualified health professional. If you believe you, your child, or someone you know suffer from the conditions described herein, please see your health care provider. Do not attempt to treat yourself, your child, or anyone else without proper medical supervision.

# Appendix A

The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of food borne illness.

- **Menu.** Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. **Complete control over your food, from source to service, is the key to safe, sanitary food service.**
- **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° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. **Most food borne illnesses from temporary events can be traced back to lapses in temperature control.**
- **Reheating.** Rapidly reheat potentially hazardous foods to 165° 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.**
- **Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 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 has been the number ONE cause of food borne illness.**
- **Hand Washing.** **Frequent and thorough hand washing remains the first line of defense in preventing food borne disease.** The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
- **Health and Hygiene.** Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, 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 should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
- **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.**
- **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. **Well-sanitized work surfaces prevent cross-contamination and discourage flies.**
- **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 food-borne illness.**
- **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

- **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; and
  - Air drying.

unusable food.

- **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 it outside). All water used should be potable water from an approved source.