

Safety Manual
for
Managers, Coaches, Volunteers, and Players

Baseball

Robert A. Cole Baseball League

Beacon Falls, CT 06403



ACCIDENT/INCIDENT REPORTING

WHAT to Report: Any accident or incident that causes a player, manager, coach, umpire, volunteer or bystander to receive medical treatment and/or first aid must be reported to the League Safety Officer. This includes passive treatments such as the evaluation and diagnosis of the extent of injury or period of rest.

WHEN to Report: Report ALL accidents/incidents to the League Safety Officer or League President within 24-hours of the accident/incident. ANY accident/incident requiring treatment and/or transportation by Emergency Medical Services (i.e. Beacon Hose EMS or other agency) MUST be reported to the League Safety Officer and League President within 60-minutes of the event.
The Current League Safety Director is: Jeff Kean (203.525.3353).

HOW to Report: Reports will be made by telephone or any other acceptable method. The report must contain the following:

- 1) Name and telephone number of the individual involved, including name of parent/guardian if individual is under the age of 18.
- 2) Date, time, and location of the incident
- 3) A detailed description of the incident
- 4) An estimation of the extent of any injury/-ies
- 5) Name and telephone number of the person reporting the injury
- 6) Forms will be reviewed by the League Safety Officer within **10 days** of the injury

Emergency Numbers

Emergency911
Poison Control (800) 222-1222

League Safety Officer – Jeff Kean (203) 525-3353
League President – Mike Bandanza (203) 314-4106

League Safety Officer Responsibilities

Within 48 hours of receiving an incident report, the League Safety Officer will contact each injured party's parents and:

- 1) Verify the information received
- 2) Obtain any other necessary information
- 3) Check on the status of the injured
- 4) In the event that the injured party required other medical treatment (i.e. Emergency Department visit, doctor's visit, etc.), he will advise the parent/guardian of the league coverage and the provisions for submitting claims

If the injuries are considered minor, the League Safety Officer will periodically call the injured party to:

- 1) Check on the status of any injuries
- 2) Check if any other assistance is needed in submitting insurance forms, etc. until the incident is considered "closed" (no further claims are expected and the player is participating in the league again)

The League Safety Officer will submit a copy of the League Safety Plan and Facility Survey to the District Safety Officer and the National little League Headquarters in Williamsport, PA

Robert A. Cole Baseball League Safety Policy

It is the policy of RACBL to abide by a safety code that will not be compromised by the decisions and actions of the league's members. We will continue to improve our policies to provide the safest possible environment for our players, coaches, umpires, family members, and visitors.

RACBL Safety Code

GENERAL

- A Safety Officer will be elected annually to carry out all safety aspects of the league as deemed by the league President
- Distribute a copy of the Safety Manual to each manager and coach prior to the first practice
- Every adult member of RACBL must understand and implement this plan
- Every RACBL manager and coach will sign the league register indicating he/she has read and understands the Safety Policy and Safety Code
- All volunteers of RACBL must complete the mandatory Volunteer Application Form prior to acceptance as board member, manager, coach, umpire, statistician, etc.

TRAINING

- All managers and coaches will be trained in first-aid procedures
- Each team must maintain and have at ALL league functions (practices, games, etc.), as provided by the league
- Players' medical forms with health insurance/insurance information will be held, maintained and present at all league functions by each coach

FIELD

- Do not practice or play games when weather or field conditions are unfavorable or when there is inadequate lighting.
- **Any game or practice will be suspended at the first sign of lightning**
- Coaches and umpires shall conduct a field inspection prior to ALL games and practices
- **Only** players, coaches, managers, and umpires are permitted on the field or in dugouts during games and practices
- Players and coaches are responsible for keeping bats and loose equipment off of the playing field
- Players will practice warm-up drills in designated areas so that no one is endangered by wild throws or missed catches
- Pitching warm-ups will be allowed only in areas away from players and spectators and preferably in the caged areas where provided

EQUIPMENT/PLAY

- It is the responsibility of the coach to contact the League Safety Officer prior to the next game/practice for re-supply to the first-aid kit, or if a first-aid kit is lost, to obtain a new kit
- An additional first-aid kit and Safety Manual will be located in the Sugar Shack
- All unused equipment should be stored in the dugout or behind screens, not in the area that is “in play”
- Coaches should emphasize to all players that they be alert and watch the batter on each pitch
- Pitching machine operation will ONLY be operated by adults and must be in good working order
- **Headfirst** slides are not permitted, except when a runner is returning to a base (LL 7.08a)
- Do **NOT** allow “horseplay” during practices or games
- In Major Division, managers may not warm up pitchers before or during a game (LL 3.09)
- On-deck batters are **NOT** permitted
- Inspect the condition and proper fit of equipment before each game and practice. Replace any unsafe equipment and return unsafe equipment to the League Equipment Manager
- Metal spikes are not permitted
- ALL bats must meet Little League Standards.
- Batters and base runners must wear Little League approved protective helmets during batting practice and games.
- Tee-ball and Coach-pitch players **MUST** wear Little League approved protective helmets with face guards whenever batting and when playing the “pitchers” position.
- All equipment must be in proper, fully functioning condition.
- All male players are encouraged to wear athletic supporters and protective cups
- Catchers must wear a catcher’s helmet, mask, “dangling” throat protector, long model chest protector, shin guards, athletic supporter and protective cup (males) at all times for all practices and games. **NO EXCEPTIONS** (LL 1.17)
- Catchers must wear catcher’s helmet, mask, “dangling” throat protector and athletic supporter and protective cup at all times when warming up pitchers (LL 1.17)
- **ALL** fields **MUST** have breakaway bases
- Encourage **ALL** players who wear glasses to wear “safety glasses”
- Players must **NOT** wear watches, rings, pins, jewelry, or metallic items except for emergency bracelets during games and practices (LL 1.11j)
- **NO** gum chewing is allowed by players during practice or games
- Players who are ejected, ill, or injured should remain under supervision until released to the parent/guardian
- **NO** casts may be worn by a player nor an umpire during a game (LL1.11k)
- **ALL** of these procedures should be followed for both practices and games

Dedicated to Injury Prevention

Robert A. Cole Baseball League Code of Conduct

- **Speed Limit** – Obey posted speed limits on roadways and parking lots while attending any RACBL function
- **Watch** for small children around cars
- **Alcohol** – It is **NOT** allowed at any RACBL function anywhere
- **Playing** in the parking areas is not permitted
- **Parents** are responsible and will monitor children not playing on the field **at all times**
- **No Ball Playing** in areas behind dugouts, near or in the bleachers, or any area frequented by spectators. All playing should take place away from the spectators
- **NO PROFANITY PLEASE**
- **No** throwing balls against dugouts, fences, or backstops
- **No** pitching or playing catch in spectator area or walkways
- **Catchers** must be in full gear for all batting practice sessions
- **NO** rock throwing
- **NO** climbing fences or trees at any time
- **NO** horse play
- **NO** pets are permitted on the playing field at any time
- **NO** on deck batters in minor or major leagues. **ONLY** a player on the field may swing the bat.
- **ONLY** one on deck batter at a time.
- **PLEASE** be alert at all times for foul balls and errant throws
- **Players** must remain in the dugout during the game and remain on the bench in an orderly fashion
- **EACH** team is responsible for cleaning up the trash in the dugouts, in the stands, and on the field after every game
- **NO** tobacco products by either player or coach during games and/or practices
- Players shall **NOT** chew gum during games or practices

Robert A. Cole Baseball League Safety Emergency Do's & Don'ts

DO:

- Provide or assist in obtaining medical attention for those who require it
- Notify parents or emergency contact as soon as possible
- Get help when providing first-aid or CPR
- Report any incident or potential safety hazard to the League Safety Officer
- Carry your first-aid kit and all Medical Clearance Forms to all games and practices
- Know your limitations and degree of training

DON'T:

- Ever administer any medications
- Ever provide any food or beverage
- Transport an injured person
- Ever leave a child unattended at a practice or game (the coach/manager remains until all children have been picked up by a parent/guardian)

Communicable Disease Procedures

- 1) Always practice universal precautions (gloves, safety glasses, etc.) when tending wounds
- 2) Stop bleeding and cover the open wound
- 3) Change the player's uniform if contaminated with blood
- 4) Clean all contaminated surfaces and equipment before re-use
- 5) Wash your self of all blood/bodily fluids if contaminated immediately
- 6) Managers, coaches, and volunteers with open wounds should refrain from all direct contact with players until the condition is resolved

Robert A. Cole Baseball League Training

Mandatory Coaches Training

Each year RACBL will provide coaches training in basic first-aid, proper mechanics, and Little League philosophy.

First-Aid Training – **RACBL** will make basic first-aid training available on. All RACBL volunteers must obtain equivalent training if they are unable to attend the league's training sessions. All coaches and managers must attend.

Mechanics Training – **RACBL** will provide opportunities for coaches to receive training in coaching proper mechanics. This is to be announced. Additional training is available through Little League International and encouraged by RACBL.

Little League Philosophy – The Little League philosophy and the RACBL Code of Ethics is explained at the mandatory coaches meeting to all coach volunteers.

Player Training

Coaches will provide ongoing safety instruction on the mechanics of the game. Players will be taught accident avoidance and the relationship of Little League Rules to safety.

Robert A. Cole Baseball League Facilities

Each year a facility survey shall be conducted in accordance with Little League's ASAP. This form can be found at the Little League website – www.littleleague.org.

Storage Shed Procedures

- All individuals with padlock access to any field storage sheds are aware of their responsibilities for the orderly and safe storage of chemicals, rakes, shovels, bases, etc.
- Additional first aid supplies are available in the storage sheds and are clearly marked.
- Coaches are responsible for contacting the League Safety Officer (Chris Beson 203-708-0088) when first aid supplies have been used from the storage shed.
- Sheds should be locked during games to prevent unauthorized entry.
- All sheds should be locked after all equipment has been replaced and before the coaches leave the field.
- All chemicals and organic materials stored in sheds will be properly labeled.
- All chemicals and organic materials will be separated from equipment (i.e. rakes) to minimize the risk of puncturing storage containers.
- Clean up and remove “loose” chemicals and materials to prevent accidental poisoning.

Concession Stand

- A first aid kit will be available in the concession stand at all times
- No children are allowed in the concession stand
- All concession stand volunteers will be free of communicable disease or they cannot operate the stand
- Safe food handling will be practiced at ALL times in accordance to local and state health codes
- All individuals operating the stand are responsible for cleaning up, closing up and locking up at the end of each use
- Fire extinguisher will be placed in the Concession Stand in plain sight at all times

Food Safety

- Wash hands with hot soapy water before handling food
- Wash cutting boards, dishes, utensils, and counters with hot soapy water after preparing each food item
- All wiping cloths must be stored in a sanitizing solution made up of bleach and water at approximately 1 capful of bleach per 1 gallon of water
- A supply of disposable towels and soap must be available

Separate – Don't Contaminate

- Use a clean plate for cooked foods
- Never place cooked food on a plate that previously held raw food
- All food items should be covered whenever possible
- Store food at least 6 inches off the floor to minimize the contamination of food and allow proper floor cleaning
- Wash hands frequently