



District 2 Edmonton Little League Baseball Safety Protocol Information

Definitions

- **ACCIDENT** is a sudden, undesirable and unplanned occurrence often resulting in bodily injury, disability and/or property damage.
- **ACCIDENT CAUSE** is an unsafe condition, situation or act that may result directly in or contribute to the occurrence of an accident.
- **CORRECTIVE ACTION** is the positive steps or measures taken to eliminate, or at least minimize, an accident cause.
- **CASE** is used in the general sense, such as: accident case, injury case, claim case or insurance case.
- **HAZARD** refers to a condition or a situation that could cause an accident.
- **INJURY** is the physical harm or damage often resulting from an accident.
- **INSURANCE CLAIM** refers to the right of a parent, as in the case of accident insurance to have eligible medical expenses resulting from an accidental injury connected with a game or scheduled practice paid by the appropriate insurance company.
- **TYPE OF ACCIDENT** is a phrase used to describe an unintentional, sudden incident that can be identified so effective counter measures may be taken.
- Examples are: struck by, tripped, fell, collision with, caught between, etc.
- **AN UNSAFE ACT** refers to unintentional human failure or lack of skill that can lead to an accident. It is one of the two general accident causes, the other being an unsafe condition.
- **AN UNSAFE CONDITION** is an abnormal or faulty situation or condition which may cause an accident. Its presence, particularly when an unsafe act is committed, may result in an accident.

Injury Management

- **First Response to Injuries**
- In the event of an accident, the manager or coach shall remain calm and tend to the injured person.
- All players should be directed to take a knee and/or return to their respective positions to avoid crowding and to allow for proper care of an injured player.
- **In the event of a MINOR injury:**
- Use the first aid kit as needed to apply ice packs or support bandages. When treating an injury remember: RICE...
- **Rest, Ice, Compression, Elevation.**
- If blood is present:
- Wear barrier gloves (latex gloves) whenever possible to protect yourself and the injured person.
- Clean wounds with soap and water or an antiseptic wipe.
- Apply light pressure to stop bleeding. Apply bandages to cover the wound.
- If any part of the uniform is soiled with blood, the uniform must be replaced and thoroughly cleaned prior to continued use.
- **In the event of a MAJOR injury:**
- If you believe a player has sustained a major injury, you must seek professional medical attention immediately.
- When do you call 911??
- Ask for any examples on how to categorize that?



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- Stay with the injured person and provide comfort until medical attention arrives. Keep the person calm and as comfortable as possible.
- Avoid moving the player in any way unless they are in immediate danger.
- NOTE: When calling 911, be prepared to:
- Give your name, location and a brief description of the emergency.
- Listen carefully to the operator's requests or questions.
- Delegate a person(s) to an appropriate location to meet and direct emergency personnel and vehicles to the injured person.

Concussion

- A concussion traumatic brain injury (TBI). It can occur after an impact to your head or after a whiplash-type injury that causes your head and brain to shake quickly back and forth. A concussion results in an altered mental state that may include becoming unconscious.
- Little League Canada Standard is that 1 coach for each team MUST complete the CDC Heads up training and provide the completion certificate to the league safety officer.
- *(you can pull up the website – link below)*
- <https://www.cdc.gov/headsup/youthsports/coach.html>
- **The signs of a concussion may include:**
 - memory problems
 - confusion
 - drowsiness or feeling sluggish
 - dizziness
 - double vision or blurred vision
 - headache
 - nausea or vomiting
 - sensitivity to light or noise
 - balance problems
 - slowed reaction to stimuli
 - The symptoms may begin immediately, or they may not develop for hours, days, weeks, or even months following your injury. If you think someone may have a concussion. GO TO THE DOCTOR RIGHT NOW!

Choosing a Medical Care Facility:

- If a player needs professional medical attention, the manager or coach will:
- Defer to the emergency personnel that are present and allow them to take over care and transport the injured person to the appropriate facility.
- Consult with the player's parents (if present) for physician or hospital information, and ask if they wish to take their child to the facility of their choice.
- If no parent of the injured player is present, check the player's medical release information provided by the League and retained in the manager's binder.
- This MEDICAL RELEASE INFORMATION for every player MUST be with the team at all Little League events.
- This may include-



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- Games, practices, pictures, team parties, etc.
- If there is a doctor, medical clinic or hospital listed, provide this information to emergency personnel.

Providing First Aid – Important Do's and Don'ts

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. It's okay to ask for help.
- 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, bruises, deformity of limbs, etc.).
 - LISTEN to the injured person describe what happened and what hurts. Before questioning, you may have to calm an anxious child.
 - Gently and carefully FEEL the injured area for signs of swelling or grating of broken bones.
 - Have your players' Medical Clearance Forms (registration form) with you at all games, practices and team functions.
 - Arrange to have a cellular phone available during ALL games and practices.
 - If the person requires their own medication and they or their guardian can administer it, assist as able.

DON'T...

- Administer any medications unless you are qualified, or have been instructed by the guardian on when and how
- Provide any food or beverage other than water.
- Hesitate in administering aid when needed (if qualified).
- Be afraid to ask for help if you are not sure of the proper procedures (such as CPR).
- Transport injured individuals except in extreme emergencies (Call an ambulance).
- **EVER** leave an unattended child at a practice or game.
- Hesitate to report any suspected safety hazard to the Safety Officer immediately.

Communicable Disease

- Bleeding must be stopped, the wound covered, and the uniform changed if there is significant blood on it before the athlete may continue
- Routinely use gloves to prevent any exposure when contact with blood or other body fluids is anticipated (provided in first-aid kit)
- Immediately wash hands with soap and water including any other skin surfaces if contaminated with blood
- Clean all blood contaminated surfaces and equipment
- Managers, volunteers with open wounds should refrain from all direct contact until the condition is resolved



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- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids
- All players must use their own water bottles

General Safety Code

- Have a set plan (amongst Manager & Coaches) for any injuries or emergencies for any games or practices.
- Managers, coaches and umpires should have some awareness of First Aid.
- First Aid kits are available at all game and practice fields at all times and located in every equipment bag provided to every team.
- Do not hold games or practices when weather or field conditions are poor. The District Administrator or delegate, Safety Officer (District or League) or Umpire in Chief/ head Umpire at the field will determine if a field is unplayable with discussion with Coaches.
- Prior to each game or practice, umpires and/or managers will walk the field to inspect for hazards.
- All players, managers, coaches and spectators are to remain alert and watch for batted balls, foul balls or wild throws to avoid injury during games and practices.
- Managers and coaches will check and inspect all equipment regularly for damage and proper fit.
- Do not use damaged equipment; return any damaged equipment to the Equipment Coordinator for immediate repair or replacement.
- Batters must wear approved protective helmets when batting in games or practices.
- Catcher's must wear full gear (a catcher's helmet, mask, throat protector, long model chest protector, shin guards and athletic supporter) during the game and when warming up pitchers between innings, in the bullpen or during practice.
- NEVER throw bats or helmets under ANY circumstance.
- Report all injuries within 48 hours to the Little League Safety Officer.
- ALL ADULTS ARE RESPONSIBLE FOR ENFORCING RULES AT ALL TIMES

Code of Conduct

Code of Conduct for **Little League Canada** is as follows:

- Speed Limit 5 mph in roadways and parking lots while attending any Little League function. Watch for small children around parked cars.
- No Alcohol allowed on or around: fields or common areas during any Little League games, tournaments or practices etc.
- No SMOKING or Tobacco products of any kind (including spit tobacco and vaping) allowed in any common areas where Little League Players are present.
- No DRUG USE including Cannabis allowed in any common areas where Little League Players are present
- No Playing in parking lots at any time.
- No Playing on and around lawn/maintenance equipment.
- No Profanity allowed in any parking lot, field, or common areas where Little League Players are present.
- No Swinging Bats or throwing baseballs at any time that is not part of a game or practice.



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- No throwing balls against dugouts or against backstop.
- No throwing rocks and no climbing fences.
- Only a player on the field and at bat, may swing a bat (Ages 5 - 12). Or the "on Deck" batter (>12yrs of age). (Unless under the direct supervision of a hitting coach off the field of play)
- Observe all posted signs. Players and spectators should be alert at all times for Foul Balls and Errant Throws.

No Board Member, Manager, Coach, Player or Spectator shall:

- At any time lay a hand upon, push, shove, strike or threaten to strike an official.
- Be guilty of initiating personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls or any other forceful, unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands or anywhere on the league complex while in an intoxicated state at any time. Intoxicated will be defined as any alcohol odor or behavior issue.
- Smoke while on the playing field or in any dugout at any time. Smoking will only be permitted in designated areas, which will be at least 20 feet from dugouts.
- Speak disrespectfully to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.
- **Expectations of Parents (In addition to the previous slides):**
 - Respect, be considerate of, and support the Managers and Coaches
 - Remember that the Coaching staff are all volunteers and are committing a lot of their time!
 - Committed to helping the players develop and have fun playing baseball.
 - Remember that managers are at differing levels and will be developing their skills at varying degrees.
 - Respect the umpires and refrain from negative remarks in response to umpiring decisions.
 - Commit to having your kids at the diamonds on time.
 - Address concerns through your Parent Rep, Manager, Division Coordinator or Division VP/President.
 - Share any safety concerns with coach, i.e. unsafe playing environment/equipment.
 - Take responsibility for the care and return of your child's jersey and any league equipment.
 - Help your team and /or "our" league by volunteering your time.
 - Support and encourage all players as they develop and compete.
 - Respect the "fair play" philosophy (fair play = a relatively balanced play time for each player throughout the season.



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Note:

- The Board of Directors will review all infractions of the Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.
- During game, players must remain in the dugout area in an orderly fashion at all times. After each game, each team must clean up trash in dugout and around 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.
- Failure to comply with the above may result in expulsion from the Little League field or complex
- ***Although undesirable to take any disciplinary action, to maintain a safe and secure environment for our players and families, failure to comply with the above guidelines could result in expulsion from the Little League field or complexes.***

SAFETY OFFICER RESPONSIBILITIES

- Conduct an annual update and issuance of the Safety Plan.
- Ensure that the Safety Manual has been reviewed by the district and contains all required signatures
- Support the District 2 safety program by facilitating all league mandated safety classes
- Ensure that all diamonds and fields have been inspected before and during playing season.
- Act immediately to resolve any safety violation once it has been brought to his/her attention.
- Make sure that all first aid kits are fully stocked and kept in the designated areas.
- Keep a log of all injury reports.
- Supply the Board of Directors, at season end, with a recap of all safety related incidents, including violence & harassment and any corrective actions taken.
- Follow up on injury reports, if necessary, by getting all pertinent information needed from managers, players and parents so insurance claims may be filled out in correct fashion.
- Work with the Board of Directors to ensure that all safety concerns are resolved in a timely fashion.
- Provide a copy of this Safety Manual to the appropriate individuals including coaches and managers.
- Keep the District Safety Officer informed whenever an accident or incident occurs – this will help all leagues improve their safety program.
- Provide the District Safety Officer a copy of every Little League Baseball Canada – Injury Tracking Report (Attachment 1 of the Safety Plan). These reports can be sent via any means: at District Administrator League President meetings, email, fax etc.

Weather Conditions

- **Lightning**
 - Stop any game or practice at the first sound of thunder and permanently discontinue any game or practice at the first sign of any lightning. Stay away from metal fencing (including dugouts)! Also, avoid trees, poles and other high objects. Do not hold a metal bat. Walk, don't run, to your car and wait for a decision on whether or not to continue the game or practice.



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- **Heat**
 - Anytime the temperature is above 32 degrees C, provide plenty of water, shade and rest periods during games and practices. Encourage players to drink small amounts frequently. If you observe any player exhibiting signs of heat related illness (cramps, fatigue, light-headedness, nausea, vomiting or headache), you must remove the player from the field immediately, place in shade and hydrate. If symptoms do not improve immediately, seek prompt medical aid.
- **Drinking Guidelines for Hot Day Activities**
 - Before: Drink 8 oz. immediately before exercise
 - During: Drink at least 4 oz. every 20 minutes
 - After: Drink 16 oz. for every pound of weight lost
 - Dehydration signs: Fatigue, flushed skin, light-headed.
 - What to do: Stop exercising, get out of sun, drink
 - Severe signs: Muscle spasms, clumsiness, delirium
- **Cold**
 - Games are not played if the temperature is 5 degrees Celsius or less.
 - If in doubt re: whether the fields are in playable condition, verify with whomever manages the fields.
 - At the start of our season the weather can be cold. Make sure players have jackets or sweaters to wear to keep their arms warm when in the dugout and properly warm up prior to taking to the field.
- **Rain/Mud**
 - Playing on wet or muddy fields creates an obvious safety hazard for players. The balls become wet and muddy; the pitchers and players cannot control them.
 - Footing is slippery on infields, particularly on the pitching mound and around the bases. Pools of water develop in outfield areas, creating muddy, unstable footing.
 - Further use in this condition causes ruts and holes that are hazardous and place players at much higher risk for injuries.
 - If in doubt re: whether the fields are in playable condition, verify with whomever manages the fields, that they are suitable for play, and if necessary, reschedule the game or practice.
- **Bites and Stings**
- Bites or stings can be received from a number of different circumstances. Stings are usually caused by bees and other bugs. Bites can come from cats, dogs, spiders, ants or mosquitoes. All of these



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should be evaluated and treated when a player complains of a bite or sting. Many individuals are highly sensitive to stings that can cause them to develop breathing difficulties and very rapidly go into shock. This condition can be life threatening if not detected and treated as soon as possible. It is important that coaches and managers are aware of any members on their team that have reactions to stings and that the proper emergency equipment is available at all times.

- **Stings**

If a player complains of a sting, the manager or coach should look for:

1. Swelling in the area
2. Signs of allergic reactions (if any condition exists, call 9-1-1)

Nausea

Severe swelling

Breathing difficulties, including coughing and wheezing

Bluish face, lips, fingernails

Signs of shock

Unconsciousness

3. The stinger or venom sac still in the skin

Treatment

Bee Stings

1. Remove the stinger or venom sac with tweezers or by gently scraping with the fingernail or a knife. Do not squeeze the stinger or venom sac.
2. Wash the area and apply a Band-Aid to cover the area.
3. For multiple stings, soak area in cool water.
4. Check for allergic reactions (if any condition exists, call 9-1-1).

Ant Bites

1. Wash area thoroughly with clean water.
2. Apply sting lotion or a paste made of baking soda and water.
3. Cover the bite with very cold water to avoid swelling.
4. Watch for any signs of an allergic reaction.

Animal Bites

1. Control any bleeding that may occur.



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2. Flush the area with cool clean water.
3. Cover the area with a sterile pad or clean cloth.
4. Contact parents and notify police.

Batting Cage Safety Rules

- No player shall have access to or enter the room that the machine is set up in without an adult present.
- Anyone entering the batting cage under any circumstance (picking up balls/batting) must always be wearing a batting helmet.
- The MAXIMUM ratio of coaches/parents to kids at any one time in or around the batting cages is 4 kids per coach/parent.
- It is recommended that:
 - A responsible adult/coach is to be the only one operating the batting machine
 - A second adult is to supervise players waiting to use the batting cage
 - Players/batters are to be instructed to always stay alert when the machine is set to pitch.
- ***Any player/coach/parent who disobeys these rules may be subject to disciplinary action up to and including suspension from their League***

Online Resources

CDC Heads Up Online Program:

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

Resources for concussion management are located at:

<https://www.cdc.gov/HeadsUp/>

You may also choose to complete the free NCCP course which can be found at:

<https://www.coach.ca/making-head-way-concussion-elearning-series-p153487>