

# HERMITAGE LITTLE LEAGUE



## 2018 SAFETY MANUAL

## **Contact Information**

Emergency Phone Number 911

Hermitage Police Administrative 724-983-6780

Hermitage Fire Administrative 724-342-0669

League President: Bill French: 724-699-8101

League VP: Robert States: 724-866-1405

League Player Agent: Eric Patton 724-977-4862

League Field Director: Bill French 724-699-8101

League Secretary: Jay Fazzone 330-503-1267

League Safety Officer: Michael Messer 724-699-2890

## **IN CASE OF MEDICAL EMERGENCY**

1. Give First Aid and have someone call 911 immediately, if an ambulance is necessary.  
(Example: severe head trauma, or neck injury, not breathing due to hit by ball or bat, in these cases DO NOT MOVE PLAYER OR FAN.)
2. Remain Calm!
3. Someone with a cell phone is to notify parents immediately if not present at Ball Field.
4. Help reassure child or adult who is injured, frightened or lost, help is on the way.
5. Know your limitations, be extremely careful.
6. Look for signs of injury (blood, black and blue, swelling, deforming of joints, etc...)
7. Listen to child or adult and let him/her describe what happened and where it hurts if still conscious.
8. Feel gently around area of injured for signs of serious injury.
9. Do NOT administer any medication.
10. Do NOT provide any food or beverages other than water.
11. Do NOT be afraid to request assistance from anyone nearby.
12. Do NOT transport injured person except in extreme emergencies.

## **SPECIAL WORD ON COMMUNICABLE DISEASES**

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 (make sure of first aid kit in Concession Stand).
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 with anyone until 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.

## **ACCIDENT REPORTING PROCEDURES**

1. Any incident that causes a player, manager, coach, umpire or volunteer to receive medical attention must contact the Safety Officer for the division.
2. Notify that League Safety Director by phone within 24 hours.
3. As a minimum, the following information must be provided:
  - A. Name, address, and phone number of individual
  - B. Date, time and location of the incident
  - C. Detailed description of the incident
  - D. Estimation of the extent of any injuries
  - E. Name and phone number of reporting person
4. Manager of concession stand to have training in food handling and procedures.

## SAFETY OFFICERS RESPONSIBILITIES

Within 48 hours of receiving the incident report, the Director of Safety 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, and (4) in the event that the injured party required medical treatment (i.e. Emergency Room visit, etc..) will advise the parents or guardian of the Little League's insurance coverage and the provision of submitting any claims.

If the event of the injuries is more than minor in nature, the Director of Safety shall periodically call the injured party or (1) check on the status of any injuries and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc...until such time as the incident is considered closed (i.e. no further claims are expected and/or the individual is participating in the league again).

## CONCESSION STAND SAFETY

1. Written safety procedures on display in concession stand.
2. No one under the age of 16 is permitted in the concession stand.
3. Minimum of 2 or 3 people in booth must be an adult age 18 or older.
4. Absolutely no eating while working concession stand. Take break, wash and clean before returning for duty.
  - A. After touching bare human body parts other than clean hands, arms, etc...
  - B. After using restroom
  - C. After coughing or sneezing
  - D. After handling soiled surfaces, equipment or utensils
  - E. After drinking or eating
  - F. During food preparation
  - G. When switching between working with raw food and ready to eat food
  - H. Any activities that contaminate hands
  - I. Absolutely no use of tobacco
5. Before leaving booth, make sure of the following:
  - A. All electrical units are turned off including hotdog machine, coffee machine, fryers, heat lamps, popcorn machine, grill...
  - B. Money counted and locked in deposit bag
  - C. Deposit given to appropriate board member
  - D. Bathrooms are locked
  - E. Front garage doors are locked, side garage
  - F. Inside doors are locked and secured
6. Make sure First Aid kit is stocked and available in concession stand.

## **FIELD MAINTENANCE AND STORAGE SHED SAFETY**

Upon starting upcoming field maintenance for current year, go to Little League facility to survey and correct facility concerns.

The following applies to all facilities by Little League

1. All individuals with keys to the Little League equipment sheds, i.e. manager, coaches etc... are responsible for the orderly and safe storage of rakes, shovels, bases, etc...
2. Before you use any machinery located in the shed, be familiar with the written operating procedure for that equipment.
3. All chemicals or organic material stored in Little League sheds shall be properly marked and labeled as to its contents.
4. Any spilled chemical or organic materials should be cleaned up and disposed of as soon as possible to prevent accidental poisoning as recommended by the manufacturer.
5. Play areas should be inspected before each practice or game for holes, damage, stones, glass and other foreign objects.
6. Contact League officials on any facility issues needing to be addressed.
7. No game or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
8. Complete the Annual Little League Facility Survey.



## **PLAYER SAFETY CODE**

1. Must use Little League volunteer application form for managers, coaches, league officers and elected members. This is required for all that participate that current year.
2. Responsibility for safety procedures should be that of an adult member of Hermitage Little League.
3. Arrangements should be made in advance of all games and practices for emergencies.
4. Managers, coaches and umpires should have training in first aid/CPR/AED and what to do in case of an emergency. First Aid kits are issued to each team manager and are located at the concession stand. At least one manager or coach from each team must attend the first aid/CPR/AED training clinic.
5. Play area should be inspected before games or practices for big stones, holes, glass or other foreign objects.
6. All team equipment should be stored within the dugout, or behind screens, and not within that area defined by the umpire as "in play".
7. Responsibility for keeping bats and equipment off the field should be designated by the manager and/or coaches..
8. During practice and games, all players should be alert and watching play for foul balls, wild throws or missed catches.
9. Pre-game warm ups should performed and confined to the playing field and not within such areas frequented by spectators (playing catch, pepper, swinging bats, etc...). No one is to practice between the American and National fields.
10. Equipment should be inspected regularly. Notify administration of faulty or bad equipment.
11. Catchers **MUST** wear catcher's helmet, mask, throat guard, long model chest protector, shin guards, and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS!**

## PLAYER SAFETY CODE (Continued)

12. Batters MUST wear Little League approved protective helmets during batting practice and games.
13. Managers should encourage all male players to wear protective cups and mouth guards for practice and games.
14. Except when a runner is returning to a base, headfirst slides are NOT permitted. (They are allowed in junior, senior, and big leagues).
15. During sliding practice, bases should not be strapped down or anchored.
16. At no time should "Horse Play" be permitted on the playing field.
17. Parents of players who wear glasses should be encouraged to provide "Safety Glasses".
18. Players must not jewelry of any kind.
19. 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 also during practices.
20. Managers and coaches may not warm up pitchers before or during a game.
21. On deck batters are NOT permitted, except in junior, senior and big leagues.
22. Only players, managers, coaches and umpires are permitted on the playing field or in the dugouts during games and practice sessions.
23. Use LLB Volunteer Application Form
  - A. Must have managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams fill out application form as well as provide a government-issued photo identification card.
  - B. Must conduct a search of appropriate governmental entity of the statewide sex offender registry on all applicable volunteers.
  - C. Anyone **refusing** to fill out Volunteer Application is ineligible to be a league member.
24. Bicycles are not permitted beyond the parking lot.
25. No smoking is permitted on the complex.
26. Gates to fields are to be kept closed.
27. Jumping over the fences is not permitted.

28. At least one manager or coach per team is required to attend a hitting, fielding, sliding program prior to the season.
29. T-Ball and Minor League shall use reduced impact balls.
30. All fields shall use detachable bases.
31. All fields shall have protective fence tops to protect fielders.
32. All parents at registration shall sign a copy of the Parent Code of Conduct.

## **DUGOUT SAFETY**

One of the top priorities of the Hermitage Little League is to ensure all steps have been taken to provide an atmosphere for the players and spectators. If at any time a person or persons are found to behaving in an unsafe manner, please notify the closest board member. The following appropriate in order to significantly lower the possibilities of children or adults being injured. Noncompliance of the rules will result in disciplinary actions taken by the Hermitage Little League Administrative Board.

1. There is to be no standing between the field fence and the edge of the dugout.
2. No swinging of bats or any other baseball equipment in the dugout.
3. Inappropriate language or fighting will not be tolerated.
4. Jumping, swinging or climbing from the dugout edge, top or sides will not be tolerated.
5. The stairs are to be used when entering or exiting the dugout.
6. No fluids are to be spat or thrown on any players or coaches
7. No tobacco is allowed in the dugout or on the premises.
8. Absolutely no objects are to be thrown out of the dugout or onto the field.
9. The First Aid kit is to be kept in the dugout until needed.

## **LIGHTING FACTS AND SAFETY PROCEDURES**

1. Average lighting strike is 6-8 miles long.
2. Average thunderstorm is 6-10 miles wide and travels at a rate of 20 to 25 mph.
3. Average thunder can only be heard over a distance of 3-4 miles, depending on humidity, terrain and other factors.
4. Once a leading edge of a thunderstorm approaches to within 10 miles you are at immediate risk.
5. Flash bay method is a way of determining how close a recent lightning strike is to thunder that follows it. Halt play and evacuation should be called when the count between lighting flashes and thunder sound is 15 seconds.
6. Remain calm.
7. Halt play.
8. Get kids to safety.
9. In case of tornado, find lowest place of shelter (basement) available.

## **DISTRIBUTION OF SAFETY MANUAL**

1. A copy to all managers, coaches and to the concession stand.
2. One copy to District Safety Officer, one copy to Williamsport, and one copy to League files.
3. A copy will be posted on the Hermitage Little League website.