



Lacamas Little League

Safety Manual 2009
For
Managers and Coaches

League ID Number

447-04-01

SAFETY CODE

Dedicated to Injury Prevention

1. This manual will be distributed to all volunteers.
2. Responsibility for Safety procedures should be that of an adult member of LACAMAS LITTLE LEAGUE
3. All Manager, Coaches and umpires MUST fill out the Little League Volunteer Form and be subjected to a Criminal Background Check.
4. LACAMAS LITTLE LEAGUE will complete the annual Little League Facility Survey.
5. Managers and Coaches shall attend a first-aid training session on 2/24/09. First-aid Kits are issued to each team manager and are located at each concession stand.
6. A first-aid kit is required to be at each practice and game.
7. Managers and Coaches shall attend a fundamentals training class on 2/24/09.
8. No game or practices should be held when weather or field conditions are not good.
9. Play area should be inspected before each game and practice for holes, damage, stones, glass or other foreign objects.
10. All team equipment should be stored within the team dugout, or behind screens.
11. Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
12. During practice and games, all players should be alert and watching the batter on each pitch.
13. During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
14. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators.
15. Equipment must be inspected regularly for the condition of the equipment as well as for fit.
16. Batters must wear Little League approved protective helmets during batting practice and games.
17. Catcher must wear catcher's helmet (**No Skull Caps**), mask, throat guard, long model chest protector (Not Required for Juniors and Above), shin guards and protective cup with athletic supporter at all times(Males) for all practices and games. **NO EXCEPTIONS.**
18. When catching infield practice the catcher must wear catcher's helmet, mask and throat guard.
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 bull-pen during a game and also during practices.
20. Players must not wear watches, rings, pins or metallic items during games and practices.
21. Managers and Coaches may not warm up pitchers before or during a game or practice.

See a need to add to the safety code? Contact: YOUR SAFETY REPS NAME AND PHONE

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 the manager’s and coach’s finger tips.

Important Do’s and Don’ts

DO.....

1. Reassure and aid children who are injured, frightened, or lost.
2. Provide, or assist in obtaining, medical attention for those who require it.
3. Know your limitations.
4. Carry your first-aid kit to all games and practices.
5. Have your players’ Medical Clearance Forms with you at all games and practices.
6. Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

Don’t.....

1. Administer any medication.
2. Provide any food or beverages (other than water)
3. Hesitate in giving aid when needed.
4. Be afraid to ask for help if you’re not sure of the proper procedures.
5. Transport injured individuals except in extreme emergencies.
6. Leave an unattended child at a practice or game.
7. Hesitate to report any present or potential safety hazard to the League Safety Officer immediately.

Phone Numbers

Main Number: 360 834 0680

Emergency Number: 911

Safety Officer

Brian Kashas- 360 772 2294

Board of Directors

President.....Erin McClanahan
Vice President.....Chris Neely
Secretary.....Ernie Geigenmiller
Treasurer.....Shelly Peebles
Webmaster.....Rich Ellis
Safety Officer.....Brian Kashas
Player Agt. Min/Maj BB...Liz Geigenmiller
Player Agent Tball...Brendan Thorson
Player Agent Pee Wee...Jim Avino
Player Agent PW SB...Troy Hull
Player Agent Min SB...Gregg Conner
Player Agent Maj/Jr/Sr SB...Steve Bevans
Umpire in ChiefScott Downey
Equipment..... Chris Neely
Concessions.....Ernie Geigenmiller
Facilities.....Dave Schnell
Uniforms...Kathee Downey
Fundraising...Kathee Downey
Sponsorships...Nikki Dryden
Schedules...Rich Ellis

Communicable Disease Procedures

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 is anticipated (provided in first-aid kit).
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 until the 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

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 League Safety Officer

When to report – All such incidents described above must be reported to the League Safety Officer *within 48 hours* of the incident. The Safety Officer is BRIAN KASHAS and he can be reached at the following:

Day Phone: 360 772 2294

Evenings: 360 772 2294

Fax: 360 834 7234

Email: brian@kashas.com

How to make the report – Reporting incidents can come in a variety of forms. Most typically, they are *telephone conversations*. At 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 - Within 48 Hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information received; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment will advise the parent or guardian of the LACAMAS LITTLE LEAGUE insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (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 "close" (I.e., no further claims are expected and/or the individual is participating in the league again).

Are your “expectations” reasonable and Consistent?

What do I Expect From My Players?

1. to be on time for all practices and games.
2. to always do their best whether in the field or on the bench.
3. to be cooperative at all times and share team duties.
4. to respect not only others, but themselves as well.
5. to be positive with teammates at all times.
6. to try not to become upset at their own mistakes or those of others...we will all make our share this year and we must support one another.
7. to understand that winning is only important if you can accept losing, as both are important parts of any sport.

What Can You And Your Child Expect From Me?

1. to be on time for all practices and games.
2. to be as fair as possible in giving playing time to all players.
3. to do my best to teach the fundamentals of the game.
4. to set reasonable expectations for each child and for the season.
5. to teach the players the value of winning and losing.
6. to be open to ideas, suggestions or help.
7. to never holler at any member of my team, the opposing team or umpires

What Do I Expect From You As Parents and Family?

1. to come out and enjoy the game. Cheer to make all players feel important.
2. to allow me to coach and run the team.
3. to try not to question my leadership. All players will make mistakes and so will I.
4. do not holler at me, the players or the umpires. We are all responsible for setting good examples.
5. if you wish to question my strategies or leadership, please do not do so in front of the players or fans.

Finally, don't expect the majority of children playing Little League to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits.

Some gentle reminders:

LACAMAS LITTLE LEAGUE goes to great lengths to provide as much training as possible. Attend as many clinics as possible. Mandatory coaches First-Aid training will be: 2/24/09.

Mandatory Coaches Training on proper mechanics/ fundamentals and Little League philosophy is Scheduled for 2/24/09.

Remember, Safety is Everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the League Safety Officer or other 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 at all time, especially catchers and batters. And check your team's equipment often.

The Little League Rule Book is to be used in all games and practices. LACAMAS LITTLE LEAGUE uses only Little League Approved equipment for games and practices.

Concession Stand Procedures

Page 4

1. 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.

2. 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.

3. 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 devices. Slow cooking mechanisms may activate bacteria and never reach killing temperatures.

4. 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 no more than 4 inches in depth and refrigerate.

5. Health and Hygiene

Only healthy workers shall 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 shall not be allowed in the food concession area. Workers will wear clean outer garments and shall not smoke in the concession area.

6. 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 is not acceptable as this can transfer germs to food.

7. Dishwashing.

Wash in a four step process:
1. Wash in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing;
4. Air drying

8. Ice.

Ice used to cool cans/bottles shall not be used in cup beverages and should be stored separately. Use a scoop to

dispense ice; never use your hands.

9. Wiping Cloths

Rinse and store wiping cloths in a bucket of sanitizer (1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours.

10. Insect Control and Waste.

Keep foods covered to protect them from insects. Place garbage and paper in a refuse container with a tight fitting lid. Dispose of waste water in an approved method (do not dump it outside). All water used should be potable water from an approved source.

11. Food Storage and Cleanliness.

Keep food stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

12. Minimum Worker Age.

The minimum age for workers in this concession stand shall be 18 years of age. This is due to potential hazards with various equipment.

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 league safety officer within 48 hours of incident. 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 District Safety Officer for 2009 is Darrin Leggett who can be reached (day) at 608-4212 or (evenings) at 260-5847.

How to Make the Report

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum the following information must be given:

1. Name and phone number of the person involved.
2. Date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. Preliminary estimation of the extent of any injuries
5. Name and phone number of the person reporting the incident.

Safety Officer's Responsibilities

Within 48 hours of receiving the incident report, the Safety Officer 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.
4. In the event that the injured party required other medical treatment (i.e., Emergency Room visit, Doctor's visit, etc.) will advise the parent or guardian of Little League's insurance coverage and the provisions for submitting any claims.

If the extent of injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (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).