

UNION CITY LITTLE LEAGUE

SAFETY PLAN MANUAL



PRESIDENT – STEVE GILBERT

SAFETY OFFICER – ROB THOMAS

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January 1, 2016

Dear Union City Little League Volunteers:

On behalf of the 2016 Union City Little League Board of Directors, thank you for the generous donation of your time, resources, and expertise for the upcoming baseball and softball seasons. Union City Little League is proud of the outstanding programs we have offered to the youth of our community for 50 plus years.

Our goal this year is the same as it has always been, and which now is known as our Mission Statement:

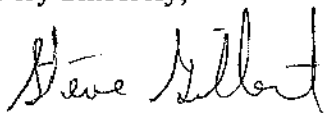
Union City Little League will provide a healthy environment for the youth of our communities. Our focus is to encourage participation, develop character and discipline, promote teamwork, and advocate citizenship and community pride. We will strive to provide quality instruction in the development of baseball/softball skills, sportsmanship, competitiveness and fair play. Union City Little League is committed to enriching the lives of our youth and fostering a love of the game.

Over the years we feel we have remained true to our mission. We are fortunate to have many volunteers who have been involved with our Little League for over 20 years. This experience is invaluable, and helps ensure that our philosophies and requirements be adhered to by the rookie volunteer coaches, umpires, team parents and board members.

However, no matter how proud we are of our organization, there are always areas we can improve on. The first such areas we wish to improve on and give particular emphasis to this year are the matters of safety. This year's Safety Manual has been prepared to address these issues, and to outline our requirements, provide guidance, and hopefully to answer any questions you may have. This manual is a work-in-progress and will be updated annually. Your input and suggestions are not only most welcomed, but also actively sought. Please pass on any ideas or suggestions to our Safety Officer, Rob Thomas, or myself.

Thank you again for your dedication to the boys and girls of our community, and I look forward to seeing you all on the ball fields.

Very Sincerely,

A handwritten signature in cursive script that reads "Steve Gilbert".

Steve Gilbert, President

Safety Procedures

Safe Playing Areas

Regular safety inspections of all fields, structures, and dugouts are necessary to eliminate conditions that can create hazards.

Managers, coaches and umpires should routinely check the playing areas for:

1. Holes, rough or uneven spots, slippery areas and tall grass
2. Glass, rocks, foreign objects
3. Damage to screens, fence, backstops – including sharp or loose edges
4. Unsafe conditions around backstops, pitcher's mound/circle or warning track

Safe Equipment

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. **Managers, coaches and umpires** should:

1. Be sure all equipment is Little League approved
2. Inspect all bats, helmets and other equipment on a regular basis
3. Immediately repair or dispose of unsafe equipment and contact the Equipment Manager for replacements
4. Have all players remove personal jewelry
5. Parents should be encouraged to provide safety glasses for players who wear eyeglasses
6. Encourage all players to wear protective mouth guards
7. Tee-Ball and Coaches Pitch will use reduced impact balls only
8. All players are to be instructed how to wear and use the equipment properly and in a safe manner
9. All male infield baseball players are encouraged to wear a protective hard cup
10. All players in ALL divisions are required to wear a batting helmet with the face cage attached.
11. All softball pitchers in ALL divisions are required to wear protective face guard. All infield softball players in the Minor, Major, and Junior divisions are required to also wear protective face gear.

Safe Practices

Managers/ Coaches must:

1. Have possession of all player Medical Release Forms at every practice and game
2. Have a First-Aid Kit at all practices and games
3. Have access to a telephone in case of an emergency
4. Know where the nearest emergency shelter is in case of severe weather
5. Ensure proper warm-up procedures have been completed by each player
6. Stress the importance of “No Horseplay”
7. Instruct the players on the proper fundamentals of the game to ensure safe participation

Weather Conditions

Before the Storm

Managers, coaches and umpires should check the weather forecast before leaving for a game or practice for signs of an approaching storm. If storms appear imminent, cancel all outdoor activities.

Approaching Thunderstorm

1. Take caution when you hear thunder.
2. During a game the umpire will clear the field in the event of an approaching storm or a flash of lightning.
3. In the event of an approaching storm move to safe ground, preferably an inside shelter or vehicle. Use the pavilion attached to the end of the legion building by “B” field.
4. Do not take shelter under a tree or in the dugout.
5. In the event of lightning, stay away from water, metal and telephone lines.

If Caught Outdoors and No Shelter Exists

1. Find a low spot away from trees, fences, light poles and flag poles. Make sure the area is not prone to flooding
2. If in the woods, take shelter under shorter trees
3. If you feel your skin begin to tingle or your hair feels like it is standing on end, squat low to the ground, balancing on the balls of your feet. Make yourself as small as possible and minimize your contact with the ground

What To Do If Someone Is Struck By Lightning

1. The person who has been struck will carry no electrical charge, and is therefore safe to touch
2. Call 9-1-1 ASAP
3. Check for burns on the body
4. Give first aid as needed
5. Check for breathing and or a heartbeat – if stopped, perform CPR until EMS arrives

First-Aid

First-Aid Clinic

Every first-year manager and coach of Union City Little League is required to attend an annual First Aid Clinic to be held by a certified MD, RN or EMT. Refresher courses must then be taken every three years, but one manager or assistant from each team must be present at the clinic each year. If any coaches, managers or volunteers have a current certification they will be asked to make the league a copy of all such records.

A First Aid Clinic will be scheduled to be held @ TBA

First-Aid Kits

Each team will be given a first-aid kit at the time the uniforms are handed out. This kit is to be carried by the manager or coach to all practices and games. Should replacement supplies be needed, contact the Safety Officer. Monitor your inventory so that all required supplies are always on hand. If need be, please replenish the supplies out of your own pocket and you will be reimbursed upon presentation of a receipt to the league treasurer.

The First-Aid Kit includes:

1- SMALL ICE PACK

8 -CUT CLEANER WIPES

20 -BANDAID STRIPS 1"

5 -TRIPLE ANTIBIOTIC OINTMENT PACKETS

10 -GAUZE BANDAGES 3X3

1 -ADHESIVE TAPE 1/2 "WIDE

1 -ACE BANDAGE 2" WIDE

Administering First-Aid

First-aid is exactly that – it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives.

At no time should the person administering first-aid go beyond their capabilities. Know your limits!

Please note that in-depth training will be scheduled at a later date to be announced for all coaches and volunteers.

Good Samaritan Laws

There are laws to protect you when you help someone in an emergency situation. The “Good Samaritan Laws” give legal protection to people who provide emergency aid to ill or injured persons.

When citizens respond to an emergency and act as a *reasonable and prudent* person would under the same conditions, Good Samaritan immunity generally prevails. This legal immunity protects you, as a rescuer, from being sued and found financially responsible for the victim’s injury.

For example, a reasonable and prudent person would:

- Move a victim if the victim’s life was endangered
- Ask a conscious victim for permission before giving care
- Summon professional help to the scene by calling 9-1-1
- Continue to provide care until more highly trained personnel arrive

First-Aid Do’s and Don’ts

Do:

- Access the injury. If the victim is conscious find out what happened, where it hurts.
- Watch for shock
- Know your limitations
- Call 9-1-1 immediately if person is unconscious or seriously injured
- Look for signs of injury (blood, bruising, deformity of joints, etc.)
- Feel gently and carefully the injured area for signs of swelling or grating of broken bone
- Remain with the victim until professional attendants arrive
- Talk to your players afterwards about the situation. Often players are upset or afraid, particularly the younger ones. They need to feel safe and understand why the injury occurred.
- Complete Accident Report Form within 24 hours and hand deliver to the Safety Officer (Accident Report Forms are included in the Manager’s Handbook)

Don't:

- Administer any medication
- Provide any food or beverages (other than water)
- Hesitate in giving aid when it is needed
- Be afraid to ask for help if you're not sure of the proper procedure
- Transport the injured individual except in extreme emergencies

Coaches Code of Conduct

Coaches are role models, and must set exemplary examples for the youths entrusted with them.

The following regulations will be strictly enforced:

- **No Alcohol** allowed at games, practices or on the complex property
- **No Smoking** during games or practices
- **No Profanity** allowed during practices or games, or at any time players are in your presence
- **No Disrespect** is to be shown toward players, parents, umpires, or other volunteers
- **Will Participate in Scheduled Work Sessions**
- **Will Complete and Submit to Safety Officer an Accident Report within 24 hours of any injury occurring**

Near Misses

We will also monitor "Near Misses" to assist us in evaluating safety areas we need to concentrate on. Should any player or volunteer come close to an accident/injury, please complete the "Near Miss" form included in the Manager's Handbook. The completed form must be given directly to the Safety Officer with 72 hours of the "near miss".

Union City Core Values

- | | |
|-------------------------|-------------------------------------|
| 1. Sportsmanship | <u>P</u> ositive Attitude |
| 2. Courage | <u>L</u> isten to your coaches |
| 3. Character | <u>A</u> lways play your best |
| 4. Loyalty | <u>Y</u> ou are tomorrows athletes |
| 5. <u>F</u> UNDamentals | <u>B</u> e a good sport |
| | <u>A</u> llow for mistakes |
| | <u>L</u> earn from them |
| | <u>L</u> et players have FUN!!!!!!! |

Players Code of Conduct (to be enforced by coaches)

- **No Tobacco use will be permitted by any player**
- **No Disrespect** to teammates, opponents, umpires, coaches or parents
- **No Horseplay** on fields, in dugouts, or in parking lots
- **No Swinging Bats or Throwing Balls** outside of designated areas (ages 12 and under – batters may only swing bats on the field)
- **No Throwing or Hitting Balls** against dugouts or backstop
- **No Playing on or near Railroad Tracks**
- **No Throwing Rocks or Climbing Fences**
- **Catcher's Must be in Full Gear** when warming up pitchers
- **Must Remain in Dugouts** in an orderly fashion during games
- **Clean Up Trash** in dugouts and around bleachers after each game and practice

Parents Code of Conduct (to be enforced by all volunteers)

- **No Alcohol** allowed at games or practices
- **No Smoking** during games or practices
- **No Profanity** allowed any time the players are in your presence
- **No Disrespect** is to be shown toward players, parents, umpires, or other volunteers
- **Will Notify Manager of any illness, medical condition or injury of child**
- **Will Make Best Effort to have child at all games and practices in a timely manner**
- **Will make Best Effort to pick-up child** after all practices and games in a timely manner
- **Will Work Concession Stand** when assigned, or find replacement

Little League Pledge

I trust in God.
I love my country
And will respect its laws.
I will play fair and strive to
win.
But win or lose
I will always do my best.



Parent/ Volunteer Pledge

I will teach all children to play fair and do their
best.
I will positively support all managers, coaches
and players.
I will respect the decisions of the umpires.
I will praise a good effort despite the outcome of
the game.

Background Checks

Anyone wishing to be a Union City Little League volunteer must undergo a Background Check. All coaches, umpires, team parents, field maintenance and concession stand workers, board members and officials, and any other person in regular contact with the children of our league must complete the Volunteer Application Form. The President of U.C Little League will enter the names of all volunteer candidates into a national database to check for criminal and sexual offenders. The league will bear all costs associated with performing the background checks.

Please find attached the Volunteer Application Form that must be completed and turned in to your league commissioner or the Information Officer no later than April 10th, 2016.

Who is Not Eligible to Participate as a Volunteer

Anyone with charges against a minor will not be allowed to volunteer their services. Additionally, individual with criminal convictions that the board determines will place minors or other volunteers at risk will not be permitted to volunteer their services.

Coaches Clinic

Before the start of every season all new Managers and Coaches are encouraged to attend a fundamental training baseball and softball Coaches Clinic. The clinic will provide instructions on:

- proper warm-ups,
- drilling techniques on the fundamentals of hitting, pitching, throwing, and sliding,
- motivating young players
- ensuring proper priorities are maintained (Teaching and Having Fun)

Although not mandatory, it is strongly recommended that returning coaches attend the clinics as well to refresh themselves and to learn new techniques and philosophies. All returning managers and coaches must attend the clinics at least once every three years.

All coaches, managers, parents and volunteers are encouraged to attend our winter workout sessions which are held every Tuesday and Wednesday at 6pm from the first Tuesday/ Wednesday in November until the last Tuesday/ Wednesday of March. These workouts are held at the Union City High School Auxiliary Gym and are for all divisions of Little League. The softball workout is Tuesdays, and the Baseball workout is on Wednesday.

Field Inspections/Game Rituals

All Managers, Coaches and Umpires are required to:

- Check the playing field for debris and foreign objects before each game or practice
- Check conditions of fence, backstop, bases, base paths and outfield
- Inspect helmets, bats catcher's gear before each practice or game
- Make sure a First-Aid Kit is available and close by
- Ensure there is a working telephone available
- Rake field inward at completion of each practice or game
- Report any unsatisfactory conditions immediately to the safety officer and league president

Annual Little League Facility Survey

In late March or early April of each year the Safety Officer will complete the Annual Little League Facility Survey provided by Little League Baseball Inc, in Williamsport. The Safety Officer will consult with all applicable volunteers prior to completing the survey to garner their recommendations, suggestions and any other input they have to offer.

The survey will then be submitted through the proper channels as required by Little League baseball, Inc.

Equipment Inspections

At the conclusion of each season the Safety Officer will require each coach/manager to return his/her equipment for inspection to the Equipment Commissioner. The Equipment Commissioner will discard all unsafe or worn equipment, and record the information on a team-by-team list of equipment needed for the following season and submit this list to the Board of Directors.

During the preseason and regular season all Managers, Coaches and Umpires should continuously inspect the equipment. The Safety Officer and Equipment Commissioner should be contacted immediately should replacement equipment be required prior to the conclusion of the season.

Concession Stand Safety Procedures

Prior to the start of each season the Union City Little League Board of Directors will prepare and post Safety and Operational Procedures in each concession stand. The procedures will detail:

- The procedure for opening and closing the stands, emphasizing the cleanup prior to locking up
- Areas of safety concerns to be given detailed instructions
- Reminders of personal hygiene when handling food
- Instructions for depositing that day's receipts

A Concession Stand Manager will be appointed to be in charge of all concession stand operations and purchasing of supplies. This person will also be responsible to train all volunteers on the above procedures prior to the start of the season. Daily inspections of the stands will be performed when re-stocking.

CONCESSION STAND SAFETY

- No person under the age of *fifteen* will be allowed behind the counter in the concession stands.
- People working in the concession stands will be trained in safe food preparation. Training will be done by the Concession Stand Manager and given to the league parents and team parents prior to the start of the regular season during the annual coaches and volunteers meeting.
- Cooking equipment will be inspected periodically and repaired or replaced if needed.
- Food not purchased by Union City Little League will not be cooked, prepared, or sold in the concession stands.
- Cooking grease will be stored safely in containers away from open flames.
- Cleaning chemicals must be stored in cabinets away from any food items.
- A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
- All concession stand workers will be trained in the usage of fire extinguishers.
- All concession stand workers will attend a training session in the *Heimlich maneuver*.
- A fully stocked First Aid Kit will be placed in each Concession Stand.
- The Concession Stand main entrance door will not be locked or blocked while people are inside.

Work Sessions

To ensure the playing facilities are in the best and safest condition, Work Sessions will be held periodically throughout the year. All managers and coaches are expected to participate.

The work sessions will include, but not be limited to:

- Ensure dirt and grass of playing fields and bullpens is of acceptable condition
- Ensure all fencing and bleachers are in good, safe condition
(Note: all fencing around dugouts will be at least 8' high to protect players and Coaches)
- Ensure all dugouts and other facilities are in proper and safe condition
- All repairs will be made without delay
- Clean up trash along fields and surrounding areas, including parking lots, alongside roads, and ditches

Union City Little League



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