



SAFETY PLAN 2011

LEAGUE ID #405-28-04

Prepared by: _____
James Whiteside, Safety Officer

Approved by: _____
Alan Jones, President

This safety manual will be on file with the Little League International Headquarters.

**OCEANSIDE AMERICAN LITTLE LEAGUE
SAFETY PROGRAM
2011**

Dear Managers and Coaches:

Welcome to another exciting season of Oceanside American Little League Baseball!

In an effort to help our managers and coaches comply with our safety standards, the Board of Directors has put forth a mandate of safety rules to be followed as outlined in this manual. This Safety Manual will be distributed and made available to all volunteer board members, managers and coaches.

The commitment to this Safety Manual is proof that we at OALL are dedicated to our cause. Please read it carefully, it will familiarize you with safety fundamentals. Then use the manual as a powerful reference guide throughout the season.

We encourage league input through our “Safety Suggestion Box” located in the Snack Bar.

Please remember that safety rests with all of us, the volunteers of Oceanside American Little League. Always use common sense, never doubt what children tell you, and report ALL accidents or safety infractions when they occur.

Sincerely,

**James Whiteside
OALL Safety Officer**

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Attachments

Board Member positions and phone numbers
Incident/Injury Tracking Form
Activities/Reporting
Medical Release Form
Volunteer Application Form

Oceanside American Little League (OALL) has a policy in place stating that a board member will be on duty at all times.

All board members are required to be CPR certified and First Aid trained.

ACCIDENT REPORTING PROCEDURES

When to report an accident

Any incident that causes a player, manager, coach, umpire or volunteer to receive medical treatment and/or First Aid must be reported to the Safety Officer.

All such incidents described above must be reported to the Safety Officer within 24 hours of the incident.

How to report an incident

*Incidents can be reported over the telephone, but **must** be followed up by an **Incident/Injury Tracking Form**.*

Information that needs to be reported:

The following information must be obtained on every accident or safety violation report.

1. The name and phone number of the individual involved
2. The date, time and location of the incident
3. The extent of injuries suffered
4. The described events that occurred
5. The name and phone number of persons reporting the incident

Some important Do's and Don'ts

DO ---

- Carry your first aid kit to all games and practices
 - Have your Incident/Injury Tracking Forms with you at all games and practices
 - Make arrangements to have a phone accessible at all games and practices if possible
 - 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
- ❖ **LOOK** - for signs of injury (blood, bruising, deformity of joints)
- ❖ **LISTEN** - to the injured person describe what happened and what hurts if conscious
- ❖ **FEEL** - gently and carefully palpate the injured area for signs of swelling or grating of broken bones

DON'T ---

- Administer any medications
- Provide any food or beverages (other than water or sports drink) during practices or games
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures (CPR, Heimlich)
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Safety Officer immediately

Communicable Disease Procedures

1. If bleeding is involved with the injury, it must be controlled and wound covered. If excessive amounts of blood have stained the uniform, it must be changed before the player can continue play.
2. Routinely use gloves to prevent exposure when contact with blood or other body fluids are present.
3. Immediately wash hands and other skin surfaces if contaminated with blood or body fluids.
4. Clean all blood contaminated surfaces and/or equipment. (1 to 10 parts bleach solution)
5. Managers, coaches and volunteers with open wounds should refrain from direct contact until conditions are resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings. (Use the red biohazard disposable bags available in the Snack Bar First Aid Kits)

Reporting Hazards to the Safety Officer

If a parent, player or volunteer should have a safety concern of a possible hazard, they may report the hazard to the board member on duty or call the Safety Officer directly. James Whiteside can be contacted at the following numbers:

Home	(760) 967-1419
Cell	(760) 271-3181

It is the duty of all managers to inform their players of any items found on or around the playing fields that may cause bodily harm or injury such as medications, used syringes, fireworks or weapons. Such items should not be touched but reported immediately to an adult and/or board member so that the proper authority can be notified.

Snack Bar Health and Safety Rules and Regulations

All workers in the Snack Bar will be informed on proper food handling.
Standard practices for operating a safe and healthy snack bar include:

- Persons under the age of 16 are not allowed to work the snack bar fryer
- 'Washing Hands' signs posted
- Fire extinguisher location and safe operation known to all who work in this area
- Breaker box easily identified
- First aid kit completely stocked and location identified

A designated Board Member will be required to take a Food Care Handlers class.

Batting Cage Safety Rules

- Players are to wear helmets when inside the cages
- The gate is to be closed at all times
- Lock gate when leaving the cages
- No more than one batter and one pitcher in the cage at a time
- Absolutely no horseplay in or around the cage
- Please be courteous and share cage time equally.

Lightning Precautionary Procedure

In the event of a lightning storm, use the following procedures

- Public phones are prohibited
- Refrain from handling or being near bats, fences or light poles
- Leave the premises immediately and seek indoor shelter.

OALL has a policy in place that in the event of an upcoming thunderstorm warning, all games will be cancelled.

Safety Code:

Designed to create a safer environment for kids and all participants of Little League Baseball

Responsibility for safety procedures should be that of an adult member of OALL

Arrangements should be made in advance of all games and practices in the event of an emergency as to first aid and/or medical services.

Managers/Coaches will have training in First Aid and/or CPR; Copies of cards will be with the Safety Officer.

First aid kits will be issued to each manger and will be present at all games and practices. These kits will be attached to the equipment bag for easy access during an emergency. Additional first aid supplies will be available at the snack bar, equipment room or by contacting James Whiteside, Safety Officer at (760) 271-3181.

If a manager is not present at a game or practice, an adult who knows First Aid and/or CPR is required to be present (coach, parent, and/or team mom).

No games or practices should be held when weather or field conditions are dangerous.

Playing areas should be inspected frequently for holes, damage, stones, glass and other foreign objects.

Team equipment should be stored within the team dugout or behind screens and not within the area defined by the umpire as "fair play".

Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games.

A player should be assigned to keep bats and loose equipment off the field of play, or the team manager and coaches may perform this function.

A procedure should be established for retrieving foul balls batted out of the playing area.

During practice and games, all players should be alert and watching the batter on each pitch.

During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.

All pre-game warm-ups should be performed within the confines of the playing field and in the dirt areas east of the fields. There shall be no throwing of balls in the grass areas that are frequented by spectators between the parking lot and the playing fields.

Coaches and umpires will walk the fields before every game to check for hazards that will interfere with play. Coaches will inspect equipment on a regular basis for proper condition and fit. Any equipment found to be damaged or unusable will be discarded and replaced with new equipment by the Equipment Manager.

Prior to each game, the managers shall show the umpire the team first aid kit and Book of Medical Releases as part of the pre-game equipment and field check.

Batters must wear Little League approved helmets during batting practice and games. Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and athletic supporter with protective cup for all practices and games.

Except when a runner is returning to a base, headfirst slides are not permitted (Major League and below).

Bases are required to disengage. They should never be strapped down or anchored.

Horseplay is not permitted on the playing field.

Players who wear glasses should be encouraged to wear safety glasses.

Players can not wear any jewelry, including watches, earrings, necklaces, pins or metallic items (with the exception of Medical Alert tags) during games or practices.

The catcher must wear catchers helmet and mask with a throat guard while warming up pitchers. This applies to between innings and in the bullpen during a game and also during practice.

Managers and coaches may not warm up pitchers before or during a game.

On-deck batters are not permitted (except in junior division).

Always take caution when entering and leaving the parking areas. Control speed and watch for pedestrians in and around the facilities.

Tobacco products of any type will be strictly prohibited on or around the playing fields by players, coaches or spectators.

Volunteer Application Forms

All managers, coaches, umpires, league officers and all elected members must fill out an Official Little League Volunteer Application.

Anyone else who has frequent and/or regular contact with the players must fill out a volunteer application.

The League President will keep and maintain on file all applications and copies of ID and any confidential information provided.

The league will conduct nationwide background checks on all volunteers.

CODE OF CONDUCT

REDUCE SPEEDS.....on roadways and in parking lots while attending any OALL function. Always watch for small children around parked cars.

NO ALCOHOL.....drugs or tobacco products allowed in any parking lot, field or common area within the OALL ballpark or functions.

SUPERVISION.....is required of all children (not just players or participants) by an adult at all times during any practice, game or function.

NO PROFANITY.....or derogatory comments permitted from children or adults.

NO SWINGING OR THROWING.....of bats, balls, rocks or any other items in anyway that may cause injury to another person or damage to property.

NO HORSEPLAY.....during practices or games, on/or around the bleachers, in bathrooms or near the snack bar and patio area.

NO CLIMBING.....on or over any fences or backstops.

TRASH.....is the responsibility of us all. Please help maintain all practice fields and the OALL ballpark.

NO PERSONS.....under the age of 14 years old are allowed to be in or drive the golf carts unless accompanied by an adult. Golf carts are never to be used in an unsafe manner.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN THE EXPULSION FROM THE OALL BALLPARK, PRACTICE FIELDS OR FUNCTIONS!

Remember that success is measured not by being perfect, but by improving our current situation.

MANAGERS FIRST AID BAGS

INVENTORY

- ✓ Roll cloth tape 1
- ✓ Roll gauze 1
- ✓ Finger bandages 10
- ✓ Extra large bandage 1
- ✓ Antiseptic wipes 6
- ✓ Cold packs 2
- ✓ Gauze Sponges 10
- ✓ Neosporin packages 5
- ✓ Pair Latex gloves 2
- ✓ Combine dressing 1

Additional supplies are available for all first aid bags. Please contact Safety Officer, James Whiteside, (760) 271-3181 with any needs. Fully stocked first aid kits are also available at the snack bar and the Junior Field Equipment Room. Included in these kits are bulk dressings for large injuries, disposable bags for infectious waste, and CPR barrier masks.

INJURY CHECK LIST

- ✓ **STAY CALM**
- ✓ **ASSESS THE SITUATION**
- ✓ **SERIOUS! CALL 911**
- ✓ **ADMINISTER PROPER FIRST-AID**
- ✓ **FOLLOW UP**

Always use extreme caution and sound judgment when administering first aid.

ROLES AND RESPONSIBILITIES

The President

The President of OALL is responsible for ensuring that the policies and regulations of the OALL Safety Officer are carried out by the entire membership to the best of his/her abilities.

The Safety Officer

The main responsibility of the OALL Safety Officer is to develop and implement the League's safety program.

The OALL Safety Officer is the link between the Board of Directors of Oceanside American Little League and its managers, coaches, umpires, players, spectators, and any other third parties on the complex in regards to safety matters, rules and regulations. A copy of the safety plan will be provided to all staff, including managers, coaches, snack bar workers, and/or any other volunteers. A copy will also be available at the snack bar.

The Safety Officer's responsibilities include:

- Completing an Annual Little League Facility Survey
- Assisting parents and individuals with insurance claims.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Keeping a first aid log.
- Insuring that each team receives a First Aid manual and First Aid kit.
- Installing First Aid kits in the snack bar and restocking supplies as needed.
- Ensure Little League's policy of "No Tolerance with Child Abuse" is clear to all.
- Inspecting snack bar stands and checking fire extinguishers.
- Checking fields with grounds crew and listing areas needing attention.
- Scheduling First-Aid clinics and/or CPR training classes for all managers, coaches, umpires, board members and others available to attend during the pre-season.
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to the attention of the Safety Officer.
- Making a spot check at practices and games to make sure all managers have their first aid kits and safety gear.
- Tracking all injuries.

Managers

The manager is a person appointed by the president of OALL to be responsible for the team's action on the field, and to represent the team in communications with the umpire and the opposing team.

- The manager shall always be responsible for the team's conduct, observance of the official rules and respect given to the umpires.
- The manager is also responsible for the safety of his players. He/She is also ultimately responsible for the actions of designated coaches.
- If a manager leaves the field, that manager shall designate a coach as a substitute and such substitute manager shall have the duties, rights and responsibilities of the manager.

Pre-Season

Managers will:

- Take possession of First Aid kit.
- Attend a mandatory training session on First Aid.
- Meet with parents to discuss Little League philosophy and safety issues (Code of conduct)
- Cover the basics of safe play with his/her team before starting the first practice.
- Teach players how to slide before the season starts.
- Notify parents that if a child is seriously injured or ill, he/she cannot return to practice unless they have a note from their doctor.
- Encourage players to bring water bottles to practice and games.

Season Play

Managers will:

- Check equipment prior to use, to make sure it is in first-rate working order.
- Make sure that telephone access is available at all activities, including practices.
- Keep the team set of Medical Release forms at every team function, practices and games.
- Not expect more from the players than what they are capable of.
- Teach fundamentals of the game to the players:

Catching fly balls
Sliding correctly
Proper fielding of ground balls
Simple pitching motion for balance

- Be open to ideas, suggestions or help.
- Use common sense.
- Make sure players are wearing proper safety equipment.
Catcher's cup, helmet worn during practice and games while warming up.
- Proper stretching is taking place at games and practice.
- Keep players alert.
- Maintain discipline at all times.
- Be organized.
- Encourage everyone to think Safety First
- Attend to children that become injured in a practice or game.
- Inspect field before games and practices.

CLINICS

MANAGERS AND COACHES CLINICS

COACHING CLINICS

Big Al Clinic hosted by OVLL

Date: Sunday, January 30, 2011

Time: TBD

Location: TBD

San Diego Padres Coaches Clinic

Date: Sunday, January 30, 2011

Time: TBD

Location: Petco Park

ON-LINE TRAINING

www.littleleaguecoach.org

Positive Coaching Alliance

www.positivecoach.org/littleleague

These clinics and the on-line program will provide the fundamental training needed to be a successful Little League Manager.

One representative from each team must attend this training at least once every three years.

CPR/First Aid Clinic

Date: TBA

Time:

Location:

This is a mandatory clinic for all managers and coaches. Umpires and parents are encouraged to attend. This class is EMSA/CAL OSHA approved.

Emergency Phone Numbers

Oceanside Police and Fire/Paramedics

Emergency **911**
Non-emergency (760) 435-4901

James Whiteside, Safety Officer

Home (760) 967-1419
Cell (760) 271-3181
Email OALLSafetyOfficer@gmail.com

Alan Jones, President

Home (760) 430-7120
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Email OALLPresident@gmail.com