

# Barboursville Little League



# 2009 Safety Manual

**For  
Managers and Coaches**

**League ID Number  
348-01-10**

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# Barboursville

## Little League Phone Numbers

Concession Stand..... 736-5181  
Emergency..... 911  
WV State Police ..... 528-5555  
Cellular Phone ..... \*77  
Poison Control           1-800-642-3635

### Board of Directors

(Is on file with Little League Headquarters)

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# 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 manager's and coach's finger tips.

## **SAFETY CODE** *Dedicated to Injury Prevention*

- **Responsibility for Safety procedures is responsibility of all adult members of the league. A copy of this plan will be printed and distributed to all staff, concession workers, managers, coaches etc. A copy will also be kept in the concession stand.**
- **Barboursville Little League has the highest of standards in our officers, managers, coaches and volunteers. Background checks for all league volunteers are mandatory. Checks will be conducted using the 2009 Volunteer Application. Applications must include a government issued photo ID. This background check will be made through the Department of Justice Nationwide Sex Offenders Registry or Choicepoint. Anyone refusing to fully complete the application is ineligible to be a league volunteer.**
- Arrangements should be made in advance of all games and practices for emergency medical services.
- **Managers, coaches and umpires are required to attend a first aid training session scheduled on March 28, 2009, at Barboursville City Park. One manager and/or coach from each team must attend this training. Training is good for three years.**
- **First-aid kits are issued to each team manager. A first-aid kit is also located in each concession stand. These kits must be available at each practice and game. This includes taking to off-site practices and games**
- **Fundamentals' training with a least one coach or manger from each team participating is required. This training includes hitting, sliding, fielding etc. This training is scheduled for March 28, 2009 at Barboursville City Park. Training is good for three years.**
- No games or practices should be held when weather or field conditions are a safety issue.
- **Play area must be inspected by coaches, managers or by home plate umpire for holes, damage, stone, glass and other foreign objects before each use of the field. Any issues must be corrected before play begins. This information is to be forwarded to the Safety Officer and Chief Umpire.**

- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as in play.
- Only players, managers, coaches, and umpires on playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the playing field should be that of the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of the play 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 not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bat etc.)
- **Equipment must be inspected before each practice and game by coaches, managers and umpires for its condition as well as for proper fit. Equipment in poor condition will be removed from the field and destroyed.**
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catcher must wear catchers 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.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when the runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field
- Parents of players who wear glasses should be encouraged to provide "safety glasses"
- Players must not wear watches, jewelry, pins or metallic items during games and practices.
- 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. Adults may not warm-up pitchers. Enforce Little League rule 3.09
- On-deck batters are not permitted (except in Junior/Senior Divisions).

## 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 Director of Safety. 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 Director of Safety within 48 hours of the incident. **The Director of Safety for 2009 is Stacy Layne. She can be reached at the following:**

Day Phone: (304) 733-7107  
Evenings: (304) 733-3955  
Cell: (304) 208-7363

**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 provided:

- X 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.

Director of Safety's 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 other medical treatment (i.e. Emergency Room visit, doctor=s visit, etc.) will advise the parent or guardian of the league's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Director of Safety 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"

## Do's and Don'ts

### Do'

- Assist those who require medical attention and when administering aid, remember to ...
- **LOOK** for signs of injury (*Blood, Black-and-blue of joint etc.*).
- **LISTEN** as the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and sooth an excited child.
- **FEEL** gently and carefully the injured area for signs of swelling or grating of broken bone.
- Know your limitations.
- Have all your Players Medical Release Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your games or practices does not have any public phones.

*Persons with disabilities are encouraged to attend and enjoy Little League games. If you have special needs, please call*

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### Don't

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.).
- 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 Director of Safety immediately.

## **Communicable Disease Procedures**

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in first-aid kit).
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

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### ***Are your "expectations" reasonable and consistent?***

#### **What Do I Expect From My Players?**

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- 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.
- 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?**

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

## What Do I Expect From You as Parents and Family?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

## Barboursville Little League Code of Conduct

- ***Speed Limit 5 mph*** in roadways and parking lots while attending any Little League function. Watch for small children around parked cars. Always be alert for traffic
- ***No Alcohol or Tobacco products allowed*** in any parking lot, **field**, or common areas within the Little League complex.
- ***No Playing in parking lots*** at any time.
- ***No Playing on and around*** lawn equipment.
- ***No Profanity please.***
- ***No Swinging Bats or throwing baseballs*** at any time within the walkways and common areas of the Little League complex.
- ***No throwing balls*** against backstop.
- ***No throwing*** rocks.
- ***No horse play*** in walkways at anytime.
- ***No climbing*** fences.
- **No pets are permitted** at Little League games and practices.
- **Observe all posted signs.** Players and spectators should be ***Alert*** at all ***times for foul Balls and Errant Throws.***

- ***During games***, 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.
- **No children under the age of 16** are to be permitted in the Concession Stand without adult supervision.
- **No children under the age of 16** are to be permitted in the Press Box without adult supervision.

***Failure to comply with the above may result in expulsion from field or complex.***

## Storage Shed Procedures

The following applies to all of the leagues storage sheds.

- All individuals with access to the equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, etc.*
- Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in sheds shall be properly marked and labeled as to its contents.
- Any "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.

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## **Concession Stand**

**It is recommended that the concession manager annually attend training in safe food handling procedures. Those procedures will be posted and updated in concession stand.**

### **WASH HANDS BEFORE HANDLING FOOD!**

- ❑ Use soap and warm water.**
- ❑ Rub hands vigorously while washing.**
- ❑ Wash all surfaces including back of hands, between fingers and under fingernails.**
- ❑ Rinse hands well.**
- ❑ Dry hands with a paper towel.**
- ❑ Turn off the water using a paper towel.**

## **12 Steps to Safe and Sanitary Food Service Events**

The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This Information was provided by District Administrator George Glick, and is excerpted from “Food Safety Hints” by the Fort Wayne-Allen County Department of Health.

1. Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum.

Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

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 foodborne 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 holding 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 pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene. Only healthy workers should 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 should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. 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 can transfer germs to food.

8. Dishwashing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

9. Ice. Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use hands. Ice can become contaminated with bacteria and viruses and cause food-borne illness.

10. Wiping Cloths. Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste. Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness. Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food. (Remember: Training your concession stand volunteers is one of the 12 requirements for a qualified safety plan.