

Citrus Heights Little League

Safety Manual

2018 Season

League ID Number

405-05-07

Approved by CHLL Board

C. H. L. L. Phone Numbers

Emergency Numbers

C. H. Police Emergency

911

C. H. Police Non - Emergency

568-5115

Sacramento City Non - Emergency

486-1114

California Highway Patrol

453-2500

C.H.L.L. BOARD OF DIRECTORS

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<u>Buildings & -Grounds</u>	Anthony Deflippo		
<u>Safety Officer</u>	Faine Oneill		
<u>Coaching Coordinator</u>	Duncan Berseth	752-0768	
<u>Concession Manager</u>	Angela Pierce	969-3124	abauer@sanjuan.edu

Safety Officer

_____ Holds a Board position on the Citrus Heights Board.

Has a budget from the annual league budget.

Distribute ASAP News newsletters within league.

Use local safety resources (i.e. police, fire dept., hospital staff)

Have league safety mission statement.

Training

_____ Provide Parent Orientation Program on Code of Conduct

Teach coaches/managers about heat illnesses, warning signs.

Teach coaches/managers about stopping play, breaks for weather:

Stop play for lightning; take breaks between innings for water, shade in high heat.

Teach coaches/managers about sports fundamentals, like;
Proper warm-ups, running safe practices and games
Involve umpires in safety training and safety importance.

Facilities and Equipment

Use reduced impact balls, especially for younger ages
Use disengage-able bases(mandatory starting in 2008) for all fields.
Use double-first base to avoid collisions of fielders, runners at first.
Use warning tracks in the outfield to protect outfielders.
Use protective/padded fence tops to protect fielders.
Use fencing or netting to protect spectators from foul balls.
Have a telephone available to all fields even for practices.
Have back guard rails and side rails on taller bleachers.
Control speed and flow of traffic in and around facilities

Activities

_____Provide continuous safety messages through:
bulletin boards, newsletters, emails, meetings.
Encourage and recognize safety efforts from players:
Safety poster contest, safety tips, player team safety officer
Require/encourage use of protective cups for player, esp. infielders
Encourage all adults to sign up for Little League E-News

Code of Conduct

- **Speed Limit of 5 mph** on roadways and parking lots while attending any Citrus Heights Little League function. Watch for small children around parked cars.
- **No Alcohol allowed** in any parking lot, field, or common areas within a Citrus Heights Little League complex.
- **No Playing in parking lots** at any time.
- **No Playing on and around** lawn equipment.
- **Use Cross walks** when crossing roadways. Always be alert for traffic.
- **No Profanities** please.
- **No Swinging Bats or throwing baseballs** at any time within the walkways and common areas of a Citrus Heights Little League complex.
- **No throwing balls** against dugouts or against backstops. Catchers must be used for all batting practice sessions.
- **No throwing** rocks.
- **No horseplay** in walkways at any time.
- **No climbing** fences.
- **No pets** are permitted at Citrus Heights Little League games or practices.
- **Only a player on the field** and at bat, may swing a bat (Age 5 - 12). Juniors (Age 13) on the field at bat or on deck may swing the bat. Be alert of the area around you when swinging a bat while in the on deck position.
- **Observe all posted signs.** Players and spectators should be alert at all times for foul balls and errant throws.
- **During game,** players must remain in the dugout area in an orderly fashion at all times.
- **After each game, each team must clean up trash** in the dugout and around stands.
- **All gates to the field must remain closed** at all times. After players have entered the playing field, gates should be closed and secured.
- **No children under the age of 16** are to be permitted in the Snack Bars.

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

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 are anticipated (provided in first-aid kit.)
3. Immediately wash hands and other skin surfaces 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.

Dedicated to Injury Prevention

*All Little League Volunteers must have the Revised Little League Volunteer application form along with a D.O.J. background check on file with Citrus Heights Little League and must receive copy of Safety Manual.

*Responsibility for Safety procedures should be that of an adult member of Citrus Heights Little League.

*All players must have a completed medical release form filled out before taking the field.

*Any player who sustains an injury on or off the field during the season that results in missing any games or practices must provide a new medical release from a Doctor allowing the player to return to playing. If the player returns to the field without the updated medical release all games involving the player will be forfeited and/or play will be delayed until the child is removed from the game.

*Managers should keep the medical release forms with them during all games and practices.

*Arrangement should be made in advance of all games and practices for emergency medical services.

*Managers, coaches and umpires should have training in first aid. First-aid kits are located in each equipment shed and in each snack bar.

*There shall be at least one representative from each team (coach or manager) to attend the league safety meeting. This training is held on February 27, 2018 at Antelope Road Christian Fellowship Church in Citrus Heights, CA.

*One representative from each team (coach or manager) is required to attend first aid training each year and all managers and coaches are required to attend this training at least once every three years. *No games or practices should be held when weather or field conditions are not good, particular when lighting is inadequate.

*Managers and coaches should inspect the playing field frequently for holes, damage, stones, glass and other foreign objects.

*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 are permitted on the playing field or in the dugout during games or practice sessions.
- *Responsibility for keeping bats and loose equipment off the field of play should be that of the player assigned for that purpose or the team manager or coaches.
- *Procedure should be established for retrieving foul balls batted out of the playing area.
- *During batting 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 the areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- *Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- *Batters must wear Little League approved protective helmets during batting practice and games.
- *Catchers 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 players to wear protective cups and supporters for practices and games.
- *Except when runner is returning to 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, rings, pins or metallic items during games and practices.
- *The Catcher must wear catcher's helmet and mask with throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.

*Managers and Coaches may not catch for pitchers before or during a game.

*Complete Annual Little League Facility Survey.

*On-deck batters are not permitted (except in intermediate, Junior, and above Divisions).

Introduction

ASAP - What is It? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of the 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 managers and coaches finger tips.

Some Do's and Don'ts

Do ...

- 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.
- Familiar yourself all locations of the first aid kits at all games and practices.
- Keep your Prevention and Emergency Management of Little League Baseball and/or Softball Injuries booklet with your first-aid kit.
- Assist those who require medical attention - and when administering aid, remember to ...
- **LOOK** for signs of injury (*Blood, Black - and - Blue, Deformity of Joint etc.*).
- **LISTEN** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- 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.....

- 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

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 the 2018 Season is Faine Oneill. He can be reached at 775-224-1580

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:

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, doctors visit, etc.)* Will advise the parent or guardian of the Citrus Heights Little 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 (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?

- 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 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 teams 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 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 the players the umpires or me. We are all responsible for setting examples for our children. We must be the 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.

Finally, don't expect the majority of children playing Little League baseball 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!

Lightning Facts and Safety Procedures

Consider the following facts:

- The average lightning stroke is 6 - 8 miles long.
- The average thunderstorm is 6 - 10 miles wide and travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storms overhanging anvil cloud.
- On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

Flash - Bang Method

One way of determining how close a recent lightning strike is to you is called the flash - bang method. With the flash - bang method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. Halt - play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

Rule of Thumb

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety - regardless of whether or not the lightning detector goes off (at Thais), or if the flash - bang proximity measures applies. When in doubt, the following rule of thumb should be applied;

When You Hear It - Clear It

When You See It - Flee It

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed building) are the safest (like our snack bars and press boxes). For the majority of participants,

the best vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

Where Not to Go!!

Avoid high places and open field, isolated trees, unprotected gazebos, rain or picnic shelter (like at Thais), dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

First Aid to a Lightning Victim

Typical, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is to make no more casualties. If the victim is in a high risk (open field, isolated tree, etc.) The rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compression as well.

Note: CPR should only be administered by a person knowledgeable and trained in the technique.

Storage Shed Procedures

The following applies to all of the storage sheds used by Citrus Heights Little League and apply to anyone who has been issued the combination by Citrus Heights Little League to use those sheds.

- All individuals with the combination to the Citrus Heights Little League equipment sheds (i.e., Managers, Umpires, etc.) Are aware of their responsibilities for the ***orderly and safe storage of rakes, shovels, bases, miscellaneous equipment and etc.***
- Before using 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 material (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.

- Any witnessed loose chemicals or organic materials within these sheds must be cleaned up and disposed of as soon possible to prevent accidental poisoning.

When treating an injury, remember: PRICES

Protection

Rest

Ice

Compression

Elevation

Support

Some gentle reminders:

Make sure managers and coaches attend safety clinic provided by the District 5 Staff.

**Citrus Heights Little League goes to great lengths to provide as much training and instructions as possible.
Attend as many of the clinics as possible.**

Play Safe

Whenever possible, make sure someone at your practice or game has a cellular phone to use (especially on those fields where no public phone access is available)

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another 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 times, especially catchers and batters. And, check your teams equipment often.

Concession Stand Safety Procedures

Opening the Facility:

- 1) Only League Members may work in the Snack Bars.
- 2) A minimum of two workers will be in the Snack Bars at all times.
- 3) No workers under the age of 16 may work in the Snack Bars. Workers between the ages of 16 and 18 must have Board approval.
- 4) The base menu for each Snack Bar will consist of hot dogs, candy, nachos, soft drinks, ice cream or popsicles and water.
- 5) The door to the Snack Bar shall be closed and locked at all times while the facility is open.
- 6) All workers shall keep the work area as clean as possible, including washing their hands or wearing disposable gloves as necessary during the time period in the Snack Bar.
- 7) Workers who are scheduled to work should be in good health on those days. If you are not feeling well on your particular work day then you should contact your team Parent and arrange for another parent to work your shift until you are able to provide your services.
- 8) Workers should dress accordingly while working in the Snack Bar. Your appearance to the public is very important to the children and parents.
- 9) Avoid handling of raw food or cooked food with your hands. Always use a utensil to make sure the food is properly wrapped prior to handling
- 10) Use a scoop to dispense ice into cups for drinks. Never place the ice that is used for chilling drinks into cups.
- 11) Keep wiping cloths clean and sanitized at all times. Wiping cloths should be stored in a diluted solution of water and chlorine bleach during the time the Snack Bar is open for service.
- 12) Maintain a clean facility and be aware of insects and spoiled food. Remove all waste or spoiled food and immediately dispose in a proper waste disposal area. Foods should be kept at least six inches off the ground.

Closing the Facility:

- 1) There should be at least two workers present to close the facility.
- 2) **The home team Manager must remain at the field until the Snack Bar is clean and closed.**
- 3) All electrical devices that are being used must be unplugged, such as crock pots, hot dog cooker, warmer and portable ovens.
- 4) Wipe all counters with sanitized solution as per item 11 (Opening).
- 5) Wash all reusable utensils, dishes pots and pans utilizing the following four step process:

- Wash in hot soapy water.
- Rinse in clean water.
- Use either chemical or heat sanitizing.
- Air dry the items on clean sanitized towels or on racks.
- 6) Do not clean or reuse disposable utensils. These items should be disposed of at closing.
- 7) The following items should be verified and checked prior to leaving the Snack Bar:
- Lock all doors and food serving areas.
- Turn off all lights.
- Make sure the ice machine is on.
- Clean all nozzles on the soft drink machines and turn off.
- Turn off the CO2 bottle to the soft drink machine.
- Remove all garbage from the area and dispose in the proper waste container outside the facility.
- Count, fill out deposit slips, sign and remove all moneys from the cash registers.
- Take all moneys and deposit slips to the Concession Stand Manager.

Fire Extinguisher Check List

Date	Field	Concession	
02/11	McDonald Field	YES	YES
02/11	Rush Park	YES	YES
02/11	Madera Field	YES	YES