

Plymouth Little League

League ID # 2382213

Safety Manual

For Managers and Coaches



2018

Plymouth Little League is a non-profit organization, run by volunteers. Our mission is to provide the children of Plymouth Meeting, PA an opportunity to learn the game of baseball and softball through Instruction, Discipline, and Teamwork in a safe and friendly environment.

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Attachments

Parent Code of Conduct Form
Volunteer Application
Medical Release Form
Incident/Injury Tracking Report
Field Maintenance – How to Maintain Base Paths
Dear Parents Letter-Example
Idea Implemented - Safety Letter to PLL Parents

This manual is to be distributed to all volunteers and extra copies will be available in the Concession Stand. An electronic copy of this manual can be found www.plymouthll.siplay.com/Documents/Safety

Introduction

Little League Baseball

The values of Little League Baseball are many, with the balanced development of the child as the ultimate goal. Through Little League Baseball, youngsters develop and appreciate the need for teamwork, sportsmanship and unselfish cooperation - disciplines to be treasured for a lifetime. Physical development of the child through Little League Baseball is a prime concern, under the safest and most time-tested rules ever adopted by a youth sports program.

From beginning to end, the local Little League is strictly a volunteer effort. Concerned adults dedicate their time, service and often their personal funds, to maintain an exemplary program where in children may develop into young adults.

2018 Plymouth Little League Board of Directors

League ID: 2382213

Mike Williams	President	m.williams123@comcast.net
Bud House	Vice President - Baseball	budhouse@msn.com
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	Fall Ball Coordinator	

*** Safety Officer information is required to be on file with Little League International. *Player Agent to submit player roster data, and coach and manager data via the Little League Data Center at www.littleleague.org as required for an Approved ASAP plan***

Please visit our website for online access to safety manual, forms and other league info:

www.plymouthll.siplay.com

Emergency Phone Numbers and Local Hospitals

All Emergencies: Medical, Fire, Police.....	911
Poison Control.....	1-800-222-1222
Area Hospitals:	
Einstein Medical Center Montgomery.....	484-622-1000
Suburban Community Hospital	610-287-2000
Childrens Hospital of Philadelphia	215-590-1000
Chestnut Hill Hospital.....	215-248-8200
Abington Memorial Hospital.....	215-481-2000
Bryn Mawr Hospital.....	484-337-3000

Little League Safety Code

Responsibility for safety procedures should be that of all the adult members of the Plymouth Little League.

Managers, coaches and parents with cellular phones are encouraged to bring them to practice and games in case of emergencies.

Managers, coaches and umpires should have some training in first-aid. First-aid Kits should be available at each field.

No games or practice should be held when weather or field conditions are not good, particularly when lightening is threatening and day light is inadequate.

Coaches/Managers are responsible for maintaining proper hydration of players during extreme weather conditions.

Managers, coaches, umpires must inspect play area before every game for holes, damage, glass, and other foreign objects.

Managers, coaches, umpires should not allow players to play when conditions are not safe. They should take actions to make the playing area safe before resuming play. If the playing area cannot be made safe then the game should be canceled.

Managers, coaches are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice

Dugouts and bat racks should be positioned behind screens.

Only players, managers, coaches and umpires are permitted on the playing field including dugouts during play and practice sessions.

Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for that purpose.

Procedure should be established for retrieving foul balls out of the playing field.

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

During warm up drills, players should be spaced so that errant balls endanger no one.

Equipment should be inspected regularly. Destroy bad equipment to stop children from attempting to “save it” from waste.

Batters must wear protective NOCSAE helmets during practice, as well as during games.

Little League Safety Code (continued)

Catchers must wear catcher's helmet (with face mask and throat guard), chest protector and shin guards. Male catchers must wear long-model chest protector (divisions below Junior/Senior League), protective supporter and cup at all times.

Except when runner is returning to a base, headfirst slides are not permitted.

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, jewelry or other metallic items.

Catchers must wear catcher's helmet, facemask and throat guard in warming up pitchers. This applies between innings and in bullpen practice.

Batting/catcher's helmets should not be painted unless approved by the manufacturer.

Regulations prohibit on-deck batters. This means no player should handle a bat even while in an enclosure, until it is his/her time at bat. On deck batters are only permitted in the junior, senior and big league divisions.

Players who are ejected, ill or injured should remain under supervision until released to the parent or guardian.

Speed Limit Is 5 mph.

All dogs must be on a leash at all times

No Playing in Parking Lot

No Swinging Bats or Throwing Baseballs Outside of Fenced in Areas

Bases that disengage their anchor shall be utilized (Ref.: Rule 1.06).

Failure to comply with the rules and regulations set forth by the Plymouth Little League may result in the expulsion from the Plymouth Little League Baseball/Softball program.

Follow Little League International mandate on the use of bats (**Attached**).

Encourage protective cups for all players, especially infielders.

Plymouth Little League Baseball/Softball Code of Conduct

Every year the coaches of Plymouth baseball/softball sign a code of conduct that the board feels is consistent with the vision of Plymouth baseball/softball. As parents and players we must remember that our coaches and umpires are volunteers. They are doing the best that they can to teach the players the game, rules, and proper sportsmanship both on and off the field.

Everyone involved with Plymouth baseball/softball at all levels as a player, coach, official, spectator, and parent are entitled to a safe and courteous environment.

All Plymouth Little League games will be smoke and alcohol free.

All parents and spectators are asked to observe the following:

As a parent you play a pivotal role in contributing to the physical and social development of young players. Help your child work toward skill improvement and good sportsmanship. Teach your child that hard work and honest effort are often more important than victory. That way your child will always be a winner despite the outcome of the game.

Remember that children play for fun and that winning is only part of the game.

Show appreciation and respect for your team's opponents. Without them there would not be a game.

Maintain self-control and refrain from shouting out instructions. That is the coach's job. Leave the umpires out of it. They do not care which team wins. Any mistakes are honest ones and your child needs to know that you believe this. Being an umpire is a difficult job.

Be positive. Applaud good plays by your child's team as well as those of the opposing team.

Have the players to practice and games on time. Communicate with your coach. Let them know when you will be gone, concerns or suggestions.

All parents shall sign the Parent Code of Conduct form (**Attachment 1**).

All players are asked to observe the following:

Show respect to players, coaches, and umpires both on and off the field. Support your teammates with positive comments.

Refrain from arguing with other players, fans, coaches or umpires during a game or on athletic field property.

Respect all equipment. Abuse of equipment will not be tolerated.

Give 100% in all aspects of the game.

No excuses – we all make mistakes. Learn from them.

Foul language, inappropriate behavior or taunting will not be tolerated.

As with all team sports, we win or lose as a team. All team members should be positive

and supportive of each other.

Clean out their dugout upon the completion of each game.

All coaches are asked to observe the following:

Be a role model and leader for their team. Actions and conduct of coaches have a major impact on how your players behave.

Emphasize player improvement and team concepts.

Motivate through positive constructive comments (do not yell at players).

Do not engage in arguments with umpires, coaches, or players.

Any coach ejected from a game will be suspended for an additional game by the league.

Before the coach can return to the team he/she must appear before the boys and girl's player agent plus one vice-president or president to determine if additional action is required.

Resolving conflict

During the season if a parent feels that a Plymouth coach, another family, or any player is not complying with this Code of Conduct or team rules, the following conflict resolution procedure should be used.

Contact the head coach in a calm and civil manner. Please do not confront any coach at the field of play. A member of the coaching staff will always be available away from the field.

If you feel uncomfortable approaching the head coach, another member of the coaching staff should be able to address your concerns.

If for some reason you feel that your problem is not being resolved in a satisfactory manner, please contact the player agent for the boys or girls that pertain to your child.

Any issue that a parent feels has not been adequately resolved by the player agent must be submitted in writing by October 1 of the season or it will not be addressed by Plymouth Little League.

If you still are not satisfied then you may ask to address the board.

All outcomes decided by the Plymouth Little League are final.

The Parent Code of Conduct form (**Attachment 1**) shall be distributed by the coaches at the beginning of the season. Coaches are to keep these forms until November 1.

Safety Education and Training.

Plymouth Little League provides opportunities to its volunteers - board, managers, coaches, umpires and parents - to improve their safety education and training skills. The following opportunities will be provided free of charge (or reimbursed):

Safety Orientation - At the start of each season, the Safety Manual is reviewed during Board and General meeting. Copies will be given to all Managers and Board members prior to Opening Day. Also, ASAP plan is readily available on PLL website. www.plymouthll.siplay.com

First Aid / Safety course. – Basic fundamentals of First Aid / Safety are required each year by the league. Managers / Coaches are required to attend First Aid clinic at least once every three (3) years. Safety officer has created a spreadsheet for tracking to make sure we are compliant.

Class held on March 18th, 2018 from 12p-2p at East Plymouth Valley Park pavilion. Thank you to Erica McKernan & Brian Cammarota for conducting this first aid & concussion training session.

In addition, basic First Aid manuals are provided to all team managers.

Coaches' Clinic - Each year managers and coaches are encouraged to attend a coach's clinic that teaches the safety and fundamentals of youth baseball/softball. Every manager or coach is required to attend at least one clinic every three (3) years.

A free skills clinic is offered every spring by the coaching staff from Plymouth Whitmarsh High School Baseball Team.

*League President to keep list of attendees for First Aid Training.

Online Tools - www.LittleLeagueCoach.org and visit Little League International's Coach Resource Center. This is a valuable tool for coaches and managers with everything from learning drills, safety considerations, running practice and working with parents.

Little League Volunteer Application Form

All volunteers associated with the Plymouth Little League are required to fill out a Volunteer Application Form (**Attachment 2**). Background checks will be conducted on volunteers at a state and national level. Lexis Nexis, the preferred vendor of Little League International will be utilized for this process. All Team managers are responsible to make sure that all of their coaches and volunteers have had their backgrounds checked. This will be verified by turning a list of all of your Coaches/Assistant Coaches/Team Mom's to your league VP. League VP's are then required to verify with the Safety Director that the background checks have been run.

Incident/Injury Response Procedures

Call 9-1-1 immediately if further medical attention is required.
Have your players Medical Release Forms (**Attachment 3**) with you at all times.
Administer First Aid if needed. KNOW YOUR LIMITATIONS.
Notify parents immediately.
Console the injured child until medical personnel arrive.
Fill out incident/injury report within 24hrs (**Attachment 4**).
Contact league safety officer with details concerning the injury.
Have a team safety meeting to discuss ways in which to prevent these types of injuries.
Carry your first-aid kit to all games and practices.
Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

DO NOT:

Administer any medications.
Provide any food or beverage. Water might be provided if medically safe to do so.
Hesitate in giving aid when needed.
Be afraid to ask for help if you are not sure of the proper procedures.
Leave an unattended child at a practice or game.
Hesitate to report any present or potential safety hazard to the safety officer immediately.
Transport an injured individual, get an ambulance if needed.

Accident Reporting Procedures

What to Report: An incident that causes any player, manager, coach, and umpire or volunteer to receive medical treatment and/or First Aid must be reported. All injuries must be reported within 24 hours of the accident to the safety officer.

The injury must be documented on the attached incident/injury report (**Attachment 4**).

In the event that the injured party requires additional medical treatment (i.e., Emergency Room visit, Doctor's visit, etc.), the Plymouth Little League will advise the parent or guardian of the League's insurance coverage and the provisions for submitting any claims. If the parent or guardian decides to submit a claim, the Plymouth Little League President shall be notified and will assist him/her in completing the claim. The claim shall be submitted to Williamsport and a copy of the claim sent to the District 22 safety officer.

First-Aid Kits

First Aid kits will be located at each Plymouth Little League Field for all practices and games.

All coaches, managers, and umpires should become familiar with the location and contents of the first aid kit.

A sample first aid kit would consist of:

- 3 Instant ice packs
- 2 Plastic bags for ice
- 6 Antiseptic wipes
- 1 roll of gauze
- 2 large bandages 2"x 4"
- 2 large Non- stick bandages
- 20 Band-Aids 1"x 3"
- 2 Antiseptic cream packs
- 1 cloth athletic tape
- 2 eye pads
- 2 burn cream packs
- 1 scissors
- 1 pair of latex gloves
- 1 Tweezers
- 2 Sterile gauge pads
- 1 plastic kit

Communicable Disease Procedures

Procedures for reducing the risk of transmitting blood born pathogens are as follows but not limited to the following:

The bleeding must be stopped by direct pressure and or by wrapping or covering the wound. Uniforms contaminated with excessive blood must be changed before player can return to play.

Always use latex gloves when working with blood or bodily fluids to protect yourself from exposure to communicable diseases.

Wash hands immediately after removing gloves if contaminated with blood or bodily fluids.

Decontaminate all surfaces and equipment with an appropriate disinfectant. A solution of one part chlorine bleach to 10 parts water is considered an appropriate disinfecting solution.

Lightning Procedures

If You See It, Flee It; If You Hear It, Clear It

- Track approaching storms the best way possible: Internet radar websites, dedicated storm warning system at field, or other storm warnings
- Evacuate fields when storms are about 10 miles away: Have players and spectators go to enclosed building or to cars with windows rolled up
- Cars shouldn't leave until the game is called, so all players can be accounted for

- Clear fields immediately after thunder has been heard or lightning seen!**
- Wait 30 minutes before returning to play after last sign of lightning activity in your area**

Who makes the decision?

- Prior to a game starting the decision should be made by the home team manager if the game is playable.
- Once the game is started the umpire is in charge.

Field Maintenance

To ensure the fields are well maintained and safe to play on, remember to take care of the field before and after the game or practice.

Maintaining the base paths and keeping the field clear of debris will prevent a lot of injuries. Tips on maintaining base paths are provided in **(Attachment 5)**.

Check field before play, report any present or potential safety hazard to the safety officer immediately.

***Each year the league must complete and submit a new Little League Facility Survey.

Equipment Sheds

Keys to equipment sheds will be provided to all managers. Sheds shall remain locked when unattended or not in use. Keys shall be returned to President or Equipment Manager at the end of the season.

Keep equipment sheds clean and put items neatly into place when done. Rakes, shovels, etc. should be stored safely so as not to cause a tripping or falling hazard.

Do not store any flammables, combustibles, poisons or chemicals in equipment sheds.

Damaged, broken or missing equipment shall be reported to Field Maintenance Director.

Concession Stand Safety

Use only foods from approved sources; do not distribute any items that are prepared at home.

Always use a food thermometer to check the cooking and holding temperatures of food.

All cold items must be maintained at 41°F or below, and all hot items must maintain a temperature of 140°F or above.

Ground beef & Pork must be cooked to an internal temperature of 155°F and poultry must be cooked to 165°F.

Check temperature of all items periodically.

Frequently and thoroughly wash hands. Disposable gloves may be worn as an additional barrier for contamination, but hands still must be washed.

If you are sick, do not work in the concession stand. Anyone who is showing any symptoms (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.), or who has open sores or infected cuts on the hands, is not allowed to work in the concession stand.

Do not handle any raw, ready-to-eat foods or food-contaminated surfaces.

Dispensing utensils should be used at all times when serving food. Use disposable utensils for food service, and discard after use.

Ice used for storing items is not to be used in cup beverages. Use scoop to dispense ice, never use hands.

Use disposable sanitation cloths, and only one use per cloth.

Keep all food covered to protect from insects.

Garbage cans must have tight fitting lids.

Food is to be stored a minimum of 6 inches off the floor.

No one under the age of 15 is allowed to work in the concession stand.

The Concession Manager must be trained in food safety.

Bio-Waste Disposal Procedures

Clean up area.

Follow instructions on Body Fluid Cleanup Kit.

Place all contaminated material inside RED BAG.

Seal up bag.

Do not throw sealed bag in dumpster. It must be disposed of properly.

Deliver the sealed bag to the local Plymouth Fire Department. Give bag to a Firefighter at the fire station. Do not leave it at the door.

Make sure someone at your practices and games has a cellular phone to use.

Safety Plan and Player Registrations Procedures

Review Little League Website annually and implement any required updates to safety procedures.

Safety plan to be reviewed annually, updated as needed and submitted with Qualified Safety plan Registration form with the ASAP plan forms in before deadline of April first.

Make sure updated safety plan and accident report forms are available at the concession stands.

Completion of the safety form is dependent on Player's Agent completion of league player registration data or player roster data and coach and manager data must be submitted via the Little League Data Center at www.littleleague.org. This is a mandatory requirement for and approved ASAP plan in 2014.

The Ten Commandments of SAFETY:

Be Alert!

Check playing field for safety hazards.

Wear proper equipment.

Ensure equipment fits properly and is in good shape.

Ensure first aid is available.

Maintain control of the situation.

Safety is a team sport.

Be organized.

Know all the rules of safety.

Have fun!

Prevention is the key to reducing accidents. The Plymouth Little League Board, managers, coaches, umpires, parents, and players must work as a team to establish a philosophy that **"Safety is Number One"**. It is imperative that *every* individual involved with Plymouth Little League makes safety an integral part of their behavior, actions, and instructions to the players. We owe it to our children to provide a safe and fun environment for them to learn and enjoy our national past time. Always remember to **"PLAY IT SAFE"**.