

Maitland Little League
FLORIDA

2010 Safety Manual

for
Managers and Coaches

League ID Number

03090304

SAFETY CODE

Dedicated to Injury Prevention

- Responsibility for Safety procedures should be that of an adult member of Maitland Little League.
- Arrangements 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 at the concession stand and are provided to each Coach as part of their league issued equipment.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate. The lightning detector is to be used during questionable weather as an aid to help make a decision to call a game or practice. The lightning detector is located in the concession stand. Please see page 6, Lightning Policies and Procedures.
- Play area should be inspected 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 and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team’s manager and coaches.
- Procedure should be established for retrieving foul balls batted out of 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 not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Fields and dugouts are inspected twice daily by an employee of the city of Maitland by walking the fields/ dugouts and by preparing the fields for usage. Field should be inspected by each Manager or Coach prior to using the field for a game or practice. A field and dugout inspection is completed by walking the field and dugouts prior to usage. Report any hazards to the safety officer. If a hazard can not be corrected at the time of inspection, remove the players from the field and notify the Maitland City employee to lock the field so no field usage will occur until the hazard may be corrected
- Facility Survey will be completed by the Safety Officer at the beginning and end of each Season. Each Coach may review a copy of the facility survey and submit any information to the Safety Officer to add to the survey.
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit by the coach through out the season. All equipment is inspected prior to issue at the beginning of each season.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catcher must wear catcher’s 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 runner is returning to a base, head first 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.”
- Player must not wear watches, rings, pins, or other 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 bull pen during a game and also during practices.
- Managers and coaches may not warm up pitchers before or during a game.
- On deck batters are not permitted (except in Jr / Sr Divisions.)
- Managers, coaches and umpires shall walk the field prior to each game to inspect for safety hazards.
- The Safety Manual shall be distributed to all Board Members, coaches, managers, team moms and concession stand workers.
- A safety plan shall be kept in the concession stand for all volunteers to access.
- This safety plan shall be reviewed by the District Safety Officer.

See a need to add to the safety code?

Contact the Safety Officer :

Larry Stempkowski

407-265-9131

Dates to Remember

Mandatory Coaches & First Aid Training

Location: Keller Field

Date: January 19th and September 21st 2010.

Time 6 pm to 9pm

Food will be provided

Coaches training will be provided by MLL and Champions. The training will include many helpful handouts and hands on training to help each team.

First aid training will be provided by the Maitland Fire Department

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 the managers’, and coaches’ fingertips.

Background Checks

The Maitland Little League requires background checks for all league volunteers. This includes Board members, managers, coaches, team moms and all other adults who will have contact with children.

Maitland Little League uses Rapsheets.com and choicepoint.com for background checks.

Some Important 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.
- ◆ 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 Safety Officer immediately.

Maitland Little League Phone Numbers

321-239-3861

City of Maitland -Police

Emergency..... **911**
 Non-emergency.....407-539-6262

Board of Directors

President	Pete Opresko
VP	Greg Stake
Treasurer	Ralph Barbato
Secretary	Sara Leftwich
Information Director	John Wacker
Special Events Coordinator	Debbie Tralka
Sponsorship Director	Kim Cullen
Player Agent	Steve Ball
Safety Officer\ Equipment Manager	Larry Stempkowski
Player Development	Tim Morse
Umpire In Chief	Sid Cash
Softball Director	Kathy Shannon

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

Maitland Little League Code of Conduct

- **Speed Limit is 5mph** in parking lot while attending a Maitland Little League function. Watch for small children around parked cars.
- **No Alcohol allowed** in parking lot, field, or common area within the Maitland Little League complex.
- **No playing in parking lot** at any time.
- **No Playing on and around** maintenance equipment.
- **No Profanity !**
- **No Swinging Bats or throwing baseballs** at any time within the walkways and common areas of the Maitland Little League Complex.
- **No throwing balls** against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- **No throwing** rocks or sand.
- **No horseplay** in walkways at any time.
- **No climbing** fences.
- **No pets** are permitted at the Maitland Little League complex.
- **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 a bat. **Be Alert** of area around you when swinging 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 dugout and around stands.

Failure to comply with the above may result in expulsion from the Maitland Little League complex.

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 Safety Officer. 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 Safety Officer *within 48* hours of the incident. The Safety Officer and can be reached at the following:

Home: 407-265-9131
Email: lstemp@southern-paint.com

How to make the report – Obtain appropriate form from the Safety Officer. Fill out the form completely, sign and submit to the Safety Officer.

Safety Officer's Responsibilities – Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) fax completed form to Little League Accident Claim office; (4) check on the status of the injured party; and (5) 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 Maitland Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer 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 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 yell 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 yell at me, the players or the umpires. 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.

Storage Room Procedures

The following applies to all of the storage areas used by Maitland Little League and applies to anyone who has been issued a key or lock combination by Maitland Little League to use those storage rooms.

- All individuals with keys and lock combinations to the Maitland Little League equipment and storage rooms (i.e., Board Members, Managers, Umpires, etc.) are aware of their responsibilities for the **orderly and safe storage of rakes, shovels, equipment, etc.**
- All chemicals or organic materials stored in Maitland Little League storage rooms shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these storage rooms 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 rooms should be cleaned up and disposed of as soon as possible to prevent accident poisoning.

When treating an injury, remember:

Protection
Rest
Ice
Compression
Elevation
Support

Some gentle reminders:

Make sure your managers, coaches and all volunteers have correctly filled out the Volunteer Background Screening Request Form and sent it to the President. (If you need more forms, contact the President or print a form from the website @ www.maitlandlittleleague.us.)

Maitland Little League goes to great lengths to provide as much training as possible. Attend as many of the clinics as possible. Mandatory Coaches clinic and umpire training will be provided each Spring season.

Check the Maitland Little League bulletin board and website frequently. Lots of information and a complete league calendar can be found there and can be very valuable resources

When arriving at a field, walk the field to inspect it for any hazards. Keep our fields and dugouts clean from debris and personal items left by players and/or coaches. Any items that are left may be placed in the lost and found located in the concession stand.

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 Safety Officer 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 team's equipment often.

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 8 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK last summer occurred while it was sunny and dry.)
- ✓ 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 8 seconds or less.

Lightning Detector

For the past several years, Maitland Little League has used a lightning detector device that detects bursts of electromagnetic radiation – in the forms of very low frequency radio signals – generated by lightning flashes up to 40 miles away. It will be located in the Concession Stand. The detector will be set to detect lightning within 8 miles of the device. When the detector's alarm sounds, a board member will immediately halt play and evacuate the fields and dugouts.

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, or if the “flash-bang” proximity measure 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 lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like our concession stand.) For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal 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 fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

First Aid to a Lightning Victim

Typically, 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 “make no more casualties.” If the victim is in a high risk area (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 compressions as well.

Resuming Play

Play may not resume until 20 minutes has passed without a lightning alert.

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



Concession Stand Guidelines

Keep It Clean: Concession Stand Tips '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 menus 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 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 un-refrigerated 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 the hands. *Ice can become contaminated with bacteria and viruses and cause foodborne illness.*

10. Wiping Cloths. Rinse and store our wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ 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.)

Concession Stand Guidelines

Clean Hands for Clean Foods

Since the staff at concession stands may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- **Use soap and warm water.**
- **Rub your hands vigorously as you wash them.**
- **Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.**
- **Rinse your hands well.**
- **Dry hands with a paper towel.**
- **Turn off the water using a paper towel instead of your bare hands.**

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the restroom.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food contact surfaces.
- After engaging in activities that contaminate hands.

Top Six Causes

From past experience, the US Centers for Disease Control and Prevention (CDC) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of foodborne illness.

- **Inadequate cooling and cold holding.**
- **Preparing food too far in advance for service.**
- **Poor personal hygiene and infected personnel.**
- **Inadequate reheating.**
- **Inadequate hot holding.**
- **Contaminated raw foods and ingredients.**

The Heimlich Maneuver

The Heimlich Maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation.

When approaching a choking person, one who is still conscious, ask: “Can you cough? Can you speak?”

If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.

To perform the Heimlich:

- ❑ Grasp the choking person from behind;
- ❑ Place a fist, thumb side in, just below the person’s breastbone (sternum), but above the naval;
- ❑ Wrap second hand firmly over this fist;
- ❑ Pull the fist firmly and abruptly into the top of the stomach.

It is important to keep the fist below the chest bones and above the naval (belly button.)

This procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp.) These will be violent thrusts, as many times as it takes.

For a Child:

- ❑ Place your hands at the top of the pelvis;
- ❑ Put the thumb of your hand at the pelvis line;
- ❑ Put the other hand on top of the first hand;
- ❑ Pull forcefully back as many times as need to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought by calling 911 or going to the local emergency room.