Frenchtown Little League

2020

Safety Manual

For

Managers/Coaches & Players

Safety Code / Policies

* Responsibility for safety procedure should be that of an adult member of Frenchtown Little League Board of Directors and be on file with Little League HQ.
* Arrangements should be made in advance of all games and practices for emergency medical services
* Speed limit 5 mph in roadways and parking lots while attending any Frenchtown Little League function.  Watch for small children around parked cars.
* No alcohol or tobacco products will be allowed in any parking lot, field, or common areas within a Frenchtown Little League complex.
* Annually, all members, coaches, and umpires are required to have training in first aid.  First-aid kits are issued to each coach.  The kits should be available at all games and practices.  Coaches are encouraged to instruct players on first aid.
* Only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.
* During games, players must remain in the dugout area in an orderly fashion at all times.
* At no time should “horse play” be permitted on the playing field.
* After each game, each team must clean up trash in dugout and around the stands.
* No games or practices should be held when weather or field conditions are not good, particularly when lighting in inadequate.
* Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.  Home team coach should inspect field before play.
* 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.
* 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-up should be performed within the confines of the playing field and not within areas that are frequented by and thus endanger spectators.
* During sliding practice, bases should not be strapped down or anchored.
* Headfirst slides are prohibited except for a funner returning to base in all divisions below the junior level.
* Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated by an adult manager/coach.
* On deck batters are prohibited in all divisions below the junior level.  This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat.
* Procedures should be established for retrieving foul balls batted out of the playing area.
* Safety procedure are posted in each concession stand.  Anyone working the concession stand must read and follow all procedures.  The phone numbers of the Board of Directors and emergency services are posted in the concession stand.
* Drinking Guidelines for Hot Day Activities
	+ Before: Drink 8 oz. immediately before exercise
	+ During: Drink at least 4 oz. every 20 minutes
	+ After: Drink 16 oz for every pound of weight lost
		- Dehydration signs: Fatigue, flushed skin, light-headed
		- What to do: Stop exercising; get out of the sun; drink
		- Sever signs: Muscle spasms, clumsiness, and delirium
* Whenever possible, make sure someone at your practice or game has a cellular phone to use in the event of an emergency.
* After a game or practice, the Coach/Manager must make sure a parent/guardian has picked up each player before leaving the field.
* All coaches/managers enforce all Little League rules including utilizing all proper equipment.

Safety Equipment

* The Equipment Manager should inspect equipment regularly for the condition of the equipment as well as for proper fit.  Umpires also inspect equipment at all games
* Each offensive team will have three (3) protective helmets, which must meet NOCSAE specifications and standards.  Each helmet shall have an exterior warning label.
* It is mandatory that all batters, base runners, and base coaches wear helmets.  Use of helmets by adult base coach is optional.
* All male players must wear athletic supporters.  It is recommended that all male players also wear metal, fiber, or plastic type cup.
* **Male catcher** must wear the metal, fiber or plastic type cut, and a long-model check protector.  **Female catchers** must wear long or short model chest protectors. **Junior/Senior/Big League catchers must wear approved long or short model chest protectors.**
* All catchers must wear chest protectors with neck, collar, throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards.  Catcher’s helmet must meet NOCSAE specifications and standards.
* All catchers must wear a mask “dangling” type throat protector and catcher’s helmet during infield/outfield practice, pitcher warm-up and games.  IN addition male catchers in these situations must wear athletic supporters and protective cup.  **NOTE: Skullcaps are not permitted.**
* Player must not wear watches, rings, necklaces, earrings, pin or metallic items during games and practices.
* Parents of players who wear glasses should be encouraged to provide “safety glasses”.

Communicable Disease Procedures

* In the event of an injury including an open wound, the player cannot return to the game until the wound is completely covered and the bleeding has stopped.  If there is blood on a player’s uniform, the uniform must be changed before the player may continue.
* Routinely use gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in first-aid kits).
* Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other bodily fluids.  Wash hands immediately after removing gloves.
* Clean all blood contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
* Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
* Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
* Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
* Contaminated towels should be properly disposed of/disinfected.
* Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.

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 President.  This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or period of rest, as well as near-misses.

**When to report:**All such incidents described above must be reported to the President within 24 hours of the incident. The President is Jodi Rodoni and can be reached at 406-544-2403 any time of the day or night.

**How to make the report:**Fill out the accident investigation report (see appendix B) and send it to the Safety Officer.

Within 48 hours of receiving the incident report, the President or safety officer will contact the injured party or the party’s parents and (1) verify the information;’ (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 Frenchtown 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 President shall periodically call the injured party to (1) check on the status of the injuries, (2) check if any other assistance is necessary in areas such as submitting 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)

Remember, safety is everyone’s job.  Prevention is the key to reducing accidents to a minimum.  Report all hazardous conditions to the Safety Office/President 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.

All coaches and managers receive a copy of the safety manual each year and are required to attend the annual mandatory coaches/managers clinic.  This annual clinic provides fundamentals training, drills to utilize during practice and first aid.  The dates for the clinic are

All volunteers are required to fill out the 2020 Volunteer Application Form provided by Little League as shown in Exhibit A.  The league will complete a background check on all applicable volunteers.  This may include a review of sex offender registries, child abuse and criminal history records.

Annually, FTLL completes the Little League Facility Survey and updates/reviews the Safety Manual.  A copy of our Safety Manual is sent to our District Administrator for his review and files.

Concussion Training and Procedures

* Classes for all coaches at the coaches meeting
	+ Followed by a quiz we will keep on file for verification
* Give coaches handouts regarding concussions
	+ Including league standards for concussions i.e. if a child shows signs then they must:
		- Be immediately removed the game
		- Cannot return to play until they have a written order from their provider (Little League requirement, since our state has no concussion law)
* Have every parent/player sign a concussion information form
	+ Coaches to have them sign and keep in their coaches packet
* In addition:
	+ Each player will have a helmet on when using a bat - including batting practice or standing by another player with a bat
* All catchers will wear a helmet at all times when catching
	+ Including shagging balls during practice and games

Clean Hands for

Clean Food

Since the staff at the 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 hand well
* Dry hand 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 portion of arms
* After using 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

**Keep it Clean:**

**Concession Stand Tips**

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

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 pre-cooked foods or leftovers.  Use only foods from approved sources, avoiding foods that have been prepared at home.
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 degrees F or below (if cold) or 140 degrees F (if hot).  Ground beef and ground pork products should be cooked to an internal temperature of 155 degrees F, poultry parts should be cooked to 165 degrees F.
3. **Reheating**: Rapidly reheat potentially hazardous foods to 165 degrees F.  Do not attempt to heat food in crock pots, steam tables, over sterno units or other holding devices.
4. **Cooling and Cold Storage:** Foods that require refrigeration must be cooled to 41 degrees F as quickly as possible and held at that temperature until ready to service.  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, tec.) 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 areas.  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 acceptable dispensing utensil to serve food.
8. **Dishwashing**: Use disposable utensils for food service.  Keep your hand away from food contact surfaces, and never reuse disposable dishware.  Ideally, dishes and utensils should be washer in a four-step process:
	1. Washing in hot soapy water
	2. Rinsing in clean water
	3. Chemical or heat sanitizing
	4. Air drying
9. **Ice:** Ice used to cool can/bottles should not be used in cup beverages and should be stored separately.  Use a scoop to dispense ice; never use the hands.
10. **Wiping Cloths**: Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach) Change the solution every two hours.
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.

Storage Shed Procedures

The following applies to all of the storage sheds used by Frenchtown Little League and apply to anyone who has been issued a key by Frenchtown Little League to use those sheds.

1. All individuals with keys to the Frenchtown Little League equipment sheds (i.e. Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
2. 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.
3. All chemicals or organic materials stored in Frenchtown Little League sheds shall be properly marked and labeled as to it contents.
4. All chemicals or organic materials (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.
5. Any witnessed “loose’ chemicals or organic material within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

Contacts

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| PRESIDENT | Jodi Rodoni | 544-2403 |
| VICE PRESIDENT | Kelly Magnuson | 880-0940 |
| SECRETARY | Kelsey Gordon | 396-7291 |
| TREASURER | Kristin Kzaley | (952)-200-7198 |
| UMPIRE-IN-CHIEF | Robert Geiser | 210-8851 |
| EQUIPMENT MANAGER | Nicole Day | 670-1265 |
| SAFETY OFFICER | Aaron Griffin | 544-2403 |
| EMERGENCY CONTACT | FIRE, POLICE, AMBO | 911 |