

**GREENCASTLE LITTLE LEAGUE
2017 SAFETY MANUAL**

For Managers, Coaches and Umpires

**GREENCASTLE LITTLE LEAGUE....where safety
and fun are part of the competition!**

Greencastle Little League
2016
Safety Manual
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Introduction of ASAP

Greencastle Little League (GLL) is actively participating in Little League's "A Safety Awareness Program." The mission of ASAP is "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball."

The purpose of this manual is to create greater safety awareness and to serve as a tool to place some important information in the hands of Board members, managers, coaches, and umpires. Each manager will receive a copy of the manual during the preseason manager's meeting with the Board of Directors. A copy of the manual will also be kept in the press box and the concession stand.

Volunteer Screening

Greencastle Little League is required to conduct a search of the Choice Point sex offender registry, and/or perform criminal background investigations on all Managers, Coaches, Board of Directors members and any other volunteer who provides service to the league and/or has repetitive access to, or contact with, players or teams. All volunteers (listed above) are required to submit a Little League Volunteer Application to the league president.

The purpose of the Child Protection Program is first and foremost, to protect children. Second, it maintains Little League as a hostile environment for those who would seek to do harm. Third, it will help to protect individuals and the league from possible loss of personal or league assets because of litigation. More information on the Child Protection Program is available at www.littleleague.org.

Screening Procedure

- * Annually GLL Volunteers are required to complete and submit the Little League Volunteer Application by the deadline determined by the Board of Directors. All investigations must be completed prior to player contact with GLL.
- * The cost for completing the background check is the responsibility of the League.
- * Investigations will be conducted annually by the league president. Records will be stored in a safe until the end of the season at which time they will be permanently destroyed.
- * Any volunteer with a negative report will be notified by the league president and will not be qualified to participate as a volunteer within GLL.

The goal of the program is to protect the children, the volunteer, and the Greencastle Little League. All volunteer information will be kept in strict confidentiality.

Little League Board of Directors

President	Eric Simmons	240-216-1729
Player Agent	Derrick Horst	240-675-2181
Secretary	Blaine Beam	717- 593-9307
Treasurer	Shawn Funk	717-830-8659
Safety Officer	Ray Stull	717-977-8049
Equipment Officer	Shawn Funk	717-830-8659
Rookie Liaison	Derrick Horst	240-675-2181
Umpire in Chief	Mike Shindle	717-597-8482
Scheduling Chair	Jason Mills	717-860-7185
Vice President	Derrick Horst	240-675-2181

Emergency Contacts

For all emergencies	Dial 911
Greencastle Rescue Hose Co	717-597-8489
Greencastle Police	717-597-2161

Manager/Coaches Training Program

Managers and coaches are to be trained in baseball fundamentals as well as in First Aid procedures and will be provided with this safety manual.

Baseball Fundamentals

Each team is required to send a manager or coach to a clinic. Instruction will be led by local high school/college coaches. Long tenured GLL managers will be available to explain Little League rules and strategy. This training session will be held at the convenience of the instructors at some time before the season begins. The Positive Coaches Alliance held annually prior to the beginning of the season is another opportunity for Managers/Coaches to attend a clinic. This is held in or around Gettysburg PA annually.

First Aid Training

Each team is required to send a manager or coach. Local healthcare professionals will teach basic First Aid. This training session will be held annually in March prior to the start of preseason practices.

First Aid Kit Distribution

1. First Aid Kits will be assigned and distributed to each team at the preseason managers meeting.
2. First Aid Kits and mobile phones are required at each game and practice.
3. First Aid Kits are also located in the concession stand.
4. If additional First Aid supplies are needed, please contact the Equipment Manager.
5. The First Aid Kits are the property of GLL, and as such need to be cared for and returned.

GABSA - Code of Conduct

The Board of Directors of GABSA has mandated the following Code of Conduct. All managers, coaches, parents and players shall read this code of conduct and adhere to the policies here specified.

No Board member, manager, coach, player, or spectator shall, at any time:

Lay a hand upon, push, shove, strike, or threaten to strike an umpire.

Be guilty of heaping personal verbal or physical abuse upon any umpire, manager, coach, parent, or player for any real or imaginary belief of a wrong decision or judgment.

Be guilty of an objectionable demonstration of dissent at the umpire's decision by throwing of gloves, helmets, hats, bats, balls or any other forceful unsportsmanlike action.

Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.

Be guilty of a physical attack upon any Board member, umpire, manager, coach, player, or spectator.

Be guilty of any use of profane, obscene, or vulgar language in any manner at any time.

Appear on the field of play, stands or anywhere on the Greencastle Baseball/Softball Complex while in an intoxicated state.

Smoking while on playing field, in any dugout or any property of the Greencastle Baseball/Softball complex.

Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision, or a personal opinion on any players during the game.

Speak disrespectfully to any manager, coach, umpire, or representative of the league.

Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.

Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game.

The Board of Directors will review all infractions of the GABSA Code of Conduct. Depending on the seriousness or frequency, the Board may assess additional disciplinary action up to and including expulsion from the league.

GABSA - 2014 Safety Code

- 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 distributed to each manager and an additional kit will be kept in the concession stand. At least one volunteer for each major and minor division team must attend a First Aid training session.
- No games or practices should be held when weather or field conditions are not good, **particularly when lighting is inadequate.**
- The play area (dugouts, fencing, field) should be inspected frequently for holes, damage, stones, glass, and other foreign objects.
- All equipment is to be stored within the dugout, or behind the fenced area.
- Only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for that purpose or the team's coaching staff.
- Foul balls should be returned to a member of the coaching staff in the closest dugout. **Do not throw balls back onto the playing field.**
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- 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.
- Equipment should be inspected regularly for the condition of the equipment as well as the proper fit.
- Batters must wear protective helmets during practice (including the batting cages) and games.
- Catchers must wear a catcher's helmet, mask, "dangling throat protector, long model chest protector, shin guards, and male catchers must wear hard cups with a protective supporter.

- All male players must wear an athletic supporter. We strongly recommend that all male players wear a cup as well.
 - Except when a runner is returning to a base, head first 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” with an elastic retaining strap.
 - Players should not wear watches, rings, pins, or other metallic items during practice or games.
 - Catchers must wear full gear and a protective cup in warming up pitchers prior to a game or in the bullpen. For pre game warm-ups and between innings a player must wear a catcher’s helmet and face mask.
 - Baseball shoes with rubber cleats molded to the sole, tennis, or gym shoes are authorized.
 - On deck batting warm ups are not permitted.
 - Report all injuries to the League Safety Officer.
- * Any player returning to play after a broken bone, concussion, or other serious injury that requires medical attention must provide a written medical release from a doctor before returning to practice or game play. This medical release should be given to the League Safety Officer.

Accident Reporting Procedures

Accidents should be reported when a player, manager, coach, umpire or volunteer receives medical treatment and/or first aid. The report should be completed and returned to Ray Stull, Safety Officer. Ray can be reached at 717-977-8049. All incidents should be reported within 48 hours of the incident.

How to Make a Report

All reporting should be in written form using the GABSA Preliminary Accident Report. However, follow up phone calls to the Safety Officer are always welcomed. Please provide as much information on the form as possible. Prompt reporting helps to ensure the accuracy of the information provided.

Safety Officer's Responsibilities

Within 48 hours of receiving the report, the Safety Officer will contact the injured party or party's parents to:

- Verify the information provided on the preliminary report.
- Check on the status.
- Obtain any other pertinent information.
- In the event of other required medical treatment, the Safety Officer will advise the parent or guardian of GABSA's insurance coverages and the provisions for submitting claims.

Safety Guidelines for Injuries

1. In all cases of severe looking injuries, call **9-1-1** immediately.

2. Soft Tissue Injuries (Bruises)

A. Ice, Rest and support.

3. Bleeding

A. Apply pressure at the point of the bleeding.

B. Elevate the injured area.

C. If bleeding is not controlled, use a pressure point and remember that to control bleeding - slow the flow.

D. Use band-aids as needed to cover the wound.

4. Broken Bones

- A. Treat all suspected fractures as complete fractures.
- B. Feel gently and carefully on the injured area for swelling deformity, discoloration or grating of bone.
- C. Never manipulate or realign a suspected fracture.
- D. Provide emotional support and understanding for the injured person and family and wait for emergency personnel to arrive.

Communicable Disease Procedures

This procedure is taken from the Official Regulations and Playing Rules Manual of Little League Baseball. Managers, coaches and umpires need to be knowledgeable of the procedure.

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood born infectious diseases can be transmitted. For example, Hepatitis B can be present in the blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

- The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries by needles or other sharp 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.
- Managers or 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.

WEATHER SAFETY

Lightning:

Be aware of the weather and the dangerous elements prevalent in South Central Pennsylvania. Lightning is the most severe weather danger due to quick and violent storms. Managers/coaches/umpires should be aggressive in stopping games or practices because of the weather.

A lightning detector is located in the press box to help determine whether games/practices should continue.

The time between seeing a lightning strike and hearing its thunder is 5 seconds per mile away. If a storm is within 3 miles (15 seconds) play or practice should be halted. Play is not to resume until 30 minutes has passed since the last lightning strike. The lightning detector will indicate this "all clear" time.

Avoid the following places during a storm:

High places.

Isolated trees.

Metal fences.

Dugouts.

Flagpoles.

Light poles.

Bleachers.

The safest place during a storm is large enclosed shelters or in a vehicle with the windows rolled up.

Hot Weather:

Precautions must be taken in order to make sure the players on your team do not dehydrate or hyperventilate.

Suggest that players take drinks of water when coming on and going off the field between innings.

If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout ASAP.

If a player should collapse as a result of heat exhaustion, call 9-1-1 immediately. Get the player to drink water to cool him/her down until the emergency medical team arrives.

FACILITY AND FIELD INSPECTION CHECKLIST

FIELD NAME: _____

DATE: _____ TIME: _____

INSPECTOR: _____

Mark Y for Yes or N for No:

Holes, damage, rough, or uneven spots: _____

Slippery areas, long grass _____

Glass, rocks, and other debris or foreign objects: _____

Damage to screens or fences: _____

Unsafe conditions around backstop or pitcher's mound: _____

Warning track conditions: _____

Dugouts condition before and after games: _____

Make sure telephones are available: _____

Areas around bleachers free of debris: _____

General garbage clean-up: _____

Conditions of restrooms and restroom supplies: _____

Concession stand inspection: _____

NOTES/HAZARDS:

SIGNATURE OF INSPECTOR:

GABSA Preliminary Accident Report

NAME: (injured) _____

Date: _____

ADDRESS: _____

PHONE: _____

TEAM NAME: _____

MANAGER: _____

DIVISION IN WHICH ACCIDENT OCCURED:

MAJOR: _____ MINOR: _____ ROOKIE: _____

T-BALL: _____

No Treatment Needed: _____ First Aid at Field: _____

Sent to Doctor: _____ Sent to ER: _____

HOW DID INJURY OCCUR?

1. Pitched ball: _____ 6. Collision with fence: _____

2. Batted ball: _____ 7. Collision with player: _____

3. Thrown ball: _____ 8. Sliding: _____

4. Thrown bat: _____ 9. Trip/Fall: _____

5. Heat: _____ 10. Other(describe): _____

UNSAFE CONDITIONS? YES NO

1. Uneven field surface such as holes, bumps, etc. _____

2. Foreign objects such as glass, stones, etc. _____

3. Congestion during practice or game _____

4. Weather conditions - rain, sun, darkness _____

5. Poor fitting equipment _____

UNSAFE ACTS? YES NO

1. Mishandled ball: _____
2. Mishandled bat: _____
3. Incorrect sliding: _____
4. Not watching ball: _____
5. Awkward position: _____
6. Player out of position: _____
7. Poor grip on bat: _____
8. Wild pitch: _____
9. Wild throw: _____
10. Lack of attention _____
11. Distraction: _____
12. Horseplay: _____
13. Other: _____