**GREENCASTLE LITTLE LEAGUE 2023 SAFETY MANUAL**

*For Managers, Coaches and Umpires*

**GREENCASTLE LITTLE LEAGUE**

**Safety and fun are part of the competition!**

**Greencastle Little League 2023**

**Safety Manual Table of Contents**

Contents

[Introduction of ASAP 3](#_Toc92290891)

[Volunteer Screening 3](#_Toc92290892)

[Little League Board of Directors 4](#_Toc92290893)

[Emergency Contacts 4](#_Toc92290894)

[Manager/Coaches Training Program 4](#_Toc92290895)

[Baseball Fundamentals 4](#_Toc92290896)

[First Aid Training 4](#_Toc92290897)

[First Aid Kit Distribution 4](#_Toc92290898)

[Code of Conduct 5](#_Toc92290899)

[2022 Safety Code 6](#_Toc92290900)

[Accident Reporting 7](#_Toc92290901)

[How to Make a Report 7](#_Toc92290902)

[Safety Officer's Responsibilities 7](#_Toc92290903)

[Safety Guidelines for Injuries 7](#_Toc92290904)

[1. Soft Tissue Injuries (Bruises) 7](#_Toc92290905)

[2. Bleeding 7](#_Toc92290906)

[2. Broken Bones 8](#_Toc92290907)

[Communicable Disease Procedures 8](#_Toc92290908)

[COVID-19 Guidelines 8](#_Toc92290909)

[WEATHER SAFETY 9](#_Toc92290910)

[Lightning: 9](#_Toc92290911)

[Hot Weather: 9](#_Toc92290912)

[CONCESSION STAND 9](#_Toc92290913)

[FACILITY AND FIELD INSPECTION CHECKLIST 10](#_Toc92290914)

[GABSA Preliminary Accident Report 11](#_Toc92290915)

# 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

Due to Pennsylvania law, ANYONE who would like to volunteer within the GABSA organization will need to complete a 5-step background verification process. Items 1-3 in the list below are required by the state of Pennsylvania and are valid for 60 months once completed, so once we have these on file it is not required to repeat every year. Item number 4 is the JDP Volunteer package required by Little League. Lastly, Item 5 is the Little League Volunteer which is required to be completed each year. Completed reports/forms can be sent to Diane Linn at dcmet@hotmail.com.

If you volunteered last year and completed the below steps, you will only have to complete the 2021 Little League Volunteer application.

4 REQUIRED BACKGROUND VERIFICATION STEPS TO VOLUNTEER FOR GABSA (NOTE: ITEMS 1-3 ARE VALID FOR 60 MONTHS)

**1.** PA State Police Background Check – FREE

**2.** Child Abuse History Clearance from the PA Dept of Human Services – FREE

**3.** FBI fingerprint or signed affidavit (depending on how long you have lived in PA)

If you have lived in PA for at least the past 10 consecutive years – FREE

Print, sign and return the (attached) affidavit

If you have not lived in PA for at least the past 10 consecutive years – FEE $27

Use Agency Code: 1KG6ZJ

**4.** JDP Volunteer Package – National Criminal / Sex Offender Database search

**5.** 2022 Little League Volunteer application– FREE

The purpose of these checks 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.](http://www.littleleague.org/)

Any volunteer with a negative report will be notified by the league president and will not be qualified to participate as a volunteer within GABSA.

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

|  |  |  |
| --- | --- | --- |
| **Board Position** | **Name** | **Cell Phone** |
| President | Bill Sperry | 240-520-9050 |
| Vice President | Doug Mongan | 301-992-6856 |
| Secretary | Shannon Myers | 717-491-7155 |
| Treasurer | Megan Newcomer | 240-818-3560 |
| Asst. Treasurer | Rachel Hostler | 717-404-5386 |
| VP Baseball | Derrick Horst | 240-675-2181 |
| VP Softball | Cheyenne Kempen | 717-331-9033 |
| Player Agent | Doug Mongan | 301-992-6856 |
| Umpire in Chief | Kurt Kline | 717-404-0978 |
| Safety Officer | Nick Kempen | 608-239-9441 |
| Equipment Manager | Doug Mongan | 301-992-6856 |
| Rookie Liaison | Eric Piper | 301-407-7158 |
| Scheduling Manager | Dwight Bard | 717-350-6897 |
| Information Officer | Shannon Myers | 717-491-7155 |
| Concession Manager | Cheyenne Kempen | 717-331-9033 |

# Emergency Contacts

**For all emergencies**

Rescue Hose Co Greencastle

Police

**Dial 911**

717-597-8489

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 prope1ty of GLL, and as such need to be cared for and returned.

# Code of Conduct

**GLL Board of Directors 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 an 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 this Code of Conduct. Depending on the seriousness or frequency, the Board may assess additional disciplinary action up to and including expulsion from the league.

# 2023 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. This will be done by our maintenance man as well as coaches and umpires.
* 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.**
* During practice and games, all players should be alert and watching the batter on each pitch and all Little League rules must be followed
* 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, 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" 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 warmups 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

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 GLL 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 GLL's insurance coverages and the provisions for submitting claims.

# Safety Guidelines for Injuries

In all cases of severe looking injuries, call **911** immediately.

### Soft Tissue Injuries (Bruises)

* 1. Ice, Rest, and Support.

### Bleeding

* 1. Apply pressure at the point of the bleeding.
  2. Elevate the injured area.
  3. If bleeding is not controlled, use a pressure point and remember that to control bleeding - slow the flow.
  4. Use band-aids as needed to cover the wound.

### Broken Bones

* 1. Treat all suspected fractures as complete fractures.
  2. Feel gently and carefully on the injured area for swelling deformity, discoloration or grating of bone.
  3. Never manipulate or realign a suspected fracture.
  4. 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 month-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devises 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.

# COVID-19 Guidelines

* Do not come to a GABSA facility if you’re experiencing COVID symptoms or have a temperature of 100.4 or higher
* Wash your hands frequently or use hand sanitizer often
* Avoid chewing gum, spitting sunflower seeds, spitting in general
* Masks are optional for our players, coaches, umpires and spectators. Players, coaches, umpires, and spectators are permitted to wear masks IF they choose to do so.
* We do continue to ask that all our coaches, players, volunteers, and spectators practice social distancing as much as possible while at our facilities in order to keep everyone safe.
* Spectators are asked to bring their own chairs and set up out of play, around the perimeter of the field while watching games or practices.
* Hand sanitizer has and will continue to be provided.
* Please continue to work with us and do your part to insure the health and safety of everyone during your time at a GABSA facility.

# 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 will 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 in a large, enclosed shelter or 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 911 immediately. Get the player to drink water to cool him/her down until the emergency medical team arrives.

# CONCESSION STAND

* Concession stand operations standards shall meet or exceed the local board of health regulations.
* Safety procedures will be posted and are expected to be followed according to all posted signage.

# FACILITY AND FIELD INSPECTION CHECKLIST

FIELD NAME:

DATE: TIME:

INSPECTOR:

Yes 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:

Poor warning track conditions:

Poor dugout condition before and after games:

Areas around bleachers free of debris:

General garbage clean-up acceptable:

Conditions of restrooms and toiletries adequate:

Concession Stand and cooking areas clean:

NOTES/HAZARDS:

SIGNATURE OF INSPECTOR:

# GABSA Preliminary Accident Report

PHONE: TEAM NAME:

MANAGER:

SOFTBALL / BASEBALL (circle one)

DIVISION IN WHICH ACCIDENT OCCURED:

TYPE OF TREATMENT:

No Treatment Needed:  First Aid at Field:

Seeing to Doctor:  Sent to Emergency Room:

HOW DID INJURY OCCUR?

Pitched ball:

Batted ball:

Thrown ball:

Thrown bat:

Collision with fence:

Collision with player:

Sliding:

Trip/Fall:

Other (describe):

UNSAFE CONDITIONS?

Uneven field surfaces such as holes, bumps, etc.

Foreign objects such as glass, stones, etc.

Congestion during practice or game

Weather conditions - rain, sun, darkness

Poor fitting equipment

UNSAFE ACTS?

Mishandling Ball

Mishandling Bat

Unsafe Sliding

Awkward Positioning

Out of Position

Poor grip on bat

Wild Pitch

Wild Throw

Distraction

Not Paying Attention

Horseplay

Other:

NAME: (injured) DATE:

ADDRESS: