

# **CENTRAL IOWA LITTLE LEAGUE**

## **SAFETY MANUAL**

**UPDATED JANUARY 21, 2016**

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## **PURPOSE**

The purpose of the Central Iowa Little League (CILL) Safety Plan is to provide every child of Little League age the opportunity to play baseball or softball under the safest conditions possible. Although there are inherent risks of injury by participating in practice & games, CILL will strive to minimize those risks by incorporating and renewing this Safety Plan every season.

## **SAFETY OFFICER**

The CILL Safety Officer currently on file with Little League headquarters is Brenda Gehling.

The Safety Officer is the primary point of contact for all safety-related matters. Responsibilities include, but are not limited to, the following:

- Collect CILL volunteer information using the 2016 Little League Volunteer Application Form. Anyone refusing to fill out this form will not be allowed to volunteer or serve as a league member.
- Conduct background checks on all applicable volunteers using the United States Department of Justice's nationwide sex offender registry.
- Publish & distribute paper copy of the CILL Safety Manual to all volunteers, including managers, grounds crews and concessions personnel prior to the start of each season.
- Compile & distribute phone numbers for emergency & key officials.
- Assist with pre-season fundamentals & first aid training for managers & coaches (at least 1 manager or coach from each team required to attend).
- Ensure managers & umpires visually inspect grounds before each use.
- Consult with local grounds crews, facilities managers and/or maintenance personnel on repairs and improvements to grounds.
- Prepare the annual CILL ASAP Facility Survey.
- Ensure equipment used during practice & games complies with Little League rules, is inspected regularly and replaced as needed.
- Distribute Little League ASAP newsletters to all CILL volunteers.
- Maintain prompt & thorough accident & incident reporting and tracking procedures.
- Ensure first aid kits are included in all team equipment bags and the kits are present at all practices and games.
- Review and update the Safety Plan annually.

## **EMERGENCY & KEY PERSONNEL NUMBERS**

### **Emergency Phone Number: 911**

**CILL President:** Chris Chadd (515) 685-3413

**CILL Vice President:** Charlie Husak (515) 371-4501

**CILL Treasurer:** Tom Owens (515) 822-8501

**CILL Safety Officer:** Brenda Gehling (515) 313-3402

This list will be posted in all concession stands, storage & equipment sheds and dugout areas.

## **BACKGROUND CHECKS**

CILL volunteers who work with children on a regular basis, including but not limited to managers, coaches, team parents & umpires will be required to complete the official Little League Volunteer Application and provide a copy of a valid government-issued photo ID. The safety officer will conduct a background check on each volunteer using the United States Department of Justice's national sex offender registry. Any applicant appearing in the registry or refusing to provide the required documentation will not be allowed to serve as a CILL volunteer.

## **FUNDAMENTALS & FIRST AID TRAINING**

At least one manager or coach from each team will be required to attend a fundamentals and first aid training session at Ballard West Elementary School in Slater, Iowa. The session will begin at 6:30 pm on March 08, 2016 for Tee Ball, Pee Wee and Rookies. The next session will begin at 7:30pm on March 08, 2016 for Minors and Majors. On March 26<sup>th</sup>, 2016, Ballard High School assistant softball coach, Charlie Husak will discuss baseball & softball fundamentals (hitting, base running & sliding, fielding, pitching & catching) and Ballard School District Nurse will discuss basic first aid and concussion. All Board Members and Coaches will be required to take the CDC's Heads Up Concussion in Youth Sports certification provided by the CDC website.

## **FACILITIES AND EQUIPMENT**

Although every adult member of CILL should be aware of our facility and equipment safety rules & regulations, managers, coaches & umpires are tasked with enforcing them on a daily basis. These duties include:

- Inspecting all equipment for safety defects and discarding any gear deemed to be unsafe.
- Use of proper reasoning & judgment to prevent injury to him/herself and others, especially their players.
- Having emergency & key personnel phone numbers in advance of all practices & games.
- Allowing only CILL-approved managers and/or coaches to practice their teams.
- Postponing games or practices when weather or field conditions are unsafe, particularly when lighting is inadequate.
- Inspecting playing area before games & practices for holes, damage, stones, glass, and other foreign objects, and repairing or removing any hazards.

- Allowing only players, managers, coaches, umpires, and team parents on the playing field or in the dugout during games.
- All CILL volunteers will be issued and photo ID badge.
- Keeping bats and loose equipment off the field of play. It is recommended that the manager designate a different player this responsibility each game.
- Returning foul balls batted out of the playing area to the nearest dugout.
- Keeping all players alert and watching the batter on each pitch during practices & games.
- Spacing players to minimize risk of being struck by wild throws or missed catches during warm-up drills.
- Performing all pre-game warm-ups within the confines of the playing field.
- Requiring batters to wear Little League-approved protective helmets during batting practice and games while batting and when on base. Chinstraps & face guards are recommended.
- Ensuring there is no horseplay in the dugout or on the field.
- Ensuring only official Little League balls are used.
- Requiring all male Minor and Major division players to wear athletic supporters or cups during practice and games.
- Requiring all catchers – male or female – to wear long-model chest protectors.
- Requiring all catchers to wear a facemask, dangling throat guard, shin guards, and long-model chest protector when catching.
- Requiring players to wear a facemask with dangling throat guard when warming up pitchers.
- Ensuring players remove watches, rings, jewelry, pins, or other metallic items during practice or games.
- Ensuring no child is left unattended during a practice or game.
- Reporting any present or potential safety hazard to the CILL Safety Officer.
- Maintaining a cell phone when a game or practice is held at a facility that does not have a public phone.
- Ensuring no drugs, alcohol or tobacco is allowed on the playing fields or their premises at any time.
- Ensuring no medication is taken at a practice or game unless administered by the player's parent.
- Ensuring no tobacco of any kind is allowed on playing fields or in dugouts.
- Making sure players with open wounds are treated and properly bandaged prior to participation.

- Being aware of any medical problems or allergies pertaining to their players. It should be determined from the parent how to detect or deal with any condition.
- Having at least two adults present at all games and practices.

### **CONCESSION STAND SAFETY PROCEDURES**

All CILL concession stands will maintain written safety procedures and train concession managers on safe food preparation & handling as well as use, care and inspection of food preparation equipment. The posters “Concession Stand Safety Tips”, “Hand Washing” and “Barbeque Safety” will be displayed in a prominent location in all CILL concession stands.

### **EQUIPMENT INSPECTION**

All CILL equipment managers will inspect league-provided equipment for damage or defects prior to ordering equipment for the upcoming season. Damaged or defective equipment deemed beyond repair will be destroyed immediately. Equipment managers will make necessary repairs prior to distributing league-provided equipment to team managers.

All CILL managers will inspect their team’s league-provided equipment on a weekly basis. Damaged or defective equipment will be removed and placed in a location where it cannot be used by players. Team managers will return defective or damaged equipment to their equipment manager for replacement or repair.

All CILL managers will inspect player-provided equipment, especially batting helmets and bats. If player-provided equipment is not in compliance with Little League specifications (e.g., bat is not on the 2015/2016 Licensed Bat list), the manager will ensure said equipment is not used during games & practices.

### **ACCIDENT REPORTING PROCEDURES**

Any incident resulting in a player, manager, coach, umpire, or volunteer receiving medical treatment and/or first aid must be reported to your town President and the CILL Safety Officer within 24 hours of the incident.

All incidents must be documented using ASAP’s Injury/Incident Tracking Report.

The following information is needed to complete the report:

- name, address, and phone number of the individual(s) involved
- name and phone number of the reporting manager/coach
- date, time, and location of the incident
- detailed description of the incident
- preliminary estimation of extent of injuries

The safety officer will verify the information, obtain any other information deemed necessary, and follow up on the status of the party involved. If necessary, the safety officer will complete the accident/insurance forms for submission.

### **GAME PREPARATION**

All CILL team managers are responsible for seeing their players are healthy, rested, alert and wearing the proper uniform.

Players practicing or playing for the 1<sup>st</sup> time following an injury – especially concussions or concussion-related symptoms – must provide a signed medical release from their physician.

Soft toss batting drills where balls are batted into the fence are NOT allowed.

### **DURING THE GAME**

Managers, coaches, players & parents will display appropriate conduct during all CILL games and tournaments. Inappropriate conduct displayed before, during or after a game must be reported to the town president & safety officer for appropriate action.

Players will not be left unsupervised in the dugout at any time. A coach or parent shall be assigned to the dugout at all times. A player may be used as a base coach if necessary.

Observe the **NO ON-DECK** rule for batters and keep the players behind the screens at all times.

Make sure all equipment is kept off the field.

Maintain discipline and be organized at all times.

### **WEATHER**

If it begins to rain:

- Evaluate the strength of the rain. Is it a drizzle or downpour?
- Determine the direction the storm is moving.
- Periodically evaluate the condition of the playing field.
- Stop play if conditions become unsafe. Managers will consult the umpire who has authority to suspend play.
- If play is suspended, wait 30 minutes before canceling the game. Both managers and the umpire must agree before the decision is final.

When lightning is observed or thunder is heard, play will be suspended for 30 minutes and all managers, coaches & players will take shelter in a building or vehicle. The all clear will not be given until there is a CLEAR indication lightning has left the area for at least 30 minutes.

If a severe thunderstorm warning is issued, play will be cancelled and all participants will be instructed to leave the premises and seek shelter immediately.

The same instructions will be given if the Outdoor Warning System is activated. Ensure all players are with adults before leaving the premises.

Stay away from metal including fencing and bleachers and do not hold metal bats.

### **FIRST AID KIT**

Inspect your first aid kit for its contents before it becomes necessary to use it. Additional kits can be obtained from the CILL Safety Officer. First aid is the first care given to a victim. Know your limits when rendering care.

### **LEAGUE DATA**

CILL President will submit all league player roster data and player roster data to the Little League Data center.

### **2016 CENTRAL IOWA LL BOARD MEMBERS**

#### **Alleman/Elkhart/Sheldahl(AES)Baseball & Softball**

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