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## **Safety Mission Statement**

Solvay Tigers Little league's highest priority is for the safety of our kids. Prevention is the key to reducing accidents. At Solvay little league we are committed to encouraging and providing a safe environment for everyone. In order to succeed, we need your commitment to become our Safety Advocates for Solvay Little League.

Solvay Little League is actively participating in Little League's A Safety Awareness Program (ASAP), whose mission 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/Softball."

The purpose of this manual is to provide important safety information to Solvay Little League volunteers. While specifically written for Managers and Coaches, the information contained in this document can be a useful resource for all participants of Solvay Little League. Please take the time to review this manual in its entirety.

We request your assistance, and guidance in making Solvay Little League program a safe place for our children. If you have any concerns, questions or suggestions for improvements, please contact Joe Britton @ 315-271-6242. We want to hear from you!!

Thank you for your commitment to Solvay Little League!!!

On Behalf of the Solvay Tigers Little League Board of Directors,

Sincerely,

Joe Britton

SOLVAY LITTLE LEAGUE- SAFETY OFFICER

Michael Maloney

SOLVAY LITTLE LEAGUE- PRESIDENT

## ***Board Members***

<b>Title</b>	<b>Name</b>	<b>Phone</b>
<b>League President:</b>	Michael Maloney	315-744-0760
<b>League VP:</b>	Tom Venturini	315-391-1605
<b>Director of Baseball:</b>	Darren Lee	315-882-3905
<b>Director of Softball:</b>	Chuck Orr	315-263-0976
<b>Director of Teeball:</b>	Eddie VanSlyke	315-857-7200
<b>Information Officer:</b>	Joe Tarolli	315-430-7560
<b>Equipment Officer:</b>	Joe Britton	315-271-6242
<b>Safety Officer:</b>	Joe Britton	315-271-6242
<b>Treasurer:</b>	Tom Venturini	315-391-1605
<b>Secretary:</b>	Deb Bagozzi	315-430-6204
<b>Facilities Manager:</b>	Perry Draper	315-506-5765
<b>At Large:</b>	Tom Overend Jr.	315-256-6210

**Little League Support Line 1-800-895-6572**

**ASAP Hotline 1-800-811-7443**

## ***Emergency Phone number***

### **Solvay area:**

**Local Police Emergency 315-468-3283**

**Local Fire Emergency 315- 468-1694**

### **Lakeland area:**

**Local Police Emergency 315-468-2510**

**Local Fire Emergency 315-468-1694**

# **In a TRUE Emergency**

# **Call 911**

# ASAP

## 1. Safety Procedures

A. These safety procedures are designed to prevent player injuries and accidents.

### **B. Baseball & Softball safety**

- I. Fundamentals for Managers & Coaches Training: Date: TBD
- II. Responsibility for the safety procedures should be that of an adult member of Solvay Little League.
- III. Managers / Coaches shall have Fundamentals and Coaches Safety training each year.
- IV. Managers / Coaches Shall have opportunity for training in First Aid and CPR every 3 years.
- V. First Aid Kits and Cold packs will be issued to each team gear bag and will be available at the concession stand. If items are used out of First Aid Kit contact the Equipment Manager to be resupplied. **First Aid kits are requirement to be at every practice and all games.**
- VI. Catchers must wear catcher's helmet, mask, throat guard, mitt, chest protector and shin guards at all games. During practice and warmups, a mask and mitt are required.
- VII. Batters must wear Little League approved helmets during batting practice and games. ***(New Little League Rule: No Chrome/High gloss helmets allowed at Little League games.)***
- VIII. All bats must meet Little League specifications.
- IX. All boys must wear protective cups.
- X. No player can wear jewelry of any kind.
- XI. All Team equipment will be stored in dugout during play.
- XII. Only players, approved Managers / coaches and Umpires are permitted on playing field or dugout during games or practices.
- XIII. There will be no on-deck batters. **EVER!!!! No exceptions.**
- XIV. Managers / coaches may **NOT EVER** warm up pitcher (catch) before or during a game or at a practice. It must be a teammate with protective gear on.
- XV. There shall be no head first slides except for when runner is returning to the base.
- XVI. All pre-game warm ups will be performed within the confines of the playing field.
- XVII. During sliding no base should be anchored down. We only use Little League approved break away bases.
- XVIII. Use double first base to avoid collisions on softball fields.

- XIX. All Foul balls will be retrieved outside of playing area by a spectator and handed to a manager / coach or umpire.

**C. Player and Performance Safety:**

- I. Introductions of team Managers / Coaches
- II. Line-up cards exchanged
- III. Meet with umpires at home plate
- IV. Ground rules discussed
- V. Pitching rules discussed
- VI. Two new baseballs from home team
- VII. Every player has proper uniform
- VIII. Start game on time
- IX. Follow Rules on calling a game due to weather or darkness
- X. Follow rules on warming up pitchers between innings
- XI. Make sure each child has medical release form
- XII. Parents may call upon the player agent for team placement if there is a question about safety.

**D. Weather Safety:**

- I. What to do when a storm approaches:
  - a. Game play is to be suspended immediately.
  - b. Be prepared to leave the field of play.
  - c. Seek shelter- preferably in a vehicle or building.
  - d. Avoid open fields, picnic shelters and trees.
  - e. Stay away from metal fencing, water bleachers and dugout.
- II. Managers, coaches, umpires and board members are encouraged to have a weather app on their Smartphone to keep track of weather during games and practices.
- III. No games or practice will be held if weather or field conditions are dangerous, particularly when lightning is factor.
- IV. If the game needs to be canceled due to the weather call the Solvay League President or Vice President to make the final Decision.

**E. Emergency Safety:**

- I. ***First Aid Training:***
  - a. One representative from each team (coach / manager) must complete the training, and all coaches and manager are recommended to complete the training once every three years. Date: TBD

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basic 1st aid.

b. All coaches / managers, board members and volunteers will be trained in

c. First Aid booklet will be handed out to coaches/ managers and will be available at each concession stand.

c. **In a true emergency always call 911.**

II. ***Emergency Action Plan:***

a. If a “true” emergency happens, designate someone to call 911: have trained personnel check ABC’s and proceed according to guidelines. Ask Questions! Get as much information as possible. Clear field of any athletes and spectators. Keep injured child calm. Stabilize injury and provide the care needed. Use the three C’s

Solvay Little League Role in Emergency- **Check-Call-Care**

Approach injured person but do not move.

**Check** injured player or person.

**Call** 911 and give information.

**Care** for injured party.

III. ***Spectator Safety:***

a. Any accidents involving a spectator use basic first aid.

b. If the injury is past basic first aid, use **Check, Call, and Care.**

IV. ***Player Safety:***

a. **Coaches** call time out and get the player off the field if you suspect an injury! First assess the injuries of the player before moving.

b. **NEW LITTLE LEAGUE RULE** a player that has received a concussion cannot play for 7 days after the incident.

2. **Volunteer**

The Solvay little league will use the official Little League **Volunteer Application** form to screen all of our volunteers.

### 3. Field Maintenance & Inspection

A. All Managers, Coaches and umpire are responsible for checking field safety conditions and equipment safety conditions before each game and practices.

B. Table of items to check is on next page.

<u>Items Check &amp; Maintained</u>	<u>Yes</u>	<u>No</u>
Fencing- Protective Yellow Rail	X	
Infield Surface & Pitching Mound	X	
Dugouts	X	
Protective Fences	X	
Spectator Seating	X	
Backstop (to stop foul/passed balls)	X	
Break away bases	X	

### 4. Facility Survey

a. Solvay Little League has completed and updated our facility Survey on-line every year.

### 5. Concession Stand Safety

a. Solvay Little League Concession stand will operate according to the State Sanitary Code by the New York State Department of Health.

b. Concession Stand Procedures

- i. **Foods-** Menu will be kept simple and approved by safety Officer and League President.
- ii. **Cooking-** Meats shall be cooked to 155 degrees Fahrenheit to 165 degrees Fahrenheit. Keep warm at 140 degrees Fahrenheit or above.
- iii. **Cooling and cold storage-** Food should be kept at 41 degrees Fahrenheit. Allowing foods to remain unrefrigerated too long is the number one cause of foodborne illness.
- iv. **Hand washing/use of Gloves-** Volunteers will wash hands and wear gloves. This is the first line of defense in preventing disease.

- v. **Health & Hygiene-** Anyone showing symptoms of sickness should not be in concession stand area. **No smoking** near immediate concession area. **Or anywhere on park property.** Volunteers in concession stand will wear gloves.
  - vi. **Food Handling-** Use utensils to serve food and wear gloves at all times. Wash hands after handling raw food.
    - vi. **Dishwashing-** Wash used items in hot soapy water. Rinse in hot clean water. Air dry the items until dry.
    - vii. **Cleaning work surfaces-** Keep work surfaces clean from cross contamination. Clean areas with clean wiping cloth with bleach solution. Do not use sponges to clean surfaces.
    - viii. **Insect control-**Keep all open foods covered. Store all pesticides away from foods. Place all garbage in trash can with lid on.
    - ix. **Food Storage-** Keep foods stored off the floor in proper containers. Discard all unused cook food when concession stand closes.
    - x. **Electrical Equipment-** Make sure that all equipment is up to date and working safely. Make sure that outlets are not over loaded. Safety officer will inspect all equipment in the beginning of the season. No volunteer under 18 years of age is authorized to use cooking equipment. **All new volunteers must be trained on equipment before able to work with the electrical equipment.**
    - xi. **Accident Prevention-** A safety check will be conducted inside of the concession stand before concession prep is started by a board member. Things to look for: tripping hazards, equipment checks, Etc. A safety check will be conducted outside of the concession stand before it opens, during operation and at the closing of the stand. The checks will be conducted by the volunteers working at the stand looking for tripping hazards and slipping hazards.
    - xii. **Spills-** All spills will be cleaned up off the floor immediately to prevent falls.
    - xiii. **Concession Procedures:** All new concession stand workers will read the concession stand procedures before starting to work in the stand.
    - xiv. **Age to work in stand:** 13 and up are permitted to work in the Concession stand (front counter only). Workers under 18 year of age are to be under adult supervision at all times.
- c. Any concerns or issues with concession stand need to be reported to Concession Manager or Safety Officer as soon as possible.



## 6. Baseball & Softball Equipment Safety Checks

- a. The proper equipment can help children from being injured.
- b. The League Safety officer and the Equipment Manager will inspect all equipment in the pre-season.
- c. Coaches / Managers will inspect equipment prior to all practices and games.
- d. Umpires will be required to inspect equipment prior to each game.
- e. Insure that uniforms and equipment are the correct size and fit well.
- f. Keep bats, helmets, first aid kits and catcher's gear / equipment in a safe place.
- g. Check batting cage, netting and pitching machine for any possible hazards.
- h. Any concerns or issue with League supplied equipment call or email Equipment Manager or League phone or email.

## 7. Accident and Injury Reporting

- a. What to report- Any incident that causes any player, manager/coach, umpire, volunteer or spectator to receive medical treatment.
- b. When to report- As soon as possible. Accident forms need to be turned in within 24-48 hours of incident. The individual doing the accident report will call the Safety Officer within 12 hours of incident. **(Joe @ 315-271-6242)**
- c. How to make a Report- Accident forms will be available from safety officer and also in the concession stand. Reports will be duplicated for coaches, officers and parents and will be kept on file.

## 8. Little League Rules

- a. Solvay Little League will require **ALL TEAMS** to enforce **ALL LITTLE LEAGUE RULES**. Including proper equipment for catchers.
- b. **Coaches Code of conduct**
  - I. Managers / Coaches serve as role models.
  - II. Only Certified managers / Coaches are on our fields.
  - III. Coaches / Managers are responsible for their actions and those of assistant coaches and players.

- IV. Managers / Coaches work together in a respectful manner for the good of the game.
- V. Managers / Coaches will support other teams and be positive on and off the field to players and spectators.
- VI. There is no drinking of alcoholic beverages on game and practice field.
- VI. Managers / Coaches will refrain from smoking.
- VII. Managers / Coaches must uphold all rules of National and Local Baseball Leagues.
- VIII. Any "ejections" by league official results in one game suspension for Manager / Coach.
- IX. Managers / Coaches are to meet all minimum play established by District 8 rules.
- X. If Managers / Coaches have to leave early, an assistant coach must be assigned the task of being the supervising adult during his/her absence.
- XI. On game days, only managers / coaches and approved personnel are allowed on the playing field.
- XII. Managers / Coaches are expected to wear appropriate coaching attire and be neat in appearance.
- XIII. Verbal abuse of players will not be tolerated.
- XIV. Corporal punishment is prohibited.

**c. Player Code of Conduct**

- I. Be on time for practices and games.
- II. Always do your best on the field or on the bench.
- III. Be cooperative and share team duties.
- IV. Support and be positive toward teammates at all time.
- V. Respect others as well as yourself.
- VI. Understand that winning is only important if you can accept losing- both are important parts of any sport!
- VII. Learn from your mistakes!
- VIII. Unsportsmanlike conduct will not be tolerated!

**d. Parent Code of Conduct**

- I. Remember children participate to have fun and learn.
- II. Inform Managers / Coaches of any physical disability or ailment that may affect safety of child.
- III. Parents will know rules of the game and league policies to best of ability.

- IV. Be positive role models! No unsportsmanlike conduct!
- V. Teach the children to play by the rules and resolve conflicts peacefully.
- VI. Treat other players and adults with respect.
- VII. Teach and encourage children to do his/her best and compete fairly.
- VIII. Parents will support skill development at practices- Knowing it will benefit our children to prepare for the next level.
- IX. Parents will respect officials and their authorities during games.
- X. Parents will never discuss, question or confront coaches at games; but will take the time to speak with them at the agreed upon time and place.
- XI. Parents will refrain from coaching their children from the sidelines.