



Riverside Little League  
Great Falls, MT

# Riverside Little League Safety Manual 2026



LEAGUE ID: 426-02-05



## Introduction

In 1995, A Safety Awareness Program (ASAP) was introduced with the goal of reemphasizing the position of Safety Officer “to create awareness, through education and information of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.” This manual is offered as a resource to place some important information at a manager and coach’s fingertips. Little League rules are instrumental in helping keep participants safe, please do your part to follow them.

## Purpose

The purpose of having a unified safety plan is to ensure that all league participant, players, coaches, managers, volunteers, and spectators can participate with the understanding that every activity that the league conducts is done so with safety being the highest priority. This plan is made available and communicated to league participants so that they can assist in its execution.

## Benefits

A well designed and well communicated ASAP will provide all league participants the tools and groundwork to help provide the safest and best environment for the players in the league.

## Changes and Suggestions

The ASAP is constantly changing and improving to achieve its goals. Any suggestions or comments for the ASAP will go through the league’s safety officer. The league safety office will collect updated guidance/policy, suggestions, comments, and concerns and use them when updating or developing future ASAP plans.

## Safety Guidelines-Dedicated to Injury Prevention

The RLL safety guidelines apply to all participants and aspects of the league and must be adhered to by everyone involved. They are designed to ensure the safety of those involved. The below items are based on the Official Little League Rule Book (items based directly on rulebook rules are highlighted in blue), RLL specific local guidelines, and general best practices.

First-aid kits are issued to each team manager and are located at the concession stand.

No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

Procedure should be established for retrieving foul balls batted out of the playing area.

During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.

## Volunteers

Per Little League’s requirement all volunteers will be screened using the JDP Screening Service authorized by Little League. Also, a government ID card must be provided for ID verification. The results will be provided to the RLL president.

## Fields & Equipment

### Player Gear

- Managers should encourage all male players to wear protective athletic cups and supporters during all practices and games.

- Infields are especially encouraged to wear protective athletic cups and mouthguards.
- Batters must wear Little League approved batting helmets during batting practice drills and games.
- All team equipment should be stored within the team dugout, or behind screens and not within the area defined by the umpires as “in play.”
- Equipment will regularly be inspected for the condition as well as for proper fit.
- At the start of each game the lead umpire will check with both coaches to ensure all players are properly equipped.

## Bats

- All bats must comply with LL Rules in the official Little League Rule
- NO BAT, IN ANY LEVEL OF LITTLE LEAGUE BASEBALL, SHOULD BE ALTERED. UMPIRES, MANAGERS AND COACHES MUST INSPECT ALL BATS BEFORE GAMES AND PRACTICES

## Catchers

- Catchers must always wear catcher’s helmet, mask, throat guard, long model chest protector, shin guards and a protective athletic supporter (males) during practices and games. NO EXCEPTIONS.
- Catchers must wear catcher’s helmet and mask with a throat guard while warming up pitchers. This applies prior to games, between innings, and during practices. Helmet and a mask are also required whenever the catcher is going to be around batted balls or in the catcher’s position (i.e., the catcher is in the area of a coach hitting balls for infield practice/warm-up).

## Fields

- Games or practices shall not be held when weather or field conditions are not safe as determined by the umpire, manager, or coaches particularly when lighting is inadequate.
- Both team managers and umpires shall walk/inspect play area before each game for holes, damage, stones, glass, and other foreign objects.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games.
- Responsibility for keeping bats and loose equipment off the field of play should be that of player assigned for this purpose or the team’s manager and coaches.
- During sliding practice, bases should not be strapped down or anchored. Note: All bases disengage from their anchors since 2008

## Coaches and Managers

- Managers, coaches, and umpires should have training in first aid.
- This year’s RLL Coaches and First Aid training will be announced in February. RLL communicates via Facebook and email so be sure to add us to your contacts and/or follow us on Facebook.
- First-aid kits and safety manuals will be issued to each team manager and must be brought to every practice and game. Additional first aid kits will be located at the concession stand.
- Establish procedures for retrieving foul balls batted out of playing area.

- Properly space players during warm-up drills to prevent injuries from wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and no within areas that are frequented, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.).
- At no time, should “horseplay” be permitted on the playing field.
- Managers and coaches are allowed to catch pitchers. This includes standing at backstop during practice as an informal catcher for batting practice. New Rule change 2023.

## Players and Parents

- During practice and games, all players should be alert and watch the batter on each pitch.
- Except when a runner is returning to a base, headfirst slides are not permitted (except Juniors and Seniors Divisions).
- Parents of players who wear glasses should be encouraged to provide “safety glasses.”
- No jewelry is allowed. The player must not wear watches, rings, pins or metallic items during games and practices.
- On-deck batters are prohibited (except in Juniors, Intermediates and Seniors Division).

## Code of Conduct

- **All Players, coaches, volunteers, and participants in RLL and visitors to RLL will adhere to the RLL CODE OF CONDUCT.**
- Obey the 5 mph Speed Limit in roadways and parking lots while attending any RLL function; watch for small children around parked cars.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No alcohol allowed in any parking lot, field, or common areas within a RLL complex.
- No playing in parking lots at any time.
- No playing on and around lawn equipment.
- No profanity, please.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of a RLL complex.
- No throwing balls against dugouts or the backstop.
- Only a player on the field and at-bat may swing a bat (Age 5 - 12). Juniors, Intermediates, and Seniors on the field at bat, or on deck, may swing a bat. Be alert of the area around you when swinging a bat while in the on-deck position.
- This includes the use of “Hitting Sticks” being prohibited during games.
- During the game, the batting team players must remain in the dugout area protected by the fence.
- No throwing rocks.
- No horseplay in walkways at any time.
- No climbing the outfield or any fences around the Riverside Little League Field complex.
- Observe all posted signs. Players and spectators should always be alert for foul balls and errant throws.
- After each game, each team must clean up trash in the dugout and around stands.

- All gates to the field must always remain closed. Close and secure all gates after players have entered or left the playing field.
- No children under the age of 13 are permitted in the concession stand.

Failure to comply with the above may result in the expulsion from Riverside Little League and/or RLL Fields and complex.

## Riverside Little League Contacts

Board of Directors and their contact information can be found on our website:

<https://www.riversidelittleleague.com>

EMERGENCY CONTACTS	
Medical or Police Emergency	911
Great Falls Police – Non-emergency	(406)727-7688
Great Falls Fire Dept- Non-emergency	(406)727-8070
Animal Control	(406)455-8492

## Background Checks for Volunteers

For information regarding volunteering with the RLL, please reach out via email ([riversidelittle@gmail.com](mailto:riversidelittle@gmail.com)), we are always in need of volunteers and provide training for every position. For specific questions regarding volunteering, please reach out to **Greg Schoby (406)403-5691** or **Patricia Burns (406)403-1229**. They can provide information about volunteer opportunities, requirements, and an application.

All volunteers, to include parent volunteers, team parents, coaches, managers, and anyone participating in league activities, will be required to submit to a basic background check prior to being approved to be a volunteer.

Once you submit the application to be a volunteer in the league you will be sent an email, from RLL, which will contain a link to complete the background check. The background check is completed by JDP Background Screening Agency ([www.jdp.com](http://www.jdp.com)). Results are compiled into a report by this company and RLL receives the results of this report. Personal Identifiable Information (PII) is not disclosed to anyone in RLL.

## General Player Health

While the league policy does not require physical exams, the Little League Headquarters strongly recommends participants be in good general health.

- If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact the league's Player Agent.
- Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem.

## Medical Release Forms

The Medical Information and Treatment Release forms will be filled out for all players and will be provided to that player's manager. Managers will have hard copies of these forms, and an electronic copy is also available via the league website.

- This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e., allergies, etc.).
- Managers will be required to obtain a completed Medical Release Form from each player as soon as possible, preferably before the first practice, and no later than opening day. Managers must have copies, either physical or electronic, available at all practices and games. A binder is a recommend method to maintain player forms.
- It is highly recommended that managers have an electronic copy of all the medical forms and share this copy with their other coaches so that forms are always available during team activities.
- Managers will submit copies of all medical release forms, either physical or electronic, to the League Safety Officer for record keeping.
- The League Safety Office will ensure medical release forms are collected for all players in the league and kept on file with RLL.

## Health and Safety Training

### General First Aid

- RLL requires first-aid training for coaches and managers, with at least one coach or manager from each team attending.
- Training qualifies a volunteer for 3 years, but one team representative is still needed each year.
- Individuals who attend various outside first aid training and courses are not exempt.

### Available First Aid Courses:

<https://ecprcertification.com/>

<https://www.firstaidforfree.com/free-first-aid-course/>

### Concussion Training

- RLL requires all board members, coaches, managers, umpires, and team parents to pass a concussion education program annually prior to practice dates beginning. In addition, all parents are provided with concussion information and are strongly encouraged to complete the course. By taking this free, online course and using what you have learned, you will be well positioned to improve the League's concussion culture. Your actions will support our mission for a safe environment for young athletes so that they can stay healthy, active, and thrive - both on and off the playing field.
- Once you complete the training and quiz, you can print out a certificate, and submit it to the league Safety Officer, to show RLL you are ready for the season. To access the test and useful information please use the Uniform Resource Locator (URL) below:

<https://www.cdc.gov/heads-up>

## Baseball/Softball Fundamentals Training

- RLL encourages all coaches and managers to take part in fundamentals training (including hitting, sliding, fielding, pitching, etc.).
- The intent is to provide training to ALL managers/coaches to encourage the best, safest, and most consistent player development across the league.
- Free online courses and instruction is available through the Little League website at: <https://www.littleleague.org/university/coaches/>

## Communicable Disease Training

**All league participants will follow these guidelines to prevent the spread of communicable diseases:**

- If a player is bleeding, prior to the player being allowed to continue playing Bleeding must be stopped.
- The open wound must be covered.
- The uniform changed if there is blood on it.
- Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated.
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood-contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

## Incident Response

Managers, coaches, volunteers, and parents should all be familiar with what to do and how to respond to incidents when they occur. When any sort of incident occurs that results or may have resulted in an injury, participants of RLL should work through any first aid training they have and additionally remember the PRICES method for injury treatment.

When treating an injury remember PRICES:

- **P**rotection
- **R**est
- **I**ce
- **C**ompression
- **E**levation
- **S**upport

## 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 Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

## When to Report

All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for 2025 is Michael Burns, and he can be reached at the following:

Cell: (406)403-5759

## How to Make the Report

- Report incidents directly to the Safety Officer via email [riversidelittle@gmail.com](mailto:riversidelittle@gmail.com). At a minimum, the following information must be provided:
- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and contact information of the person reporting the incident.

## Managers/Coaches Responsibilities

- Collect Medical release Forms for all players and ensure a copy is on hand for all practices and games.
- Follow up with parents of any players who were involved in any sort of incident.
- Ensure that all incidents are properly reported based on procedures above.

## Safety Officer's Responsibilities:

- In the pre-season, the Riverside Little League Safety Officer will inspect all equipment.
- During the season, the Riverside Little League Safety Officer will within 48 hours of receiving an incident report, contact the injured party or the party's parents and:
  - 1) Verify the information received.
  - 2) Obtain any other information deemed necessary.
  - 3) Check on the status of the injured party; and
    - In the event the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) advise the parent or guardian of the RLL's insurance coverage and the provisions for submitting any claim. ▪ If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to check on the status of any injuries, and check if any other assistance is necessary in areas such as submission of insurance forms, etc. until the incident is considered "closed"(i.e., no further claims are expected and/ or the individual is participating in the league again).
- Spot check Medical Clearance Forms before practices and games.

## Grounds and Equipment Checks and Safety

### Player Equipment

Player equipment will be checked by the umpire prior to each game and should be monitored by team managers and coaches throughout the season. All other equipment being used in games is subject to approval by the league board.

The League Safety Officer will also conduct periodic equipment checks.

- Bats

- All bats used will have the USA Baseball seal or approved sticker on them. Only approved bats can be used during RLL activities.
- No bat may be altered in any way.
- Helmets
  - Helmets will be worn by all players while batting. This includes during a game, practice, warming up, and any hitting drills.
  - The “On Deck” batter will always wear a batting helmet.
  - Protective helmets with a face guard must also be worn by the player at the “pitcher’s” position at the T-Ball Level.
    - This is optional for players at the Single A level.
    - Softball players at the pitcher position and all infield positions are also able to wear protective facemasks.
- Catcher’s Gear
  - Catchers, at any level, must have a complete set of catcher’s gear to include:
    - Helmet with full face mask.
    - Throat guard attached to helmet.
    - Chest protector
    - Shin/knee/toe guards
    - Protective cup
  - Catchers must be in full gear anytime they are catching to include warming up pitchers and practice.
- Protective Cups
  - All players are encouraged to wear protective cups at all times.
  - Catchers MUST wear a cup.

## Fields and Surrounding Areas

Adherence to the below rules is the responsibility of everyone involved in the league. The League Safety Officer will continually monitor use of the grounds and work with the facilities and fields manager to ensure rules are being followed.

- All fields will have protective padding in their backstop area.
- All short fences (i.e., outfield fences) will have a protective cap, painted yellow, to ensure the safety of the players.
- Gates to the fields will be closed at the end of any practice, game, or any other use of the fields.

## Storage Sheds

The following rules apply to all storage sheds used by RLL and apply to anyone who has been issued the combination by RLL to use the sheds.

- All individuals with the combination to the RLL equipment sheds (i.e., managers, umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, training equipment, etc.
- Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboard controllers, public address systems, etc.), please locate and read the written operating procedures for that equipment.

- All chemicals or organic materials stored in RLL sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer) stored in these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels) to minimize the risk of puncturing storage containers.
- Any witnessed “loose” chemicals or organic materials within the sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

## Concession Stand

- The concession stand manager will post safe food handling and preparation procedures in the concession stand. The manager should check the fire extinguisher, and the air horn to make sure they are in good operating order or have them replaced.
- See attached Appendix A for additional concession stand safety information.

## Weather Safety

### Lightning Facts and Safety Procedures

- The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm’s overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK Stadium occurred while it was sunny and dry).
- On the average, thunder can only be heard over 3-4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.
- The average lightning strike is 6-8 miles long.

### Process for Determining Closure

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety. When in doubt, the following rule of thumb should be applied: If lightning is known or indicated to be within 12 miles play WILL be stopped and everyone should move to a safe area.

### “Flash-Bang” Method

- One way of determining how close a recent lightning strike is to you is called the “flash-bang” method.
- With the “flash-bang” method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it.
- Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.
- **It is imperative, for the safety of all participants, that managers and coaches monitor the weather and abide by these guidelines.**
- **Always err on the side of safety when deciding whether to stop play.**

### Where to Go?

- No place is safe from the lightning threat, but some places are safer than others.

- Large, enclosed shelters (constructed buildings) are the safest.
- For most participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up.
- If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

### Where NOT to Go!! Avoid:

- High places and open fields
- Isolated trees
- Unprotected gazebos
- Rain or picnic shelters
- Dugouts
- Flagpoles
- Light poles
- Bleachers (metal or wood)
- Metal fences
- Water

### First Aid to a Lightning Victim

- Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:
  - The first tenet of emergency care is “make no more casualties.” If in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
  - If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths before moving them. Note: CPR should only be administered by a person knowledgeable and trained.
  - Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

**Note: CPR should only be administered by a person knowledgeable and trained in the technique**

## Quick Reference Guide

### Dos and Don'ts

#### Do...

- Enforce rules at practices as well as games.
- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.
- Keep your “Prevention and Emergency Management of Little League Baseball and Softball Injuries” booklet with your first aid kit.
- Have your players’ Medical Clearance Forms with you at all games and practices.

- Plan to have a cellular phone available when your game or practice is at a facility that does not have any public phones.
- Assist those who require medical attention - and when administering aid, remember to...
  - LOOK for signs of injury (Blood, Black-and-blue deformity of joint, etc.)
  - LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
  - FEEL gently and carefully the injured area for signs of swelling or grating of broken bone.

Don't...

- Administer any medications.
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you are not sure of the proper procedures (i.e., CPR, etc.)
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

## Distribution and Disclaimer

### Plan Distribution

- The following people are required to have a copy of this plan. All Team Managers – will have an electronic and hard copy prior to start of practices.
  - All Board Members – will have an electronic copy.
  - A hard copy will always be in the Concession Stand.
  - An electronic copy will be available on the website and a link will be sent league wide at the beginning of the season.

### Disclaimer

#### Using Information Found in this Document:

Information provided in this document is to educate the reader about certain medical conditions and treatments. It is not a substitute for examination, diagnosis, and medical care provided by a licensed and qualified health professional. If you believe you, your child, or someone you know suffer from the conditions described herein, please see your health care provider. Do not attempt to treat yourself, your child, or anyone else without proper medical supervision.

## Appendix A – Concession Stand Hygiene and Safety

The following information is to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of food borne illness.

**Cooking.** Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be at 41° F or below (if cold) or 140° for above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.

**Hand Washing.** Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

**Health and Hygiene.** Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) 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 area.

**Food Handling.** Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

**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. Well-sanitized work surfaces prevent cross-contamination and discourage flies.

**Ice.** Ice used to cool cans/ bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria, viruses, and cause food-borne illness.

**Food Storage and Cleanliness.** Keep foods stored off the floor at least six inches. After your event has finished, clean the concession area and discard unusable food.

**Dishwashing.** Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process:

1. Washing in hot soapy water.
2. Rinsing in clean water.
3. 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.
4. Chemical or heat sanitizing; and Air drying.

## General Concession stand rules.

No one under the age of 13 years (thirteen) is permitted in the concession stand.

No eating within the concession stand...please go outside.

All drinks must have lids within the work area.

Wash hands both before and after handling food/money, and after using the restrooms.

Wear plastic gloves while preparing and serving food.

Wipe up all spills immediately.

Hot foods must be at a constant temperature of 160 degrees.

Thaw foods in the refrigerator only.

REMINDER: All workers should leave the concession stand clean and ready for the next group of workers.