

New Berlin Athletic Association



To: Team Coaches

Re: Infectious Diseases

Due to the increase of infectious diseases, we as a sports organization, along with the entire state of Wisconsin's recreational organizations, will be taking the following precautions:

- If a player has any open wound or lesions, the game or practice will be stopped at the earliest possible time and the participant will leave the field of play to be given appropriate first aid treatment. The participant will not be allowed back in the game until appropriate first aid treatment has been administered.
- If a participant has any blood (theirs or someone else's) on their uniform/clothes, the participant must be removed from the game. If they are able to return to the game, they must wear a new uniform. No penalty will be levied for a change in number on the uniform.
- You will be furnished with two pair of protective gloves. Please carry these gloves and your extra uniforms with you to your games and practices. Should an incident involving blood occur and the participant is able to return to the game after appropriate treatment, but cannot be fitted with another uniform, the participant will be allowed to play in a T-shirt for the remainder of this game only.
- Be sure to put the stained uniform in a bag and give it to the participant's parents for proper cleaning.

New Berlin Athletic Association



To: Team Coaches

Re: Injuries

Please use the following procedures in rendering first aid in the event of injuries during the season.

MINOR ACCIDENTS

- Coaches should wear rubber gloves if blood is involved
- If the victim is able, allow them to apply their own bandaging
- No cleaning agent (other than water) can be administered to the victim
- No types of drugs, including aspirin, ibuprofen, etc. can be given
- If the victim appears to be OK, the coach should monitor the victim for 15 to 30 minutes

MAJOR ACCIDENTS

- Check the victim and the area
- When a serious injury occurs, it is best ***not*** to move the victim. Try to keep them calm and do not allow them to move.
- Determine whether you or someone else should call for help.
- Take charge!!
- When calling the emergency number (911), the caller should answer all questions and not hang up until the dispatcher hangs up.
- Return to the victim or assist in moving other team members to another area away from the victim. Maintain crowd control.

BLOOD SPILL AT SCHOOLS

- Wear gloves when assisting the victim
- If an accident occurs where blood is dripping onto the floor or other areas in the school, notify the school custodian regarding the area(s) of blood spillage
- **DO NOT ATTEMPT TO CLEANUP BLOOD SPILLS YOURSELF.**

AFTER AN EMERGENCY

- **Fill out an Accident Report Form**
- Submit a copy of the form to your division coordinator via mail, E-mail, or fax
- Do not admit fault on the form and do not attribute fault to anyone else.
- Only factual information should be written, not hearsay or opinion.

New Berlin Athletic Association Accident Report Form



Name of Injured Person _____

Address _____

Male _____ Female _____ Age _____

Time of Accident: Hour _____ AM _____ PM _____ Date _____

Place of Accident _____

Description of Accident _____

First Aid Treatment Given _____

First Aid Treatment _____ By (name) _____

Taken Home _____ By (name) _____

Taken to Physician _____ By (name) _____

Taken to Hospital _____ By (name) _____

Was a parent or other individual notified? NO _____ YES _____

When _____ Name of Individual Notified _____

Witnesses: _____ Address _____

_____ Address _____

Please send a copy of this report to your league coordinator via mail, E-mail, or fax to notify them of the accident.

New Berlin Athletic Association

To: Team Coaches
From: NBAA Board
Re: Baseball/Softball Base Storage



SITE	BASE LOCATION
▪ Buena Park	▪ Rest Room Storage Building
▪ Calhoun Park	▪ Rest Room Storage Building
▪ Valley View Park	▪ Storage Bin at North Diamond
▪ Malone Park – Kindergarten/Minis Fields	▪ Storage Bin behind backstop

- Home team is responsible for picking up bases from the bin. (The home team is listed second on the schedule).
- Winning coach (or home team for Kindergartners and Minis) is responsible for returning bases to bin after the game.
- **Bases must not be moved from one park to another.**
- Bases cannot be used for practices. They are only to be used for scheduled NBAA sanctioned ballgames.