

Lionville Little League

Safety Manual



Dear LYA Volunteer:

Thank you for volunteering your time and talent to help our kids get the most out of their Lionville Youth Association (LYA) Little League experience.

This Safety Manual is intended to help you protect the boys and girls playing youth baseball and softball and respond to the situations and common injuries and illnesses that may occur on the field. It highlights:

- Guidelines for the safety and well-being of all participants, so that we all can ensure that the young people playing in our Little League program are able to grow up happy, healthy and, above all, safe.
- Rules of operation and policies of LYA that apply to all our little leagues, including specific requirements for volunteers, fields, equipment and games/practices.
- Signs and symptoms to help you recognize an injury or illness and basic first aid techniques to respond, as well as guidelines for when it's time to call for expert emergency help.
- Specific techniques to use to determine whether an injured player is ready to practice and play again.
- Practical tips for coaching and all the forms you will need for running your team and reporting to your commissioner.

Please make sure to have this Safety Manual and addendums, as well as player medical alert information, available at all practices and games.

Thank you again for volunteering.

LIONVILLE LITTLE LEAGUE SAFETY MANUAL

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I. Key Emergency Contact Information

Medical Emergencies

Dial 911

Urgent Care/Emergency Rooms

MedNow Urgent Care Hours: 8:00 a.m. – 8:00 p.m.	(610) 822-2022 278 Eagleview Blvd, Exton
Main Line Health Urgent Care Hours: 8:00 a.m. – 9:00 p.m.	484-565-1293 154 Exton Square Pkwy, Exton
Chester County Hospital - Emergency Department	610-431-5550 701 E Marshall St, West Chester
Paoli Hospital - Emergency Department	484-565-1043 255 W Lancaster Ave, Paoli

Medical Alert Information

LYA collects player medical alert information during sports registration. Coaches must have Medical Alert Information (preferably the LYA applications, which include medical alerts) and emergency phone contact information in their possession for all games and practices. All Coaches and Assistant Coaches are expected to read and familiarize themselves with any Special Medical Conditions identified on the Registration Forms for the players on their team.

Lionville Youth Association

See the **Resources** tab at www.lyasports.org

- **LYA Injury Report.** This form is to be completed should an injury occur at an LYA sporting event, regardless of the severity of the injury. This form is automatically forwarded to the LYA Executive Board, Sports Commissioner and Safety Officer for review.
- **LYA Incident Report.** This form is to be completed for any safety, security, or other incident occurring at an LYA sporting event. This form is automatically forwarded to the LYA Executive Board, Sports Commissioner and Safety Officer for review, follow up and resolution.

Please use the QR code below to report the use of first aid supplies, and the access to Injury Report and Incident report.



LYA Little League Contacts

Name	Role	Telephone #	Other Contact info
Bill Johnson	President	(m) 302-540-1959	lyabillj@gmail.com
Melissa Esposito	Softball VP	(m) 484-888-1079	mxj172@yahoo.com
Ian Throne	Equipment Manager	(m) 610-220-6903	ian@centuryhealthalliance.com
Eric Giancatarino	Umpire-In-Chief Baseball	(m) 484-639-2518	eric.m.giancatarino@gmail.com
Dan Yarnall	Umpire-In-Chief Softball	(m) 610-716-2644	danielyarnall@verizon.net
Jessica Cornell	Safety Director	(m) 484-860-8416	jessicacornell@aol.com

Pennsylvania Childline Hotline	1-800-932-0313
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II. General Rules

1. Lionville Little League follows the 2024 rulebooks described in the Little League® Official Regulations, Playing Rules, and Operating Policies for all divisions of Baseball, Softball, and Challenger, available as The Little League® Rulebook app for IOS and Android. D28 and/or local Lionville Little rules may additionally apply, as provided by LYA, League Officers and/or Division Commissioners.
 2. All coaches and other volunteers who have repetitive access to or contact with players or teams, must provide personal information to LYA when requested for LYA to complete a criminal background investigation.
 - All coaching/volunteer assignments are contingent upon LYA discovering no inappropriate information as a result of the criminal background investigation.
 - Approved coaches/volunteers are expected to wear **LYA-issued identification badges** during all practices and games, to identify themselves as such to athletes and parents.
 - **If a coach/volunteer witnesses or suspects an act of child abuse, including sexual abuse, they should report it to:**
 - i. **the Pennsylvania ChildLine Hotline (1-800-932-0313) and/or local law enforcement within 24 hours of becoming aware, as well as**
 - ii. **the Lionville Little League President.**
- Failure to report to proper authorities, or choosing to ignore, a witnessed act can be punishable under the Federal “Protecting Young Victims from Sexual Abuse and SafeSport Authorization Act of 2017.”
3. All coaches will review and sign the LYA *Coaches Memorandum of Understanding* as part of volunteer registration online, prior to the beginning of each season. Violations of LYA’s policies can result in removal of a coach without warning.
 4. All players must be registered by LYA in order to participate. Violation of this rule at any practice or game will result in suspension of both the player and the coach.
 5. **Training Requirements:** All coaches must participate in coaching fundamentals, first aid and concussion awareness training, including:
 - LYA Little League Coach’s Clinic, which includes coaching fundamentals for baseball/softball hitting, fielding and throwing as well as game/practice preparation. [Training qualifies each volunteer for 3 years, but at least one team representative is required to be current with training.]
 - LYA Little League Safety Training, which includes a review of our *Safety Manual* and basic First Aid fundamentals. [Training qualifies each volunteer for 3 years, but at least one team representative is required to be current with training.]

- LYA on-line concussion recognition training ([HEADS UP to Youth Sports](#)), which is required by the Lionville Youth Association for all Coaches of LYA sports. A record of completion must be filed with LYA. [Training qualifies each volunteer for 1 year.]

Coaches Memorandum of Understanding – All LYA Sports

1. I understand that I am coaching an LYA Team, not my own team. I understand that it is my duty as a coach to be fully informed of LYA policies, procedures and the Code of Ethics. I understand that I cannot sign up a player and that no player can be on a team without a signed registration form.
2. I understand that I serve as a coach at the pleasure of the Sport Commissioner and as such may be removed from this position and lose my good standing with LYA for any violation of LYA policies, procedures or Code of Ethics.
3. I understand that improper conduct by me, the players trusted to my care or their parents - in the dugout, from the bleachers, on the field or in a gym - will not be tolerated. This includes, but not limited to, criticizing members of my team or the opposition, using foul language, playing loud music or yelling at the umpire/referee. I understand that it is my responsibility to address any of these issues immediately.
4. I understand that Coaches or any adult acting in any LYA capacity shall refrain from transporting any child alone in a vehicle other than his/her own child without written permission of the parent.
5. I understand that I must use LYA issued team equipment and must have special permission, with just cause, from the Sport Commissioner to use any personal equipment, exception catchers. I understand that I must return all equipment assigned to me at the end of the season.
6. I understand that all LYA teams must wear LYA issued uniforms and I may not add anything to this uniform that would make it different from any other team in the league.
7. I understand that during my sport season I must practice and play ONLY at my LYA assigned field or gym. I understand that I cannot contract with any other facility for more playing time that would give me an unfair advantage over any other team in the league.
8. I understand that compliance with Little League Abuse Awareness training and background checks is a mandate. I understand that if I require repeated reminders of compliance with training or any necessary background check I will not be able to coach.
8. I understand that no team in LYA can sponsor a fundraiser.
9. I understand that I, or any team parent, cannot distribute any award or trophy to an LYA sponsored team other than what is provided to me by the LYA Sport Commissioner.
10. I understand that coaching is a privilege. I also understand that field work of any kind, organizing parent committees to help with LYA activities or security, are all part of my responsibility.

III. Interruption/Termination due to Weather

- A. Players should be advised to show up at a game site during questionable weather conditions if they have not been contacted via phone/text one hour or more before the official start time for the game.
- B. If possible, use a mobile app or text alerts to monitor for adverse weather conditions during a practice or game. **Under NO circumstances may play be conducted during a thunderstorm.** The sooner activities are stopped, and people get to a safe place, the greater the level of safety. Criteria that should be used to halt activities when a storm approaches include:
 - a. the sky looks threatening; or
 - b. wind speed is increasing/ becoming constant
 - c. the time between lightning flash and thunder is 35 seconds or less (in which case a thunderstorm is most likely 7 miles away or less and poses a hazard).
- C. At first sign of a thunderstorm, practice/game play is to be halted - players and coaches should clear the field and find safe shelter. After the thunderstorm has passed, wait for a period of 30 minutes before potentially resuming activities. A thunderstorm is considered over when the last audible thunderclap has been heard and/or lightning has stopped. The 30-minute resume play clock starts when either of the aforementioned occur. A joint decision will be made by the coaches and umpire regarding continuation of a game. If necessary, this process may be repeated, but consider if it may be too dark to complete the game.
- D. Play may continue during a light rain, provided both coaches and umpire concur. However, please remember that the playing fields are a very valuable asset to LYA Little League and are for the benefit of your team as well as all the teams that will follow you that day and the rest of the season. Thus, protection of the fields is of paramount importance and must be taken into serious consideration when deciding whether or not to play during or after a rain (see Section VI).
- E. Practices/games may cease or be cancelled due to high temperatures. It is mandatory play cease or be cancelled if temperatures reach 105 degrees Fahrenheit or above. A joint decision will be made by the coaches and umpire regarding continuation of a game if temperatures are nearing 105 or players are showing adverse effects due to the heat.
- F. The Umpire has the discretion to cease play if the weather, temperatures, or darkness proves a safety risk to the players. In leagues with no umpire, coaches are expected to act responsibly and not cause harm to the players or to the fields.
- G. The League Commissioner is to be contacted by the Home Team Coach for the rescheduling of a game. Game rescheduling is determined by league-specific rules.

**If there is a question or dispute regarding ceasing, canceling practice/play due to weather, immediately contact Safety Director Jessica Cornell who will make the final decision.
(484) 860-8416.**

IV. Safety Policy

Safety Representative

- A. A safety coordinator with current training (as described above) must be appointed for each team. Responsibilities include:
- Assisting the coach by checking the First Aid Kit for completeness.
 - Assuring that Medical Alert Information and a copy of this Safety Plan is on site during all practices and games.
 - Recognizing potential player injuries/illnesses and responding as appropriate.

Field/Facility Inspection

- A. Coaches are required to conduct an inspection of the playing field and facilities prior to each game/practice.**
- Look for holes, damage, and glass and other foreign objects.
 - Any items requiring repair should be brought to the attention of the Umpire and corrected by the Coaches prior to the start of play.
 - Any potential hazards needing additional review or attention should be reported to the League Commissioner as soon as possible.
 - Any related incidents should also be reported to the Safety Officer using the LYA Incident Form.
- B. Keep the equipment box closed during the game/practice (e.g., do not leave propped open) and limit access to coaches only.
- C. Do not allow anyone to climb the backstops.

Equipment/Uniform Inspection

- A. All league equipment will be inspected and approved by the League Equipment Manager prior to the start of the season.
- During the course of the season, it is the responsibility of all Coaches to regularly inspect equipment (before use if possible), check for proper fit, inform the League Equipment Manager of any and all equipment needing repair, and to report any related incidents to the Safety Officer using the LYA Incident Form.
- B. LYA Little League uniforms are to be worn for games “as issued” and without any modification or substitution. Uniforms may not be altered or replaced in any way by any person(s). Furthermore, no team may wear additional “uniform” items such as non-LYA-issued “team stockings,” “team pants,” “team footwear,” “team helmets”, etc., even if done solely at the discretion of the players and without any formal acknowledgment by the coach.

C. Helmets and Facemasks: Helmets meeting [National Operating Committee on Standards for Athletic Equipment](#) (NOCSAE) standards are to be worn by all batters, runners and players who are coaching bases. This applies during games and practices.

- Helmets with manufacturer-attached face masks or jaw guards are required For Tee Ball, Rookie, and Minor Baseball divisions; helmets with manufacturer-attached face masks are required for all Softball divisions.
- While Lionville Little League provides such caged safety helmets for use, players may wear their own personal batting helmet if it meets these NOCSAE and League safety requirements above.
- Stickers are permitted on helmets. Altering a helmet in any other way (i.e., painting it, drilling holes, removing padding, attaching a jaw guard/C-Flap®, etc.) may cause a manufacturer to void the NOCSAE certification of that helmet, making it illegal to use in Little League play. If a player has altered a helmet or intends to, the helmet manufacturer should be contacted to determine if altering the helmet will void the NOCSAE certification. Stickers that include foul language or that are lewd will not be permitted.
- All Softball pitchers (Minor League and above) are required to wear safety masks; other softball players are encouraged to wear them as well.
- It is the responsibility of the parent to ensure that child safety equipment is worn properly and that it is adjusted appropriately.

In order to use a helmet attachment in Little League play, the helmet manufacturer must provide a notice indicating that affixing the protector to the helmet has not voided the helmet's NOCSAE certification. That notice must be shown to the umpire prior to the game. If the manufacturer's response is not listed in the link below and/or if you have not received a notice, or the notice is not available, helmets with an attachment are not permitted to be used.

See compatible jaw guard protectors:

<https://www.littleleague.org/playing-rules/modifying-helmets-with-additional-attachments/>

D. Catchers must wear catcher's helmet (with face mask and throat guard), chest protector and shin guards. Male catchers must also wear a protective supporter and cup. Skull caps are not permitted.

- This applies when warming up a pitcher before the inning, in bullpen practice, and catching the pitcher during the inning.
- Catcher's helmets should not be painted or altered in any other way unless approved by the manufacturer.

E. The Home Plate Umpire must wear all the protective gear: face mask, vest, and shin guards.

F. LYA-issued baseballs/softballs (with the appropriate reduced injury factor {RIF} classification) should be used at any practice or game.

- G. Bats are standard playing equipment for the sports of baseball and softball.
- Non-wood and laminated bats used in the Little League (Majors) and below, Intermediate (50-70) Division, Junior League divisions, and Challenger division shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball’s Youth Bat Performance Standard.
 - At the Senior League Baseball Division, all bats not made of a single piece of wood must meet the Batted Ball Coefficient of Restitution (BBCOR) performance standard. Bats meeting the BBCOR standard may also be used in the Intermediate (50-70) Division and Junior League divisions.
 - Little League Softball follows the Baseball Performance Factor (BPF) of 1.20.
 - Any illegal or altered bat must be removed from play.

Note:

- (1) Solid one-piece wood barrel bats used in Minor/Major, Intermediate (50/70), Junior or Challenger divisions do not require a USA Baseball logo.

For more information on the USABat standard and a complete list of bats approved through the USABat Standard, [visit usabat.com](http://usabat.com).



- H. Players will not be allowed to participate in games wearing shorts.
- I. Metal spikes are not allowed in Intermediate and below.
- J. Wearing jewelry is permitted. Should any piece of jewelry become a distraction/disruption to game play or become a safety issue, the umpire may ask the player to remove the item. This will then be reported to the Safety Officer who will evaluate on a case-by-case basis if a player will be barred from wearing the piece of jewelry in the future.

Practices/Games

- A. Games are expected to begin on time. Teams should plan to arrive at least 20 minutes (or more at the coach’s discretion) before the scheduled start time to warm up/practice.
- B. The Home Team is always listed second on the schedule and is responsible for providing the game ball(s).


- Before a game, the Visiting Team is given use of the field for practice first at approximately 20 minutes before the start of the game.
 - At about 10 minutes before game time, the Visiting Team will relinquish control of the field to the Home Team so that they may practice.
- C. Coaches or Managers may not warm up a pitcher at home plate or in a bullpen or elsewhere in a crouching, catcher's position
- If they choose to do so they do AT THEIR OWN RISK.
 - It is preferred they so do in an upright, standing position in a traditional two player catch scenario.
 - To maintain pace of play, catchers for the next inning should be geared up and ready to take the field; pinch runner substitutions for catchers on base are encouraged.
- D. For Majors and below, no player is allowed to hold a baseball/softball bat during the game except the batter.
- The next batter may pick up his/her bat only after the previous player has completed his/her at-bat.
 - No player may swing a bat at any time until they have reached the plate; at that time a few practice swings may be taken (i.e., there is no on-deck circle).
- E. Except when a runner is returning to a base, headfirst slides are not permitted. This applies only to Majors and below.
- F. Baseball and Softball Coaches must follow [Little League pitching rules](#), including restrictions on game pitch count and rest between games, for the safety of the player. Additional details and examples of how to apply them can be found in the Little League® Official Regulations, Playing Rules, and Operating Policies for all divisions of Baseball, Softball, and Challenger, as well as applicable D28 and Lionville Little League Baseball and Softball Rules.

Injuries/Incidents

- A. Each Team Safety Coordinator must have Medical Alert (preferably the LYA applications, which include medical alerts) and emergency phone contact information in their possession for all practices and games, along with a copy of this Safety Manual.
- All Coaches and Assistant Coaches are expected to read and familiarize themselves with any Special Medical Conditions identified on the Registration Forms for the players on their team.
- B. First Aid Kits are kept in the job boxes and/or equipment sheds at fields, as well as the Equipment Room at Foster Field, available for use during practices and games.
- Regularly check the First Aid Kit for completeness (see Appendix A for typical contents). Shortages of First Aid materials should be reported to the Safety Officer.
 - Basic First Aid guidelines are highlighted in Appendix A.

- Instant information for the most common first aid emergencies can also be accessed from the *Red Cross First Aid App*, available via download from the Apple App Store or Google Play or text "GETFIRST" to 90999.



- C. Report ALL injuries immediately to the League Commissioner and complete an LYA Injury Report online as soon as possible.
- D. Each team should have a designated cell phone available for all games and practices, for use in emergencies.
- E. Automated external defibrillators (AEDs ) are available at LYA Park's Foster Field press box and Sr Field shed, for use by trained coaches and other good Samaritans. Familiarize yourselves with their locations.



V. Batting Cage Usage Rules

- A. All batters must wear an approved batting helmet while using a batting cage. All helmets must be in accordance with equipment rules above.
- B. Players are not permitted to operate the pitching machines – only adult coaches and managers.
- C. An L screen or safety screen must be in place between the batter and the pitching machine operator or pitcher.
- D. There shall only be two people in a cage at a time. The batter and the pitching machine operator or pitcher.
- E. Just like on the field, the on-deck batters may not swing a bat outside of the cages. He/she may take practice/warm-up swings in the cages. [This applies only to Majors and below.]
- F. A pitching machine may not be used in the rain!
- G. The cage door must be closed during use.
- H. Players in Majors or below are not allowed to pitch in batting cages. No players may pitch “soft-toss”.
- I. At the end of batting practice, you must secure all equipment and machines in the boxes or sheds provided. Make sure the extension cord is coiled up neatly and locked up. The cages, boxes, and sheds must be securely locked.

Failure to follow these rules may result in coaches discipline as determined by the Committee or Board.

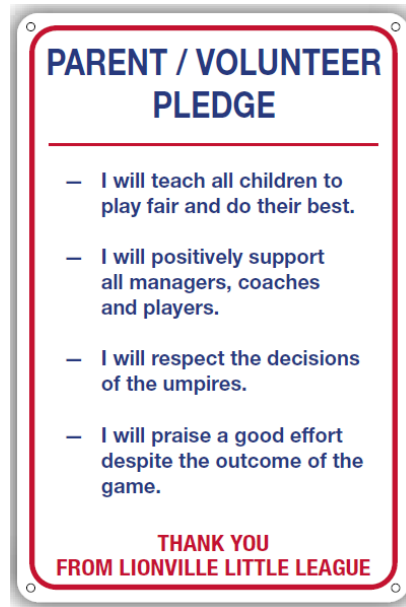
VI. Conduct Guidelines

- A. Negative criticism, harassment or any other form of unsportsmanlike conduct on the part of any player, coach, parent or umpire will not be tolerated.
 - Incidents involving players, coaches, umpires and parents should be addressed by the coaches by means of private discussions with the individuals involved between innings or after the game.
- B. Repeated unsportsmanlike behavior should be documented by the coach in an LYA Incident Report form and submitted to the league commissioner.
- C. Players are expected to sit on or near the bench between innings and should not be permitted to wander from that area.

LYA recognizes the need for you to maintain discipline on your team to make the most out of the little time busy schedules allow for baseball/softball. But we also recognize that in the heat of battle, with strong-willed youths or kids simply afflicted with the goofiness and lack of attention so common to these energetic free spirits, it is easy to squelch their sense of fun by stressing obedience and rigid adherence to rules and good order rather than trying to teach lessons that they can carry with them into adulthood.

Therefore, we urge you to act judiciously with rowdy kids, but not to coddle them or tolerate their disruptive behavior. Never reduce a player's mandatory minimum playing time for the purpose of disciplining poor behavior. If discussions with the child and appropriate disciplinary measures do not seem to be getting your point across, we urge you to seek suggestions from the other coaches. If this doesn't work, discuss your concerns with the child's parent(s) or guardian(s).

When all else fails, you should discuss the problem with the League Commissioner or Little League President, who are able to enforce more severe disciplinary measures.



VII. Field Maintenance Procedures

Spring Clean Up

Every year, LYA Little League sponsors Field Days for each playing field. The Field Day Coordinator works with each League Commissioner to get workers to prepare the League's field for Opening Day. This includes raking leaves from fences and dug outs, picking up sticks and stones in the outfield, recutting the bases, rebuilding the mounds, adding diamond dust where necessary and doing very minor repairs.

All major work will be contracted out to professional landscapers. LYA provides grass cutting services during the season and paints the foul lines in Lionville Park.

- All peripheral fields are provided with a machine and lime/paint that is stored on site.

During the Season

Rakes and/or drags will be provided for every field and must be returned to the lockable storage boxes after each use. For fields without a pressbox, the Home Team will rake the Pitcher's Mound and Home Plate **before each game**. The Visiting Team will rake the Pitcher's Mound and Home Plate **after each game**.

For fields with a pressbox, the Home Team will rake and drag the field after every game. The Visiting Team will be responsible for opening, closing and cleaning up the pressbox after each game. The Visiting Team should also recruit a parent volunteer to be present in the pressbox during each game. Some valuable electronic equipment is in the pressbox. This equipment operates the sound system and scoreboard both of which add to the quality of the experience of playing on these fields.

During Inclement Weather

The decision to play on a field after a rainstorm is simply based on good common sense. **If you can walk on the field without sinking or sliding, it is playable.**

- If there is standing water on the field at 5:30 PM, **cancel the game!** If it rains Friday night, get to the field early Saturday morning to make any necessary repairs; chances are, you may get to play on the field by 11:00 AM.
- *It is the responsibility of all the Minor and Major League coaches and assistants to repair their fields the morning after a rain, even though their teams may not be scheduled to play until later that afternoon.*
- **If it starts to rain during a game, cancel the game if the infield gets slippery.** Remember the safety of the players, and that there is a game tomorrow.

How to Remove Water from a Field

1. Small amounts of water can be swept away onto other parts of the diamond dust, **not into the grass.**

2. Large amounts of water **must be removed** from the field with a can bucket (which are stored in the Press Box or Shed at Lionville Park). Coaches whose teams play on any of the peripheral fields will have to supply their own equipment. To remove water:
 - Dig a hole with a shovel and remove the water as it accumulates in the hole.
 - Fill the hole when water can no longer be removed with the can.
 - Use a push broom to spread the remaining muck as thin as possible. (If the affected area is small, remove the top layer of diamond dust to the backstop area and spread it out with a rake so that it can air dry.)

Drying Time

- If there is a SMALL amount of rain damage, use bags of TURFACE around the pitching mound and home plate area. Allow 1/2 hour to dry.
- A large amount of rain damage can be repaired by spreading TURFACE **sparingly**, raking it into the diamond dust, and letting it stand for periods up to 2 hours.
- When Dry, shovel and dry diamond dust onto the area and rake it smooth. ***Always rake holes in the field after each game or drag the field.***

VIII. Summary Coaching Basics

These guidelines apply to all sports teams in the Lionville Youth Association and are in addition to those found in this LYA Little League Safety Manual filed with Little League Baseball International.

- **No child shall be left alone in any park or gym** after a game or practice conducted by any team sponsored by the Lionville Youth Association. **Coaches are required to stay at the site** until every player is picked up by a parent, guardian, family member or person appointed by the parent or guardian. It is strongly suggested that each coach request approval in writing from the parent or guardian of any player who is to be transported by anyone other than the parent or guardian. **It is our recommendation that no parent or coach transport any child alone other than his/her own without this permission, to limit one-on-one contact with minors.**
- **Equipment boxes - Remove First Aid Kits to playing areas.** Job boxes **MUST be kept closed** during games and practices and must be locked after use. First Aid Kits are to be returned after each season for re-stocking. **Alert your commissioner or the Safety Officer if replenishment** (e.g., of ice packs, bandages, etc.) **is needed** during the season.
- **In case of injury, remove the athlete from play** and call a parent/guardian over if they are present. For minor injuries, use the items in the First Aid Kit to attend to the injury. **If you are not sure of the severity of the injury, do not move the player** - ask for any available professional healthcare provider, call an ambulance if necessary, get a statement from each coach, and **file an Injury Report** with your League Commissioner and LYA using the on-line forms provided.
- **Follow the CDC *Heads Up* action plan for concussions.** Watch for and ask others to report (a) a forceful bump, blow, or jolt to the head or body that results in rapid movement of the head; and (b) any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning. Then:
 - a) **Remove the athlete from play.**
 - b) **Ensure that the athlete is evaluated by an appropriate health care professional.**
 - c) **Inform the athlete's parents or guardians.**
 - d) **Keep the athlete out of play until an appropriate health care professional says they are symptom-free and it's OK to return to play.**
 - e) **File an injury report with LYA.**
- **Equipment Sheds and fenced-in practice areas (e.g., batting cages, etc) must be locked** after use.
- **Press Box – No children are permitted in a Press Box without an adult.** Windows and doors must be checked by coaches and locked after use.
- **Spectators and siblings of players/coaches are not permitted in any dug out, on any field of play, or in any part of a school other than where seating is provided for game play.** [Volunteer

scorekeepers can sit outside the player bench area.] All LYA approved coaches/volunteers must wear their “Coach” shirt to identify themselves.

- **Safety guards provided with equipment should be used** - The LYA-supplied safety guard must be attached to the pitching machine prior to operation during Rookie league games. L-screens must be used for pitching machines in batting cages.
- **No equipment or balls shall be left at any field or in any gym**, by any sport after use as a safety precaution for maintenance, mowers or custodian courtesy.
- **Please report anything out of the ordinary** in and around the fields, parks or school grounds to your sport commissioner or any LYA Board Member, using the on-line LYA Incident Report form. **In an emergency, call 911.**
- **Report any witnessed, or suspected, acts of child abuse, including sexual abuse.** The safety and well-being of all participants in the Little League® program is paramount. As adults, we want to ensure that the young people playing in the Little League program are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.



IX. Concession Stand Safety Plan

LYA concession stand does not prepare any food on site. Stock consists of snacks purchased from a reputable local dealer, packaged candies, packaged snacks and soft drinks. The concession manager will be responsible for the training of all those who work the concession stand. LYA has a certified Food Manager, and the Concession stand is inspected by Chester County Health Department. Contact information for the concession stand manager, certified food manager and concession stand safety procedures will be posted within the concession stand.

Concession Stand Safety Procedures

- No children under 16 years of age will be allowed in the concession stand.
- Only personnel approved by the concession manager should be in the concession stand.
- All workers should know where the First Aid Kit is located.
- Volunteers must wash hands frequently and wear disposable gloves while handling open food.
- Anyone who is sick, or has open sores or cuts, should not work in the concession stand.
- All items must be stored a minimum of 12 inches off the floor.
- Items that require refrigeration must be stored in the refrigerators located in the concession stand.
- Trash needs to be disposed of in the trash receptacles. Please be sure that all trash cans have tightly fitting covers.
- Sanitizing wipes will be used to keep the concession stand clean. Wipes should only be used once before disposal.
- There will be no smoking allowed in or outside of the concession stand.
- The Concession stand must be cleaned after every event.
- Use common sense and always think about safety!

APPENDIX A
BASIC FIRST AID

- A. General Guidelines
- B. First Aid Kits
- C. Sprains and Strains
- D. Fractures and Dislocations
- E. Bleeding and Open Wounds
- F. Head Injuries
- G. Heat-related Illnesses
- H. Cardiac Arrest
- I. Community Health

A. General Guidelines

- **Preventing injuries is easier than treating them.** Make sure your players wear their safety equipment (e.g., helmets, cups, catcher's gear, etc.) and adequately warm up/stretch before a practice or game.

And as the coach, make sure you follow the general safety rules of the *Coaches Guide* (e.g., check fields before use, use safety shields with pitching machines, enforce batting cage and on-deck swing rules, etc.) and monitor pitch counts.

- **Practice common sense** for any accident:
 - Keep calm – try not to panic.
 - Provide reassurance – a hand on the shoulder and some encouraging words help.
 - Be prepared – have the first aid kit available and know what is in it.
 - Do no harm – when in doubt call 9-1-1.
- **In case of injury**, use gloves provided in First Aid Kits, clean a surface wound, and apply ice/icepacks and/or bandages according to first aid guidelines. **For any other injury, do not move the player** - call the parent/guardian to the field or any available professional healthcare provider, call an ambulance if necessary, get a statement from each coach, and **file an Injury Report** with your League Commissioner and LYA using the on-line form provided.
- **Follow the CDC *Heads Up* action plan for concussions (Appendix B).** Watch for and ask others to report (a) a forceful bump, blow, or jolt to the head or body that results in rapid movement of the head; and (b) any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning. Then:
 - a) **Remove the athlete from play.**
 - b) Ensure that the **athlete is evaluated by** an appropriate health care **professional.**
 - c) **Inform the athlete's parents or guardians;** and
 - d) **Keep the athlete out of play until** an appropriate health care **professional says** they are symptom-free and it's **OK** to return to play.
 - e) **File an injury report with LYA.**

B. First Aid Kits

- First Aid Kits contain an LYA LL Safety Plan with First Aid information, and the following:
 - a. Protective gloves
 - b. Hand sanitizer
 - c. Instant Cold Packs
 - d. Cotton balls
 - e. Pain relieving antiseptic cleansing spray
 - f. Bandages and Gauze pads

g. Bee sting external anesthetic



- Alert your League Commissioner or the Safety Officer if replenishment (e.g., of ice packs, bandages, etc.) is needed during the season. First Aid Kits are to be returned after each season for re-stocking.
- Report all injuries immediately to your League Commissioner and complete an LYA Injury Report online as soon as possible.

C. Sprains and Strains

Sprains are injuries to the ligaments around joints. They typically result from severe twisting or outside forces bending a joint in an opposite direction of its normal function.

The most common sprains are those of the knee, ankle, wrist, fingers, and toes.

- Signs and Symptoms
 - Pain in or over the affected joint
 - Swelling and tenderness to touch
 - Bruising (typically develops after a period)
 - Loss or limited motion or ability to bear weight
- Treatment
 - Rest – remove player from the game.
 - Ice – apply ice pack to the affected area.
 - Elevation – to limit swelling and pain.
 - See an MD if the pain and swelling is severe, or if player is unable to move the joint in a typical range of motion.

Strains are injuries to muscles that typically result from overuse or stretching of a muscle group beyond normal parameters. The most common strains are those of the shoulder (especially in pitchers), groin muscle, hamstring, thigh, lower back, and rib cage. The best way to prevent a strain is to ensure players stretch and warm up gradually before games and workouts.

- Signs and Symptoms
 - Pain in the affected area typically described as “burning” or a “dull ache”
 - Tenderness to touch
 - Loss or limited motion or ability to bear weight
- Treatment
 - Rest – remove player from game
 - Ice – apply ice pack to affected area
 - Elevation – to limit swelling and pain
 - See an MD if the pain is severe, or if the player is unable to move affected area in a typical range of motion.

D. Fractures and Dislocations

Fractures are breaks in a bone due to blunt trauma or severe twisting. Common fractures seen in baseball are those to the bones in the ankle, arm, fingers, toes, and face.

Often these injuries result from a hard slide into a base, a collision with another player, a diving attempt by player to field a ball, or being struck by a pitched or batted ball.

- Signs and Symptoms
 - Pain in or over the affected bone
 - Swelling and tenderness to touch
 - Deformity
 - Bruising (typically develops after a period of time)
 - Loss or limited motion or ability to bear weight
- Treatment
 - Stabilize the bone (splint or physically hold the area)
 - Cover any open wounds with a sterile dressing and control bleeding
 - Rest – remove player from game
 - Ice – apply ice pack to affected area (regular ice only for facial injuries)
 - Elevation – to limit swelling and pain
 - Transport to MD or Emergency Room ASAP.

Dislocations are injuries to joints that cause the joint to lose its ability to move. Common dislocations are those joints in the fingers, the ankle and patella (kneecap).

- Signs and Symptoms
 - Pain in or over the affected joint
 - Swelling and tenderness to touch
 - Deformity
 - Loss or limited motion or ability to bear weight

- Tingling of numbness in area distal to injury
- Treatment
 - Stabilize the injury (splint or physically hold the area)
 - Rest – remove player from game
 - Ice – apply ice pack to affected area
 - Elevation – to limit swelling and pain
 - Transport to MD or Emergency Room ASAP.

E. Bleeding and Open Wounds

Open wounds either take the form of a laceration that results from a sharp object, like a cleat on a shoe, or an abrasion, that is a scraping injury typically resulting from contact with turf/ground when sliding or diving.

Lacerations are cuts or jagged tears in the skin that can either be deep or superficial. Deep lacerations and those to the head and face often bleed quite a bit.

- Treatment
 - Control bleeding – apply sterile bandage and direct pressure to site. Remember to use the gloves provided in First Aid Kits.
 - Ice – apply ice pack to affected area – this can help slow bleeding and reduce pain (regular ice only for facial injuries)
 - Elevation – to limited swelling and pain
 - Transport to MD or Emergency Room if suturing is required.

Abrasions are superficial skin injuries – a.k.a. raspberries, typically caused by sliding or diving on the ground or infield. The treatment is essentially the same as for lacerations with one additional word to the wise – CLEAN THE WOUND! [Remember to use the gloves provided in First Aid Kits.]

The biggest problem with abrasions is the potential for infection. Cleansing the wound as soon as possible with soap and water and applying a sterile bandage to prevent the wound from contamination can prevent this. If infection results (pain, swelling, yellow discharge), see an MD.

F. Head Injuries

Helmets are designed to prevent serious head injuries but that does not mean they provide 100% protection. Head injuries can and will occur despite helmets.

Any head injury that results in a “change in the level of consciousness” should be considered significant. Changes in the level of consciousness can occur immediately after the injury or days later.

- Signs and Symptoms
 - Confusion
 - Disorientation
 - Unconscious or delayed responsiveness to voice or physical stimulus

- Other signs and symptoms including:
 - Nausea / vomiting
 - Dizziness or blurred vision
 - Unstable balance / gait
 - Unequal pupils
- Treatment
 - ***If unconscious – DO NOT MOVE – CALL 9-1-1***
 - Keep player warm
 - Watch for vomiting
 - SERIOUS HEAD INJURIES MAY ALSO INDICATE NECK/SPINE INJURY
 - ***If conscious – watch for level of consciousness changes, checking player every 15 minutes if possible.***
 - Remove player from game
 - Get player out of the sun
 - Ice to any contusion (regular ice only for facial injuries)
 - Do not give fluids unless stable for 30 minutes
 - Any head injury that results in a change in the level of consciousness should be evaluated by a physician - and head injury precautions communicated to parents or caregivers.

G. Heat Related Illnesses

Under normal conditions a healthy body can manage exertion in high temperatures by perspiring. As long as fluids are maintained and exposure is not prolonged, most of us can cope. When the conditions include little breeze and high humidity, the normal control mechanisms may fail resulting in either Heat Exhaustion or Heat Stroke.

Heat Exhaustion can occur after excessive perspiration is combined with inadequate fluid intake. The best way to prevent heat exhaustion is to simply replace fluids and electrolytes by drinking water, Gatorade, or diet soda. If heat exhaustion should develop the following symptoms often present suddenly.

- Signs and Symptoms
 - Dizziness, lightheadedness
 - Nausea
 - Rapid breathing and heart rate
 - Cool, clammy skin
 - Pale skin color
 - Abdominal or other large muscle cramps
- Treatment
 - Remove player from sun – put in the shade or air-conditioned area
 - Allow player to lay down, slightly elevate feet and legs
 - Loosen any restrictive clothing
 - Provide cool water, Gatorade, or diet soda in small, frequent drinks
 - Watch for any changes in players level of consciousness
 - If confusion / disorientation develops – CALL 9-1-1

Heat Stroke is a medical emergency. It can develop after someone displays symptoms of heat exhaustion or may present without warning.

1. Signs and Symptoms
 - Changes in level of consciousness (similar to head injuries)
 - Red colored skin
 - Hot, dry skin
 - Rapid breathing and heart rate
 - Seizures or convulsions can develop
2. Treatment
 - CALL 9-1-1
 - Remove player from sun – put in the shade or air-conditioned area
 - Remove outer clothing
 - Apply cool, moist compresses or towels, spray with water
 - Fan with papers, scorebook, whatever

H. Cardiac Arrest

Sudden cardiac arrest (SCA) is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain and other vital organs. If not treated within minutes, SCA usually causes death. Even though people who have heart disease are at higher risk for SCA, it can happen in people who are healthy and have no history of heart disease or other risk factors; young baseball and softball players who receive direct ball impact to the anterior chest wall over the heart may go into sudden cardiac arrest.

The good news is that survival rates from SCA can be improved with hands-only CPR and use of an AED:

1. **Call 9-1-1 and find an AED** - or better yet - tell someone to do that.
 - Shake the person and shout, “Are you ok?”
 - When you call 911, you need to stay on the phone until the 911 dispatcher (operator) tells you to hang up.
 - The dispatcher will ask you about the emergency. They will also ask for details like your location. It is important to be specific, especially if you’re calling from a mobile phone as that is not associated with a fixed location or address.
 - Remember that answering the dispatcher’s questions will not delay the arrival of help.
2. **Push hard and fast in the center of the chest.**
 - If the person is unconscious and not breathing normally (gaspings, moaning) lie them on the ground face up.
 - Place one hand on top of the other on the center of the chest.
 - With straight arms, push **HARD** and **FAST** at a rate of 100 times per minute, allowing the chest to recoil each time.
 - Continue pushing hard and fast in the center of the chest until help arrives.
 - If the victim speaks, moves, or breathes normally while you’re giving chest compressions, Hands-Only CPR can be stopped.

3. Use an AED (if trained)

- If an AED is available (LYA Park – 2 units), turn it on and follow the instructions.
- Otherwise, continue CPR until help arrives. Look for someone to switch off with you performing hands-only CPR, as it can get tiring.

Hands-only CPR

The latest research shows that chest compressions alone are the most effective way for an untrained bystander to save a life after an adult collapses from cardiac arrest. The technique shown here should not be performed on infants, children, drowning victims, or in cases involving a drug overdose. Otherwise, here's what to do.

1 Call 911 or ask someone else to.



2 Kneel beside victim's chest. Loosen clothing if practical.



3 Place the heel of one hand in the middle of the victim's chest.



4 Cover first hand with your other hand, locking fingers.




5 Push down hard and fast. Try to maintain at least 100 pushes per minute.

Lock your elbows and push with all your weight, depressing the chest 2 inches each pump.

Don't worry about hurting the victim – you're trying to save a life.

Continue until medical help arrives.



SOURCES: American Heart Association; www.azshare.gov

DAVID BUTLER/GLOBE STAFF

I. Community Health

The health and wellness of our Little League community, including players, coaches, umpires, volunteers and player families and friends, is of the utmost importance – prevention of influenza (e.g., annual flu, COVID-19) or other illness, which spreads mainly from person-to-person, is paramount.

When such influenza or other illness spreads, applicable community health guidelines issued by CDC, Pennsylvania Department of Health, Chester County Health Department, LYA and Little League International will be followed to ensure adequate hygiene, social distancing, and other protective measures. This may involve postponement of games or other measures to ensure the safety and well-being of all.

APPENDIX B
***Heads Up* Action Plan for Concussions**

LYA Little League

**HEADS UP CONCUSSION
ACTION PLAN**



**IF YOU SUSPECT THAT AN
ATHLETE HAS A CONCUSSION,
YOU SHOULD TAKE THE
FOLLOWING STEPS:**

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

▶ **"IT'S BETTER TO MISS
ONE GAME THAN THE
WHOLE SEASON."**

**CONCUSSION SIGNS AND
SYMPTOMS**

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall



JOIN THE CONVERSATION AT  www.facebook.com/GDCHeadsUp

APPENDIX C

Game Play Guidelines for Challenger Buddies

<https://www.littleleague.org/downloads/challenger-game-play-guidelines-buddies/>

The role of a Challenger Buddy during game play is to protect the Challenger player and to assist in any way necessary. Below are some general guidelines for assisting players while playing in the field, while at bat and while running the bases. These guidelines are intended to give general instruction on how to assist Challenger players, but do not cover every situation. It is important to remember that each Challenger player will need a different level of assistance and may face unique challenges while participating.

Fielding		
Position & Readiness: <ul style="list-style-type: none"> • Make sure fielders are a safe distance from the batter. No fielder should be located in front of the pitcher's mound • Avoid standing in the base paths • Stand near your player in a position that will allow you to protect him or her from a batted or thrown ball if necessary • When your player is ready to throw a ball, be sure the receiver is ready to receive the throw 		
	Softly Hit Ball	Hard Hit Ball
Player with unlimited mobility	<ul style="list-style-type: none"> • Allow the player to field the ball alone • Direct the player with respect to where to throw the ball 	<ul style="list-style-type: none"> • If the ball is heading to the outfield, let it go • If the ball is in the infield, knock it down, if necessary, and then allow the player to field the ball
Player with limited mobility (walker, wheelchair, etc.)	<ul style="list-style-type: none"> • Field the ball, or ask another player to field the ball and hand it to your player to allow them to throw it or hold it momentarily • Assist the player in throwing the ball, if necessary • When talking with a player using a wheelchair, always position yourself at their eye level and talk face-to-face 	
<i>At the end of an inning, all players and buddies should remain on the field until the last base runner scores.</i>		

Batting	
<ul style="list-style-type: none"> • If necessary, help your player choose a bat and helmet and get into batting position • Some players may also need guidance on where to run after they hit the ball. In this case move towards first base and encourage the player to follow you 	
Thrown Pitch	<ul style="list-style-type: none"> • Allow the player to swing at the pitch and assist if needed • If the player is not successful at hitting a thrown pitch, encourage them to use the tee
Tee	<ul style="list-style-type: none"> • Set the ball in place when the fielders are ready and get the player into batting position • Assist the player in swinging the bat if needed
<i>Note: Make sure the player drops the bat before running.</i>	

APPENDIX D

Safety Code for Little League®

(From 2022 Official Regulations, Playing Rules, and Operating Policies, App B)

<https://www.littleleague.org/playing-rules/appendices/appendix-b/>

- Responsibility for safety procedures should be that of an adult member of the local league.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches, and umpires should have some training in first aid. First-Aid Kit should be available at the field.
- No games or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, glass, and other foreign objects.
- Dugouts and bat racks should be positioned behind screens.
- 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 regular player assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.
- During practice sessions and games, all players should be alert and watching the batter on each pitch.
- During warm up drills, players should be spaced so that no one is endangered by errant balls.
- Equipment should be inspected regularly. Make sure it fits properly.
- Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- Catchers must wear catcher's helmet (with face mask and throat guard), chest protector, and shin guards. Male catchers must always wear a protective supporter and cup.
- Except when runner is returning to a base, headfirst slides are not permitted. This applies only to Little League (Majors), Minor League, and Tee Ball.
- During sliding practice bases should not be strapped down.
- 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."
- Players must not wear watches, rings, pins, jewelry, hard cosmetic, or hard decorative items.
- Catchers must wear catcher's helmet, face mask, and throat guard in warming up pitchers. This applies between innings and in bullpen practice. Skull caps are not permitted.
- Batting/catcher's helmets should not be painted unless approved by the manufacturer.
- Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat. This applies only to Little League (Majors), Minor League, and Tee Ball.
- Players who are ejected, ill, or injured should remain under supervision until released to the parent or guardian.