

Allegany Little League

Safety Manual

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Allegany Little League

Safety Manual

Table of Contents

Organization

Safety Manual Publication and Distribution.....	4
List League Officials/Emergency Numbers.....	5
Volunteer Application form and background check.....	6

Training

Fundamental Coaches Training.....	7
Required First-Aid Training.....	10
Abuse Awareness Training.....	11

Allegany Little League

Safety Manual

Facilities & Equipment

Field Inspections.....	12
Annual Little League Facility Survey.....	13
Concession Stand Safety Procedures.....	13
Equipment Inspection and Replacement.....	17

Activities

Injury Reporting and Tracking.....	18
First Aid Kits.....	20
Catchers Gear and Batting Helmet Safety.....	20
Lightning Facts and Safety Procedures.....	21
Player Registration.....	23
Complete Survey Question in Little League Data Center.....	23
Accident Report Form.....	24

Allegany Little League

Safety Manual

This manual was first published in February 2003 and reviewed and updated in February 4th, 2024. It is reviewed by all League Officials, Team Managers and Coaches before the start of each season. It is then submitted to Williamsport along with a Safety Plan Registration Form and the Facility Survey for our 7 fields.

A copy is given to each team manager and a copy is available at the concession stand at all times. A copy will also be provided to anyone by contacting the Safety Officer.

Posted at the concession stand are the names and phone numbers of the Allegany Little League Officers and any local emergency number that may be needed.

**Allegany Little League
Safety Manual
League Officials / Emergency Numbers**

President	- Bill Otto	814-596-7637
Vice President	- Bob Ryan	716-378-0475
Player Agent	- Sean Coulter	401-573-5281
Secretary	- Christine Strade	716-372-7894
Treasurer	- Christine Strade	716-372-7894
Safety Officer	- Bob Ryan	716-373-0405
Information Office	- Ashley Evans	716-239-3098
Equipment Manager	- Mike Niles	716-307-7820
Grounds Keeper	- Mike Niles	716-307-7820
Umpire Coordinator	- Open	??-??-???
Coaching Coordinator	- Bill Otto	814-596-7637
County Police Emergency		911
Allegany Police		716-373-0873
Allegany Fire Department		911
Trans-Am Ambulance Service		716-372-5871
Olean General Emergency Room		716-375-6275

For 911 Calls
Stayer Park
3790 Birch Run Rd
Allegany, NY 14706

Allegany Little League

Safety Manual

Volunteer Application form and background check

The League Safety Officer performs background checks on all Volunteers.

A “Volunteer Application” form is submitted and the background check is performed using the JDP website.

<https://www.jdp.com/littleleague-backgroundcheck/>

Allegany Little League

Safety Manual

Fundamental Coaches Training

All managers and coaches are required to attend a “Fundamental Coaches Training” once every three years. Each team must have at least one Manager or Coach attend this session each year. This training is conducted in a round table format led by the Allegany Little League Safety Officer. This training will be held in March, 2024 at the Allegany Knights of Columbus at 3 West Main St. Allegany, NY. 14706. Topics covered included:

Equipment handling

Equipment is to be stored in the enclosed designated area beside each dugout during games and practice.

No equipment is to be in the dugouts.

Bats and helmets are not to be thrown at any time.

Proper use of Equipment

Batting helmets are to be worn while a player is batting at all times. This includes practice when either batting against a pitcher, batting off a practice tee, batting from a “Soft Toss”, or any other form of batting practice.

Players must wear a helmet while running the bases. It should not be removed until they have returned inside the equipment area.

The full set of Catchers equipment must be worn by the catcher while catching with a batter trying to hit (games and practice).

Allegheny Little League

Safety Manual

The full set of catchers equipment includes shin guards, chest protector, face mask with attached throat guard, skull cap, catchers glove, and an athletic supporter with a hard cup (males only).

A player must wear the face mask with a throat guard, a skull cap, and an athletic supporter with a hard cup (males) when warming up a pitcher before the start of an inning, or on the sidelines.

An athletic supporter with a hard cup (males) is mandatory for any player playing the catchers position, but is also highly recommended for all players.

The pitcher must wear a batting helmet when warming up from the pitchers mound before each inning.

Any player must wear a batting helmet when coaching a base.

Proper method to play catch

Coaches should not allow players to play catch unsupervised.

When the entire team is playing warm up catch, pair the players in two parallel lines with plenty of space between each player. Instruct them to retrieve an overthrown ball and return to their original position before throwing the ball back to their partner. (i.e. no long throws).

Match players of equal ability. Do not match an advance player with one of less ability.

Pitcher warm ups are done in the designated bull pen areas. These are available for Triple A, Major, Junior and Senior Leagues.

Allegheny Little League

Safety Manual

Other Miscellaneous points.

A player must not slide head first except when returning to a base.

Jewelry cannot be worn at any time. Medical bracelets can be worn but must be taped down with only the tag exposed.

Players wearing eyeglasses should use a strap to keep them in place.

To protect against brush burns when sliding, short pants should not be worn.

“On-Deck” batters are not allowed. A player may not take practice swings until they reach the dirt area around home plate.

Wear and bring appropriate clothing. Wear a long sleeve shirt under the jersey on cool days. Have a sweatshirt or jacket available. Remember, a game that begins with 75 degree temperatures may end when it is 45 degrees.

Do not allow players or fans to stick fingers through the backstop or sideline chain link fencing.

Coaches should perform a pre-game (practice) field safety inspection check.

All bats must be in a Bat Bag when outside the fenced in area of fields. (i.e. when being transported to and from a vehicle and the field).

Allegany Little League

Safety Manual

Required First-Aid Training

All managers and coaches are required to attend a “First-Aid Training” session prior to the start of each season. This Training will be conducted by Bev Ryan in March, 2024 at the Allegany Knights of Columbus located at 3 West Main St. Allegany, NY. 14706. Bev is a Retired Emergency Room Nurse at Olean General Hospital with 38 years of experience.

Topic in the course included:

- What to know when calling 911.

- Infection Control

- Treatment for:

 - Bleeding

 - Muscle, bone and joint injuries

 - Head and Spine injuries

 - Bites and Stings

 - Diabetic emergencies

 - Heat Emergencies

 - Good Samaritan Law

 - Fainting

 - Asthma

 - Choking

 - Concussion

Allegany Little League

Safety Manual

Abuse Awareness Training

All Allegany Little League Volunteer's are required to complete the "Abuse Awareness" training provided by USA Baseball. This training is at:

<https://usabdevelops.com/page/4824/education>

After successfully completing the course, a Certificate of Completion is emailed to them. They then forward this Certificate to the league president who keeps them on file.

As explained in this course, if a volunteer becomes aware of any type of abuse, they should contact the League President or the League Safety Officer who will then coordinate notifying the Local or State Police.

Allegheny Little League

Safety Manual

Field Inspections

Allegheny Little League games are played at Stayer Park located at 3790 Birch Run Road, Allegheny, N.Y. 14706. This facility consists of five fields: one full size field used by the Junior and Senior League teams, two standard Little League fields used by Major and Triple A teams, one standard size Minor League A field and one T-Ball field.

All fields (except for T-Ball) are completely enclosed by chain link fencing with two protected dugouts. Each of these fields also contains a screened in equipment area for storage of Bats, Balls, Helmets, etc. It also provides a protected place for the players to put on their equipment (helmets before batting and catchers equipment before each inning.

The T-Ball field contains chain link fence protection around the team benches.

All fields are inspected before each season and any repairs are made. This includes the playing surface, dugouts, bleachers, protective fencing, and anything else that could be seen as hazardous to players, coaches and fans.

Through out the season the fields are inspected by the coaches before each game and practice. Any hazards detected are reported to the Grounds Keeper and/or the Safety Officer and corrective action is taken immediately.

Allegany Little League

Safety Manual

Annual Little League Facility Survey

The annual Little Leaguer Facility Survey has been completed and is available on request from the Safety Officer or the League President.

Concession Stand Safety Procedures

Menu.

Keep the menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home.

Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potential hazardous foods should be kept at 41 degrees F or below (if cold) or 140 degrees F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155 degrees F, poultry parts should be cooked to an internal temperature of 165 degrees F.

Reheating.

Rapidly reheat potentially hazardous foods to 165 degrees F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Allegany Little League

Safety Manual

Cooling and Cold Storage

Foods that require refrigeration must be cooled to 41 degrees F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly.

Hand washing.

Frequently 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. The use of hair restraints is recommended to prevent hair ending up in food products.

Food Handling

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food.

Allegany Little League

Safety Manual

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 clear water
- 3 - Chemical or heat sanitizing
- 4 - Air drying

Ice

Ice used to cool cans/bottles should not be used in beverages and should be stored separately. Use a scoop to dispense ice; never use the hands.

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.

Insect Control and Waste

Keep foods covered to protect them from insects. Pesticides need to be stored away from foods. Place garbage and paper wastes in a refuse container with a tight lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

Allegheny Little League

Safety Manual

Food Storage and Cleanliness

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

Allegany Little League

Safety Manual

Equipment Inspection and Replacement

All equipment is inspected before each season by the Equipment Manager. Any equipment found to be defective is repaired or replaced before it is issued to the managers of each team.

Equipment is inspected by each manager before each game and practice. Any equipment found to be defective is reported to the Equipment Manager or the Safety Officer for repair or replacement.

Allegany Little League

Safety Manual

Injury Reporting and Tracking

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 within 48 hours. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

The Safety Officer will then document the incident with the following information:

- Name and Phone Number of the individual involved
- Date, Time and location of the incident
- Detailed description of the incident
- Preliminary estimate of the extent of the injury.
- Name and phone number of the person reporting the incident.
- Date and time the incident was reported.

Within 48 hours of receiving the incident report, the Safety Officer will 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 (4) in the event that the injured party required other medical treatment (i.e. emergency room visit, doctors visit, etc.) will advise the parent or guardian of the Little League's insurance coverage and the provisions for submitting any claims.

Allegany Little League

Safety Manual

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as incident is considered “closed” (i.e., no further claims are expected and/or the individual is participating in the league again).

Allegany Little League

Safety Manual

First Aid Kits

First Aid Kits are issued to each team manager before each season begins. Each kit includes ice packs, bandages, gauze, tape and rubber gloves etc. Each coach will contact the Equipment Manager or the Safety Officer when any item needs to be replenished.

All managers and coaches are required to attend the First Aid Training Session at least once every three years. Each team must have at least one Manager or Coach attend this session each year.

Catchers Gear and Batting Helmet Safety

Catchers must wear a skull cap, mask, throat guard, long model chest protector, shin guards, and an athletic supporter with a hard cup (males) in practice as well as games.

Batters must wear helmets during games and practice when batting at all times.

Enforcement of League Rules

All Managers, Coaches and any other volunteers are required follow the procedures outlined in this manual.

Allegany Little League

Safety Manual

Lightning Facts and Safety Procedures

Consider the following facts:

The average lightning stroke is 6 to 8 miles long.

The average thunderstorm is 6 to 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 strokes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 3 people during a concert at RFK occurred while it was sunny and dry).

On the average, thunder can only be heard over a distance of 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.

“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.

Rule of Thumb

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:

When you hear it – Clear it
When you see it – Flee it.

Allegany Little League

Safety Manual

Where to go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For a majority of participants, the best area for them to seek shelter is in a fully enclosed 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 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 fences and water.

Warning and Evacuation Procedure:

Upon the first lightning strike or sound of thunder, play shall be halted and all fields evacuated. Play shall not resume until 30 consecutive minutes has passed without another lightning strike. If there is another strike, the 30 minute timer is re-set.

Allegany Little League

Safety Manual

Player Registration

All Player Registration Data, Team Rosters, and Manager/Coach Data has been submitted via the “**Little League Data Center**” by the League Player Agent.

Ideas to Promote or Improve the Safety Plan

The Survey Question in the Little League Data Center has been completed.

Allegany Little League

Safety Manual

Accident Report Form

Date/Time Incident Occurred: _____

Date/Time Incident Reported to Safety Officer: _____

Name and phone number of Person Reporting the Incident: _____

Name of Individual involved: _____

Phone Number of Individual involved: _____

Location of the Incident _____

Detail Description of the incident: _____

Preliminary estimate of the injury: _____

Follow up and closure: _____

Safety Officer Sign off: _____