



# League Safety Officer Manual

League Name Amesbury Little League

League # 2 2 1 - 1 5 - 0 3

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## Overview

The Amesbury Little League (ALL) Safety Program is designed to meet all requirements and guidelines recommended under Little League International's A Safety Awareness Program (ASAP). Little League takes safety seriously, requiring each chartered organization to have an established safety program consisting of at least fifteen core elements. Amesbury Little League's Safety Plan addresses all aspects of safety, which includes but is not limited to, facilities, equipment and most importantly the participants of the organization. The manual is organized according to the fifteen core elements for ease of administrative review and application of Little League best practices.

## Little League Requirements

### Have active safety officer on file with Little League International

The Safety Officer is an executive member of the ALL Board of Directors. The position is voted by the board based on a recommendation of the President. The President holds the final responsibility for the league, including its safety, and is responsible for selecting the Safety Officer.

#### Responsibilities of the Safety Officer:

The main responsibility of the Safety Officer is to develop the Safety Program for Amesbury Little League. The officer then oversees the program, making recommendations to the President on areas that need to be addressed or reviewed.

The Safety Officer is the point of contact for all members of the organization who have any questions, concerns, or recommendations concerning any area of safety. Individual members should be aware that the success of the league and the safety of its participants can only be maintained or improved with input and feedback from them to the President or the Safety Officer.

For 2021 season, the Amesbury Little League Safety Officer is Peter Nazzaro. Peter Nazzaro's contact information is registered on the Little League Data Center site.

### Make safety plan accessible to coaches, managers, board members and any other volunteer in the league

The Amesbury Little League Safety Plan will be available in two ways. First, a hard copy will be given to all those requiring a copy (i.e. coaches, concession help, field maintenance help, etc.). Second, it will be posted on the league [website](#), accessible to the Board or Directors and coaches.

### Post and distribute emergency and league officer phone numbers

The list of Amesbury Little League's Board of Directors is posted to the league [website](#). Members of the board have been assigned specific duties and titles. Each board member can be contacted with any concern that needs to be addressed or raised to the board as a whole. Key contact information will also be included in the Amesbury Little League Emergency Contact list, posted at the Cashman school field Concession stand and the Town Park field, and included as Appendix D in this document.

## Require volunteers to complete and submit the Official Little League Volunteer Application

The success of the program is dependent on the generosity of those that volunteer to make the organization meet all its goals.

### Massachusetts CORI Requirement

As an organization within the state of Massachusetts we are required by law to abide by Section 172H of Chapter 385, an Act by the Massachusetts legislature to protect children. This requires Amesbury Little League to run a background check on all volunteers that will be involved directly with children under the age of 18. These checks are Criminal Offender Record Information (CORI) requests and are made through the Department of Criminal Justice Information Services (DCJIS). The DCJIS also requires the league to have a specific policy in place. Amesbury Little League's policy is posted to the organization's [website](#).

The positions within the organization that require the CORI check are League Official, anyone in a coaching position, and anyone in a Practice Assistant position.

The process for the background check begins with each individual filling out the Massachusetts CORI Request Form, provided to potential volunteers by the Safety Officer. One of the requirements imposed by Chapter 172H is that the request form be on league stationary, therefore volunteers must obtain a copy from the league, which has the Amesbury Little League submission code in the upper right-hand corner on it.

### Little League Volunteer Applications

As an organization chartered by Little League of Williamsport PA, Amesbury Little League is required to follow their policy on using the proper volunteer application. Volunteers complete the volunteer form on the Amesbury Sports Connect site which can route background check request electronically through the JDP. Volunteers may also request a manual check by completing the Little League Volunteer form (link below) and submitted the background check request through the JDP QuickApp.

<https://www.littleleague.org/downloads/volunteer-application/>

The positions within the organization that require a check are League Official, anyone in a coaching position, including the Practice Assistant position, Fundraising, Concession stand, Field Maintenance, or a Parent Coordinator. Anyone refusing to fill out the volunteer application or complete the JDP QuickApp form is ineligible to be a league member.

This form, once signed, gives the league the right to request a nationwide background check through Little League's preferred vendor, JDP.

Volunteers opting to submit their request electronically through Sports Connect will not be required to complete the paper-based form.

### Summation of Background Checks

Amesbury Little League is required to conduct multiple background checks due to database issues, one by the state of Massachusetts, another by Little League nationally. This requires individuals fill out two separate requests authorizing the league to perform the necessary

background checks. In addition to the forms, a legible copy of a valid governmentally issued identification is required.

### **Provide fundamentals training**

Amesbury Little League supplies training opportunities to its coaching staff, players, and umpires. It is a goal of the organization to help prepare everyone involved with all aspects of the program with different training opportunities

### **Coach Training Opportunities**

There is an opportunity presented to the coaching volunteers each year and is open to all that volunteer. The league also mandates that at least one coach from each team attend one of these opportunities, and each individual attend at least one within a three-year window. These mandates are in conjunction with the Little League requirement to provide training to the coach volunteers.

## **Rip City**

Rip City is a local business franchise specializing in baseball development. It offers a multitude of skill and knowledge development methods. The league works with the staff at Rip City to provide a comprehensive clinic that encompasses fundamental techniques of hitting, sliding, fielding, pitching, and catching.

### **Umpire Training**

Amesbury Little League develops an umpire staff at an early age. The league has a comprehensive classroom and practical training program for ages 13 and up. This age group typically is tasked with umpiring the AAA division which is ages 9 and 10. The Amesbury Little League Majors division is umpired by patched adults that are well trained.

### **Player Development**

Amesbury Little League offers a number of training programs to help interested players improve their skill set. These programs include.

- Mid-Summer clinics, offered at the end of the season as one-week daily clinics that review hitting, fielding, pitching, and catching, as well as game situations
- Pre-Season Pitching and Catching Clinics; offered to the coach of each team. That coach is allowed to bring one pitcher and catcher (and the coach is encouraged not to bring his best, but the ones that would benefit the most) to a clinic sponsored at the previously mentioned Rip City. Amesbury Little League will offer a pre-season skills program for both players and coaches to raise the skill level of both and to create a consistent skills base and development method across the league.
- Lastly, Amesbury Little League offers off season programs. These programs are geared towards non-competitive training to give players the opportunities to concentrate on positions and areas they need the most work.

### **Coaches Meeting**

The Coaches Meeting is the season kick off meeting where coaching staffs handle a number of items and will take place on April 10, 2021.

- 1) Draft of the AAA and Majors divisions to set those rosters. The lower division rosters are completed on an assignment basis by the President, Player Agent, and a subcommittee selected by the President. The draft is expected to take place on April 4, 2021.
- 2) Uniforms: each player is supplied a game shirt and hat.
- 3) Equipment Bags: the equipment in a given bag is determined by division. That equipment is detailed in the Amesbury Little League Rules of Play.
- 4) Listen to a review of applicable rules.
  - a. Amesbury Little League Rules of Play; a document detailing league and divisional specific regulations.
  - b. The Little League 'Green' book with emphasis on:
    - i. Little League defined pitching rules.
    - ii. Rules pertaining to warming up pitchers
    - iii. Required playing time
- 5) Participate in a first-aid training session, as explained below.
- 6) Review proper field policing by the Field Maintenance Coordinator.
- 7) Review of the safety manual with the safety items of Appendix A highlighted.
- 8) Review changes to normal operations due to COVID-19. This includes discussion around Amesbury Little League's COVID-19 Resumption Plan and any state-wide restrictions in place for safety of spectators, coaches, players, and other volunteers.

### **Coaches Manual**

The coach's manual is a three-ring binder that is given out at the Coaches Meeting. The manual has a number of items in it, including the following.

- 1) General Information about the league and season
  - a. Game and practice schedules
  - b. Code of Conduct & Zero Tolerance policy
  - c. Contact information of this seasons Board and all team Coaching staffs
  - d. Picture day schedule
- 2) The Amesbury Little League Rules of Play
- 3) The Amesbury Little League Safety Plan
  - a. Accident Tracking Form
  - b. Accident Claim and Instruction Form

- c. Various Safety related flyers, as shown in Appendix B.

### **Provide first-aid training**

At the annual Coaches Meeting, a medically trained individual reviews how to apply basic first aid, contents of first aid kit, and who to contact if there is an incident to be reported. In the past this individual has been a doctor, a nurse, or Emergency Medical Technician. The Safety Officer, or an alternate Board member, also reviews the Incident/Injury Tracking and Accident Claim forms.

First aid information is posted at the Concession Stand, and at the Town Park Fields. These postings relate to the flyers of Appendix B, and emergency contact numbers.

A review of basic medical topics is provided in Appendix C of this manual.

### **Require field inspections before games and practices**

The Field Maintenance Coordinator is a position assigned to a member of the Board of Directors. That individual has the responsibility of being sure the fields are in a safe and playable state during the regular season, tournament play, and the Fall Ball program. The responsibilities also include Pre and Post Season maintenance. Amesbury Little League has a number of fields and facilities within the Town of Amesbury that it maintains.

1. The Cashman Elementary School hosts two tournament ready regulation fields primarily used by the AAA and Majors divisions, one Concession Stand used for food service, and one Equipment Shed used for Field Maintenance and offseason equipment storage.
2. Amesbury Town Park hosts one baseball diamond (slightly smaller than regulation) used for the AA and some AAA divisional games, one T-ball diamond for the T-ball division, one skinned softball field used by the A division, and one equipment shed used for storage of playing and field maintenance equipment.

The league has pre-season, in-season, and post-season maintenance procedures.

#### **Pre-Season Maintenance**

Pre-Season maintenance consists of preparation of the fields of everyday use. This begins with a visual walk-through inspection of the fields and identifying areas of need. This is completed by the Coordinator of Field Maintenance, and a report provided to the Board of Directors to prioritize and authorize funding for the upgrade's typical yearly maintenance includes:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| Re-Clay Infield areas as needed   | Re-Stone dust the dugout areas |
| Aerate and Fertilize the fields   | Prepare the irrigation systems |
| Maintain fencing issues           | Clean out the Equipment Sheds  |
| Measure and Reset plates & Mounds | Reseat breakaway bases         |

#### **In-Season Maintenance**

The Coordinator monitors the field conditions periodically throughout the week. Issues that arise are either handled at the time it was brought to the league's attention, or if able, it is handled during the weekly maintenance activity.

The weekly activities include turning and dragging the infield clay, the infield and outfield grass is mowed and trimmed. Typically, on Saturday mornings, throughout the season, a volunteer crew meets at the Town Park fields to prepare them for the scheduled games, and then proceed to the Cashman Fields to prepare them.

Game day, or practice day activities. The coaches are instructed during the Annual Coaches meeting on the preparation they are responsible for each time they use the fields. These responsibilities include a sweep of the infield and outfield looking for and removing any debris, opening the job boxes, and placing the breakaway bases, rake the pitcher's mound and the plate area, and lastly if time allows to line the field for games. After practices or games, the coaches are responsible to again rake the mound and plate area, rake any overly worn areas at 1<sup>st</sup>, 2<sup>nd</sup>, short, or 3<sup>rd</sup>. Lastly, they are to remove all trash from the field and dugouts. Each coach is given a key to the job box and the rake rack, so they have access to everything needed for their field preparation.

On game days, when areas of the clay fields are wet from rain, there is a drying material available to them to protect players.

### **Post-Season Maintenance**

Post season maintenance consists of winterizing the irrigation system, winterizing the mechanical field maintenance equipment, and preparing the sheds at Town Park and the Cashman Fields for winter storage of the team equipment bags. At this time, all sponsorship signage is removed, the job boxes are emptied, and all locks are removed.

### **Complete the annual Facility Survey**

Per the requirement of Little League, Amesbury Little League completes an annual facility survey (link to template below) that accompanies the submission of the league Safety Plan to Little League Williamsport for acceptance. Completion of this plan and survey is an important step in assuring Little League, and the Amesbury Little League participants that the Board of Director takes safety seriously. The results of field surveys are updated on Manage Fields option on the Little League Data Center prior to the start of each season.

<https://www.littleleague.org/downloads/national-facility-survey/>

### **Post and utilize concession stand procedures**

The Concession Stand Coordinator is appointed by the board each year. The responsibilities include a variety of items, including but not limited to:

- Scheduling Cooks. Cooks are trained by certified Safe-Serv trained volunteers to ensure proper cooking and serving of cooked foods, meeting the requirements of the Amesbury Board of Health.
- Coordinating the food purchasing and delivery.
- Scheduling the Counter Coverage. The stand is staffed with both counter help and cooks for the duration that it is open. Cooks are not allowed to handle ordering or make change, Counter Coverage handles that, allowing a clear separation between food preparation and interfacing with the customers.

- Detailing the Opening and Closing procedures for Board Members, who handle the setting up and closing of the cash register, Counter Help, who prepare and clean the service area, and cooks, who prepare and clean the cooking area. Counter help are also tasked with general cleaning of the bathrooms, which are in the same building.

The Concession Stand Coordinator is also responsible for developing and maintaining the Concession Stand Operating Procedures Manual, which details all aspects of running the Concession Stand. The manual is generally included in this document as an Appendix but will be excluded for the 2021 Amesbury Little League season due to a pending transition to new town fields. Food services will be closed until this transition is complete.

### **Regularly inspect and replace equipment as needed**

The league supports 4 divisions of teams: T-Ball (ages 4 & 5), Single A (ages 6 & 7), Double A (age 8), Triple A (ages 9 & 10), and Majors (ages 11 & 12). Each team is supplied with a team bag having equipment applicable to those age groups. The equipment included with each division is defined in the Amesbury Little League Rules of Play document, which is handed to each coach in each division.

The equipment is inspected at the season's completion, the bags are cleaned out, each piece is inspected, and a determination is made of its condition. Equipment that is acceptable is returned to the equipment bag for use the next year. Equipment deemed unusable is recorded as such by the Equipment Coordinator. The Equipment Coordinator will present the inventory and condition to the Board of Directors. The Board will authorize the replacement of equipment deemed unusable. Once purchased it is put back into the equipment bag.

Inventory and Inspection is a year-end activity. During the playing season, and during the Fall Ball Program, the Equipment Coordinator has the authority to replace any defective equipment that had been released in an equipment bag. There is typically a well-stocked area at the Cashman equipment shed containing inventory of some of the more common equipment (i.e. throat protectors, batting helmets, ice packs, bats), readily available to a team that needs a quick replacement.

At the annual Coaches Meeting, which is described earlier in this plan, the Equipment Coordinator will review the equipment supplied by the league and educate the coaching staffs about proper care.

### **Have a procedure for reporting accidents/injuries**

Amesbury Little League uses the Little League Injury Tracking Form (referenced in table below) to report all accidents and near-misses. Copies of the claim form, along with the claim form instructions, will be provided to managers at the Coaches Meeting and be available at the concession stand. They will be instructed to fill out the form and present it to the Safety Officer within 24-hours of the incident. The Safety Officer's contact information is included on the emergency contact sign. A mailbox will be set up at the concession stand to turn in any forms or suggestions.

The incident/injury tracking report also needs to be filled out so a record of the event can be maintained, and any corrective action can be considered.

The same is true for near-miss incidents. The incident/Injury tracking report should be completed and submitted to the Safety Officer or left at the concession stand in the mailbox.

Detailed, timely information submitted concerning any accident or near-miss, can result in increased safety for everyone. All volunteers in the league will be instructed to ask themselves one important question: “Is what I just saw a potential problem?” If the answer is yes, then they can call the Safety Officer, or drop a note to the mailbox at the concession stand.

The Safety Officer will track all reported incidents, report them to the board and follow through on any reporting, including insurance paperwork to Little League International.

Little League Form Links	
Little League Claim Form Instructions	<a href="https://www.littleleague.org/downloads/accident-claim-form-instructions/">https://www.littleleague.org/downloads/accident-claim-form-instructions/</a>
Little League Accident Claim Form	<a href="https://www.littleleague.org/downloads/accident-claim-form/">https://www.littleleague.org/downloads/accident-claim-form/</a>
Little League Incident/Injury Tracking Form	<a href="https://www.littleleague.org/downloads/incident-injury-tracking-form/">https://www.littleleague.org/downloads/incident-injury-tracking-form/</a>

### **Require First Aid Kits at all league events**

First Aid kits are supplied each year at the Coaches Meeting with the equipment bags. Additional supplies are available when needed at the concession stand, the Town Park equipment shed, or by contacting the Safety Officer directly.

### **Enforce Little League Rules & Regulations**

Little League Rules & Regulations and discussed during the Coaches Meeting and enforced throughout the season at any team related event, including practices and games. Violation of any rule must be reported to the Safety Officer or a member of the Board of Directors.

### **Submit League Registration Data for players, coaches, and managers**

Player and volunteer data is fed directly to the Little League Data Center from the Sports Connect application.

### **Complete survey question in LL Data Center**

The Little League survey will be completed by the Safety Officer during the Safety Plan submission process.

## Appendix A: Safety Highlights

Team Managers and Coaches are instrumental in the safety of the players. Your actions concerning your teams dictate the message of fun, learning, and playing it safely.

Be aggressive when it comes to safety.

Let your team know what is expected of them.

Be a leader. Don't wait for something to happen before you step in.

### Safety Rules

- 1) Catchers must be fully equipped with catcher's helmet, mask, dangling throat guard, shin pads, long chest protector and cup. When warming up or at practice, helmet/mask and throat guard must be worn.
- 2) All equipment must be Little League approved. All league supplied equipment will be such. A player using his/her own equipment must be checked by the manager and any non-conforming items must be removed.
- 3) First aid kits are supplied to each team and there is a kit at the concession stand at the Cashman fields, along with ice packs. At least one manager/coach will attend first aid training offered by the league.
- 4) In the event of an accident, notify the safety officer and complete an accident form to be turned in within 48 hours. For the near-miss incident, fill out an appropriate form & notify the Safety Officer.
- 5) No one is allowed in the dugout or on the field other than the players and the adult coaches.
- 6) Managers must walk the field prior to practices and games check for and correct any unsafe conditions.
- 7) Absolutely no swinging of bats allowed other than the batter at the plate. Little League does not offer provisions for on deck batters.

## Appendix B: Safety Flyers

These flyers are distributed to all coaches in their Coaches Manuals, as well as being posted throughout the playing fields.

### Asthma Emergency Signs & Hey Coach

### Asthma Emergency Signs

**Seek Emergency Care If A Child Experiences Any Of The Following:**

- + Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- + Child's chest or neck is pulling in while struggling to breathe
- + Child has trouble walking or talking
- + Child stops playing and cannot start again
- + Child's fingernails and/or lips turn blue or gray
- + Skin between child's ribs sucks in when breathing

Asthma is different for every person.  
The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

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If you are at all uncertain of what to do in case of a breathing emergency...

**Call 9-1-1 and the child's parent/guardian!**

Michigan Asthma Steering Committee of the Michigan Department of Community Health

From the Grandville, Mich., Little League 2001 Safety Plan



## HAVE YOU:

- Walked field for debris/foreign objects
- Inspected helmets, bats, catchers' gear
- Made sure a First Aid kit is available
- Checked conditions of fences, backstops, bases and warning track
- Made sure a working telephone is available
- Held a warm-up drill

### Staying Hydrated & Don't Swing



## WHEN IT'S HOT, DRINK BEFORE YOU'RE THIRSTY.

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**Drinking Guidelines For Hot Day Activities**

<p><b>Before:</b> Drink 8 oz. immediately before exercise</p> <p><b>During:</b> Drink at least 4 oz. every 20 minutes</p> <p><b>After:</b> Drink 16 oz. for every pound of weight lost</p>	<p><b>Dehydration signs:</b> Fatigue, flushed skin, light-headed</p> <p><b>What to do:</b> Stop exercising, get out of sun, drink</p> <p><b>Severe signs:</b> Muscle spasms, cramps, dizziness, delirium</p>
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# Don't Swing It

...Until You're Up to the Plate!




(Photos from North Scott, Iowa, Little League)

**Don't let this happen to you, or to a teammate.**

**REMEMBER:**  
**Don't pick up your bat until you leave the dugout, to approach the plate.**

**RULE 1.08, Notes**  
"1. The on-deck position is not permitted in Tee Ball, Minor League or Little League (Majors) Division. 2. Only the first batter of each half-inning will be allowed outside the dugout between the half-innings in Tee Ball, Minor League or Little League (Majors) Division."

## Appendix C: First Aid Clinic Summary – For Coaches

This appendix lists common first aid discussion items covered at the first-aid training session and are included here so coaching staffs always have it available.

Types of Injuries Common in Baseball:

- Contusion: Hit by a pitch or sliding into a base
- Muscle Pulls: Pulls and strains due to lack of proper stretching
- Over-use: Mostly isolated to pitchers and catchers
- Sprains/Fractures: Due to running and tripping, or hit by a pitch

First aid discussions:

**PRICE:** Protection - Rest - Ice - Compression - Elevation

Protection: Always inspect the field before games and practices, this decreases the number of injuries. If you find areas of the field that need repair fix them before the game. Also, prior to games, inspect all playing equipment to be sure it is in order. Each inning be sure the catcher is properly dressed and be sure each individual catching that day has a cup.

Rest: Have the child rest so you can observe and assess if it is a mild, moderate, or severe injury.

- Mild: Can they move the injured area on their own.
- Moderate: They can move it with help, but it hurts.
- Severe: They cannot move or put pressure on it.

Ice: Ice everything, do not put ice directly on the skin, use a plastic bag, or an ice pack. Swelling can mean tissue injury or bleeding under the skin.

Compression: If there is severe bleeding apply pressure to the area, gauze pads are in the first aid kits. Icing can be applied on top of the gauze pad.

Elevation: Keeps the swelling down, depending on the injury.

Support: Always assist the child off the field. If there is an arm injury, cradle the arm. If there is an ankle or leg injury, provide assistance, or carry the child off the field.

Always assess the child's injury prior to moving them off the field. If the injury is thought to be severe, and moving is not thought to be appropriate, call 911.

Asthma & Allergies: Know which players have asthma. As part of the registration form there is a section on medical issues. The responses entered here are given, in confidence, to the Manager of a team. Be sure to know which players may need or have inhalers or EPI pens. Also, if an EPI pen is used, you must call 911 - it is a law. If a player requires and EPI pen,

coaches need to coordinate with the guardian who will be in attendance and can administer the pen.

Heat Illness: Some days can be extremely hot. On such days be sure players drink every 15 to 30 minutes and have appropriate rest between innings or practice drills. Heat illness can be dangerous, here are some symptoms to look for.

- Heat Cramps: Painful cramps in the abdominal muscles, arms, or legs. Remove them from the field to a cool area and stretch the affected muscle.
- Heat Syncope: Weakness, fatigue, or fainting during or after exercise. Common to pitchers and catchers. Remove them from the field to a cool place, have them lie down with their head elevated and give them fluids, lots of fluids.
- Heat Exhaustion: Profuse sweating, fatigue, headache, dizziness, loss of appetite, nausea, vomiting, chills, weakness, excessive thirst, muscle aches and cramps, blurred vision, flushing of the face, agitation, or irritability. Remove them from the field, they need immediate attention. They need to be brought to a cool place and hydrated. They should not play again that day.
- Heat Stroke: High body temperature, nausea, vomiting, seizures, disoriented or delirium, hot dry skin, short of breath, can't urinate. Call 911! Place ice packs on forehead, back of neck and inside wrists (these are pressure points) until Emergency Medical Technicians arrive. If they are able, hydrate them with water or Gatorade.

## **Appendix D: Emergency Contact List / Board of Directors**