

**Johnston Girls Little League  
Softball Association**

**Safety Manual**

*for  
Managers, Coaches, and Volunteers*

**2020**



**League # 311368**

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Dear Coaches, Parents, and Players:

Welcome to another exciting season of Johnston Girls Softball. JGSA is beginning our third year as part of the national Little League Softball program. In 1994, Little League developed a new initiative called A Safety Awareness Program (ASAP) to raise awareness of safety issues and allow leagues to take their own approach to safety implementation. Since the implementation of ASAP by Little League, there has been an overall decline in injuries to kids/participants. Severity of injuries has also been reduced by 80%.

In accordance with Little League recommendations and in an effort to attain and maintain the highest standards of safety, the JGSA Board of Directors has created the board position of safety officer and developed the following safety action plan. Please take the time to review this manual carefully and do not hesitate to forward any concerns or questions to our league safety officer, league president, or any other JGSA board member.

In the event that any item within this manual conflicts with any Little League, State and/or Federal law and/or guideline; the appropriate Little League, State and/or Federal law and/or guideline will take precedence.

Let's play ball!

The JGSA Board

# The ASAP Mission:

To increase awareness of the opportunities to provide a safer environment for kids and all Little League participants.

## Emergency Phone Numbers

Emergency Phone Number:		<b>9-1-1</b>
Local Police Department:		515-278-2345
Local Fire Department:		515-276-5182
JGSA Safety Officer:	Abby Hawes	515-343-6733
JGSA President:	Jarod Haxton	515-306-1251
JGSA Vice President:	Tom Cope	515-975-4590
JGSA Facilities Officer:	Carson Hattel	563-599-9894
	Chad Mease	515-202-8002
District 3 Administrator	Chris Chadd	515-664-9307
District 3 ADA Safety Officer	Matt Buman	515-979-4230

### **Hospitals:**

Mercy Main	1111 6 <sup>th</sup> Avenue, Des Moines, IA	515-247-3121
Mercy West Lake	1755 59 <sup>th</sup> Place, West Des Moines, IA	515-358-8000
Iowa Methodist/Blank Children's	1200 Pleasant Street, Des Moines, IA	515-241-6212
Methodist West	1660 60 <sup>th</sup> Street, West Des Moines, IA	515-343-1000
Broadlawns	1801 Hickman Road, Des Moines, IA	515-282-2200

# Safety Code

## Volunteer Guidelines

1. All JGSA board members, coaches, and other volunteers will complete the annual Little League Volunteer form and be subject to a background check annually per Little League guidelines.
2. No adult volunteer is permitted to be alone with any child unless they are a first-degree relative.
3. Each year, a member of the board shall be designated the League Safety Officer. The League Safety Officer for the 2019-2020 term is Abby Hawes.  
Phone: 515-373-6733  
Email: abigailhawes@gmail.com
4. A copy of the safety manual will be distributed to all league volunteers including board members and coaches. A copy will also be located in the concession stand, the Quad shed, and in the dugout closets of Merical, Wellmark, and Signarama fields.
5. There will be at least one officer of the day assigned during all regular season practices and games.
6. All volunteers will be required to abide by the JGSA code of conduct as outlined on Page 9 of this manual.

## Equipment

7. Equipment will be inspected by the Equipment and Uniform Director prior to each season and by the coach and umpire prior to each game. Damaged equipment will be properly disposed of.
8. All team equipment should be stored within the team dugout, or behind screens, and not within the area defined "in play". Responsibility for keeping bats and loose equipment off the field of play should be that of the player responsible for the particular item and/or the team's manager and coaches.
9. Any player catching for a pitcher, whether in practice, warm up, or a game, must wear a catcher's helmet, mask, throat guard, chest protector, and shin guards. NO EXCEPTIONS.
10. Batters must wear Little League approved protective helmets with NOCSAE seal during batting practice and games. Coaches should encourage the use of face guards on batting helmets.
11. All bats will conform to Little League standards.
12. Shoes with metal spikes or cleats are not permitted. Shoes with molded cleats are permissible.
13. Fielding face masks will be required for all girls during games when in any fielding position except for catcher who will be wearing the required catching helmet.

## Accidents

14. Responsibility for Safety procedures should be that of all adult members of the Johnston Girls Softball Association including board members, coaches, and other volunteers.
15. Report all accidents and near misses. Injury and Accident reporting may be performed by any league volunteer, parent, or player that witnesses an injury or accident. The report should be

made to the Safety Officer or JGSA officer of the day within 48 hours of the incident. See Page 10 of this manual for further guidelines and instructions on accident reporting. Page 11 contains an accident reporting form that may be used to initially report any incident.

16. A working telephone should be available at all JGSA events including all games, practices, and other organization events.
17. First-aid kits are available at the concession stand and are issued to all teams during the initial equipment distribution. Teams are required to have First Aid Kits at all practices and games. There is an AED available at the concession stand. Any time the AED is needed, 911 should also be called.
18. At no time should “horse play” be permitted within Lew Clarkson Park.

### **Training**

19. Safety and First Aid training and Fundamental Skills training will be provided at the start of each season.
20. A coach from each team must attend JGSA’s First Aid Training Seminar. Each individual coach must attend the Safety and First Aid Training at least once every three years.
21. Coaches are encouraged to complete the online concussion training, heads Up Coaches: Concussion in youth Sports, at <https://headsup.cdc.gov/>.
22. A coach from each team must attend JGSA’s Fundamental Skills Training Seminar. Each individual coach must attend the Fundamental Skills Training at least once every three years.
23. All coaches will receive a list of any special medical needs for the players on their team prior to the start of the season.
24. All board members and coaches will be required to review and familiarize themselves with this safety manual.

### **Field & Grounds**

25. The JGSA Safety Officer will complete the Facility Survey annually.
26. Coaches and umpires will walk and inspect their assigned field prior to practices and games. See Coaches Checklist on page 8.
27. After each game, coaches should ensure dugouts and areas around the outside of the playing area are free of trash and dangerous objects.
28. Report any potential safety hazards and/or repairs to the Facility Coordinator for immediate repair.
29. Motorized field equipment should not be used by those under the age of 16 without adult supervision.

### **Games & Practices**

30. Only players, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
31. Players in the dugout should remain behind the fence and not in the dugout doorway.
32. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by spectators (i.e., playing catch, pepper, swinging bats, etc.).
33. During warm-up drills players should be spaced so that no one is endangered by wild throws

or missed catches.

34. While on the playing field, all players should be alert and watching for thrown and batted balls and players swinging bats.
35. Parents of players who wear glasses should be encouraged to provide "safety glasses".
36. Player must not wear watches, rings, pins or metallic items during games and practices.
37. Coaches may not warm up pitchers before or during a game.
38. On deck batters are not permitted. Players may not pick up a bat until it is their turn to enter the batting box.
39. All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.

### **Weather**

40. No games or practices should be held when weather or field conditions create an unsafe environment.
41. There is a lightning detector located in the concession stand. The lightning detector shall be turned on before the first game of the day and remain on until the park is closed. If lightning is detected within the 3-8 mile range or less, all persons will be required to vacate Lew Clarkson Park. Once play is suspended, there is a wait period of at least 30 minutes after the last flash of lightning is witnessed, thunder is heard, or the detector indicates lightning in the 3-8 mile range, before play can resume. An Officer of the Day will make the final decision pertaining to when play can resume or if field conditions are unsafe to continue play.
42. No games or practices should be held when there is an active tornado warning for Johnston, IA.

### **Batting Cages**

43. Batting helmets are required while batting in the cages.
44. Only one batter and one pitcher is permitted in the cage at one time.
45. L-screens should be used at all times to protect the pitcher within batting cages

### **Miscellaneous**

46. Player registration data and coach data will be submitted to Little League via the data center annually.
47. Children should be supervised while playing on the playground equipment.
48. The speed limit for the roads and parking lots within Lew Clarkson park is 5mph. Watch for small children around parked cars.
49. Observe all posted signs. Players and spectators should be alert at all times for Foul Balls and Errant Throws.
50. All concession stand instructions and safety procedures will be posted within the concession stand. These can be viewed on pages 12-17 of this manual.
51. Any pets brought to the games must be under direct control of the owner and on a leash or other restraining device. Owner must clean up after pets.

52. No medication will be administered to any player unless done so directly by the child's parent.  
This includes aspirin, Tylenol or ibuprofen.
53. No alcohol or drugs are allowed within Low Clarkson Park at any time.

## Coach Pregame Checklist



**HEY COACH**

**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**

# Code of Conduct

The board of directors of Johnston Girls Softball Association has mandated the following Code of Conduct. All coaches, board members, and volunteers will familiarize themselves with this Code of Conduct and agree to abide by its contents.

## ***Johnston Girls Softball Association Code of Conduct:***

No Board Member, Coach, Player or Spectator shall:

- At any time lay a hand upon, push, shove, strike, or threaten to strike an official, player, coach, manager, or spectator.
- Be guilty of personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or anywhere on the Lew Clarkson complex while in an intoxicated state at any time.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Use tobacco products of any kind within Lew Clarkson park.
- Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- Speak disrespectfully to any parent, player, coach, official or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.

The JGSA Board of Directors will review all infractions of the JGSA Code of Conduct. Depending on the seriousness or the frequency of the offense, the board may assess additional disciplinary action up to and including expulsion from the association.

# Accident Reporting Procedures

**What to report** - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

**When to report** - All such incidents described above must be reported to the Safety Officer *within 48 hours* of the incident. The Safety Officer for 2020 is Abby Hawes. She can be reached at the following:

Cell phone: 515-343-6733  
Email: abigailhawes@gmail.com

**How to make the report** - Reporting incidents can come in a variety of forms. Most typically, they are *telephone conversations*. At a minimum, the following information must be provided:

- The name and phone number of the individual involved
- The date, time, and location of the incident
- As detailed a description of the incident as possible
- The preliminary estimation of the extent of any injuries
- The name and phone number of the person reporting the incident

Incident/Injury Tracking forms are available at the concession stand and in the Quad shed, on page 11 of this manual, or at this website

([http://www.littleleague.org/Assets/forms\\_pubs/asap/Injury\\_Tracking\\_Form.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/Injury_Tracking_Form.pdf))

and may be utilized as the initial reporting mechanism. A witness to the event can fill out the form and forward it to the League Safety Officer.

**Safety Officer's Responsibilities** - 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, doctor's visit, etc.) will advise the parent or guardian of the JGSA's insurance coverage and the provisions for submitting any claims.

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 the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

## Activities/Reporting

## A Safety Awareness Program's Incident/Injury Tracking Report

League Name: \_\_\_\_\_ League ID: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Incident Date: \_\_\_\_\_

Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Parents' Address (If Different): \_\_\_\_\_ City \_\_\_\_\_

### Incident occurred while participating in:

- A.)  Baseball  Softball  Challenger  TAD
- B.)  Challenger  T-Ball (5-8)  Minor (7-12)  Major (9-12)  Junior (13-14)  
 Senior (14-16)  Big League (16-18)
- C.)  Tryout  Practice  Game  Tournament  Special Event  
 Travel to  Travel from  Other (Describe): \_\_\_\_\_

### Position/Role of person(s) involved in incident:

- D.)  Batter  Baserunner  Pitcher  Catcher  First Base  Second  
 Third  Short Stop  Left Field  Center Field  Right Field  Dugout  
 Umpire  Coach/Manager  Spectator  Volunteer  Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Was first aid required?  Yes  No If yes, what: \_\_\_\_\_

Was professional medical treatment required?  Yes  No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

### Type of incident and location:

- A.) On Primary Playing Field
- Base Path:  Running or  Sliding  
 Hit by Ball:  Pitched or  Thrown or  Batted  
 Collision with:  Player or  Structure  
 Grounds Defect  
 Other: \_\_\_\_\_
- B.) Adjacent to Playing Field
- Seating Area  
 Parking Area  
 Concession Area  
 Volunteer Worker  
 Customer/Bystander
- D.) Off Ball Field
- Travel:  
 Car or  Bike or  
 Walking  
 League Activity  
 Other: \_\_\_\_\_

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Concession Stand Safety

- No one under the age of 14 is allowed in the concession stand.
- JGSA and JLL will each provide an officer of the day any day that the respective league has any games.
- Concession stand liaison contacts:  
Michelle Crawford Cell Phone                      515-988-8500

## CONCESSION STAND OPENING INSTRUCTIONS

### ***ALWAYS WASH HANDS THOROUGHLY BEFORE HANDLING FOOD***

1. Move the grill from the garage and away from the building and light the grill, putting it on as low as it will go. You will want to start about 8-10 hot dogs and 6-8 hamburgers. (Hamburgers are pre-cooked and just need to be warmed through.)
2. If outside temperature is cool, start coffee. Use red pot, coffee is located in drawers under the hot chocolate machine. Place filter pack in filter holder, fill pot with water and pour into back of coffee pot, place pot on burner and turn on.
3. Start popcorn machine. Directions are next to machine. Popcorn is located next to the machine or in the cupboard under the machine. **Turn kettle switch off after enough popcorn has popped being careful not to burn popcorn in the kettle.**
4. Wash counters off as needed. Set a container of bleach water to use to wipe counters throughout the shift.
5. Fill and set out condiments. Ketchup, mustard, BBQ packets, relish, pickles are in the fridge and should go in plastic containers with a fork or spoon. Jalapenos are also located in the fridge and should be added to nacho orders upon request.
6. Set out salt and water in plastic containers for pretzels next to the microwave.
7. Check the mixes in the hot chocolate/cappuccino machine. Refills are located in drawers under machine. The mixes go into the plastic containers inside the machine. Front of machine opens, pour into plastic containers, and carefully replace them into the machine, fitting all the way back into the machine.

# Concession Stand Safety (cont.)

8. Check the nacho cheese supply in the nacho machine. Instructions are on side of machine. Be careful as the cheese bags can get very warm.
9. Turn the warming machine on medium, making sure there is enough water to touch the bottom of the three pans. Instruct the workers to monitor the heat of the machine as when it gets too hot, it will cook/harden the food as opposed to just keeping it warm.
10. Set out bun packages, hotdog and hamburger, next to warming machine.
11. Turn on vent light and vent switches above the fryer. Turn on the fryers, switches on front of fryers. Temperature setting should be at 350 degrees. **No one under the age of 16 is allowed to use the fryers.**
12. Review price list with workers by the windows. Treat tickets are worth \$1.00.
13. Open the concession stand windows with key hanging inside of door. Make sure to put locks through the doors when they are opened and lock them so the door stay open and the locks do not go missing. The two heavy center locks should be placed in the concession stand so they don't go missing.

# Concession Stand Safety (cont.)

## CONCESSION STAND CLOSING DUTIES

### ***ALWAYS WASH HANDS THOROUGHLY BEFORE HANDLING FOOD***

1. Put away condiments from outside into the fridge. Refill if necessary.
2. Make sure there are hotdogs and hamburgers in the fridge to thaw for the next day's shift. If this is a Friday, put two boxes of hotdogs and 1 box of hamburgers in fridge to thaw.
3. Restock all candy and drinks. If there is room to cool more cased drinks, please do so.
4. Inventory supplies and note any items that are running low or empty on restock sheet.
5. **DO NOT UNPLUG ANYTHING!!!!**
6. Clean out popcorn machine. Make sure to pull out drawer where the seeds drop down to and empty. Wipe the popcorn machine out with paper towels.
7. Put away the grill. **MAKE SURE THE PROPANE IS TURNED OFF AT THE TANK!!!**
8. Wash all utensils, pans, dishes, and countertops.
9. Turn off warmer and be sure to wash the warmer pans and lids.
10. Turn off fryers (lower switches) and the vent and light switches, on vent hood. Wash the fryer baskets and the warming plate and pans.
11. Open the door on the hot chocolate/cappuccino machine. Place a cup under the dispense nozzle and press the rinse button to thoroughly rinse the machine.
12. Shut and lock the windows, hang the key on the board inside the door.
13. Count the money back to what should be in the cash boxes, instructions on the lid of the cash boxes. Drop the locked deposit bag with deposit info into the safe in the bathroom behind the door. Place the cash boxes in the safe next to the freezer across from the sink and lock the safe.
14. Empty all trash cans in the concession stand and take the trash to the dumpster in the parking lot. Replace bags in all trash cans. (bags are in cabinet under the food warmer)
15. Make sure there is at least one extra bag of nacho cheese on top of bag in the nacho machine which will ensure warm cheese when the current bag is empty.
16. Lock the back door leading to the garage from inside the concession stand.
17. Sweep and mop the floors of the concession stand.
18. Make sure all lights are turned off and make sure the door locks when you leave.

# Concession Stand Safety (cont.)

## *Volunteers Must Wash Hands*

### HOW

**Wet**  
warm water



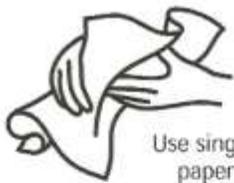
**Wash**  
20 seconds  
Use soap



**Rinse**



**Dry**  
Use single-service  
paper towels



**Gloves**



### WHEN

**Wash your hands before you prepare food or as often as needed.**

**Wash after you:**

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.  
Remove all jewelry, nail polish or false nails unless you wear gloves.

**Wear gloves.**

when you have a cut or sore on your hand  
when you can't remove your jewelry

**If you wear gloves:**

- ▶ wash your hands before you put on new gloves

**Change them:**

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.



# Concession Stand Safety (cont.)

## Concession Stand Tips

# SAFETY FIRST

### Requirement 9

#### *12 Steps to Safe and Sanitary*

*Food Service Events: The following information is intended to help you run a healthful concession stand.*

*Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.*

#### 1. Menu.

Keep your 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. Complete control over your food, from source to service, is the key to safe, sanitary food service.

#### 2. Cooking.

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

#### 3. Reheating.

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

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

#### 4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° 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. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

#### 5. Hand Washing.

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

#### 6. 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.

#### 7. Food Handling.

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

to serve food. Touching food with bare hands can transfer germs to food.

#### 8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

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

#### 9. Ice.

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

#### 10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

#### 11. Insect Control and Waste.

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

#### 12. 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.

#### 13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*

# Concession Stand Safety (cont.)

## Officer of the Day – Key Reminders

1. Please begin the opening of the stand by putting some bleach and warm water in a bucket with a towel for wiping counters. There is an ice cream bucket with “Bleach Water” written on the side of it.
2. Please remind the volunteer workers to make sure the pre-cooked burger patties are heated all the way through prior to serving, and **not to burn** them on the grill. They are pre-cooked, and if thawed, will not take very long to warm up on the grill. If they are still frozen, obviously, they will take a bit longer.
3. Same as #2, but with the hot dogs. We have had some complaints about both the burgers and the hot dogs being cold in the middle.
4. It works best if you bun the burgers and hotdogs and put them in bags/wrap them prior to putting them in the warmer. This gets the bun warm. Make sure the warmer isn't too hot to cook/harden the buns.
5. At the end of the night, **PLEASE REMOVE ALL GARBAGE** from the concession stand. This means emptying all garbage cans (please re-line them), and all empty boxes. These need to be taken to the dumpster, not left in the garage in the back of the concession stand. Garbage brings unwanted critters into the stand, so **PLEASE REMOVE IT NIGHTLY!**
6. Please make sure to have the volunteer workers re-stock the candy and the beverages in the coolers.
7. Please make sure there are at least one box of hamburgers in the fridge to thaw, and at least one full box of hot dogs in there to thaw as well.

Thanks,  
JLL/JGSA

# Basic First Aid - Communicable Disease Prevention

1. When an athlete has an injury involving blood, the bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may return to play.
2. Using gloves to prevent contact with blood or other body fluids is recommended.
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Any surfaces or equipment that are contaminated with blood should be cleaned and disinfected.
5. Umpires, coaches, and volunteers with open wounds should refrain from direct contact with any player until the condition is resolved.

## Basic First Aid – Injury Do's & Don'ts

### Do...

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices outside of the Lew Clarkson complex.
- Assist those who require medical attention - and when administering aid, remember to:
  - **LOOK** for signs of injury (*Blood, bruising, deformity, etc.*).
  - **LISTEN** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
  - **FEEL** gently and carefully the injured area for signs of swelling or grating of broken bone.
- Plan to have a cellular phone available at all games or practices.

### Don't...

- Administer any medications including Tylenol or ibuprofen.
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're unsure of the proper procedures (i.e., CPR, etc.).
- Transport injured individuals except in extreme emergencies. Transportation should be provided by a parent or guardian or emergency medical personnel.
- Leave a child unattended at a practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer or any other board member immediately.

# Basic First Aid - Concussions

## 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



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# HEADS UP

TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

# Basic First Aid – Heat Related Illness

HEAT-RELATED ILLNESSES	
WHAT TO LOOK FOR	WHAT TO DO
<b>HEAT STROKE</b>	
<ul style="list-style-type: none"><li>• High body temperature (103°F or higher)</li><li>• Hot, red, dry, or damp skin</li><li>• Fast, strong pulse</li><li>• Headache</li><li>• Dizziness</li><li>• Nausea</li><li>• Confusion</li><li>• Losing consciousness (passing out)</li></ul>	<ul style="list-style-type: none"><li>• Call 911 right away-heat stroke is a medical emergency</li><li>• Move the person to a cooler place</li><li>• Help lower the person's temperature with cool cloths or a cool bath</li><li>• Do not give the person anything to drink</li></ul>
<b>HEAT EXHAUSTION</b>	
<ul style="list-style-type: none"><li>• Heavy sweating</li><li>• Cold, pale, and clammy skin</li><li>• Fast, weak pulse</li><li>• Nausea or vomiting</li><li>• Muscle cramps</li><li>• Tiredness or weakness</li><li>• Dizziness</li><li>• Headache</li><li>• Fainting (passing out)</li></ul>	<ul style="list-style-type: none"><li>• Move to a cool place</li><li>• Loosen your clothes</li><li>• Put cool, wet cloths on your body or take a cool bath</li><li>• Sip water</li></ul> <p><b>Get medical help right away if:</b></p> <ul style="list-style-type: none"><li>• You are throwing up</li><li>• Your symptoms get worse</li><li>• Your symptoms last longer than 1 hour</li></ul>
<b>HEAT CRAMPS</b>	
<ul style="list-style-type: none"><li>• Heavy sweating during intense exercise</li><li>• Muscle pain or spasms</li></ul>	<ul style="list-style-type: none"><li>• Stop physical activity and move to a cool place</li><li>• Drink water or a sports drink</li><li>• Wait for cramps to go away before you do any more physical activity</li></ul> <p><b>Get medical help right away if:</b></p> <ul style="list-style-type: none"><li>• Cramps last longer than 1 hour</li><li>• You're on a low-sodium diet</li><li>• You have heart problems</li></ul>
<b>SUNBURN</b>	
<ul style="list-style-type: none"><li>• Painful, red, and warm skin</li><li>• Blisters on the skin</li></ul>	<ul style="list-style-type: none"><li>• Stay out of the sun until your sunburn heals</li><li>• Put cool cloths on sunburned areas or take a cool bath</li><li>• Put moisturizing lotion on sunburned areas</li><li>• Do not break blisters</li></ul>
<b>HEAT RASH</b>	
<ul style="list-style-type: none"><li>• Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)</li></ul>	<ul style="list-style-type: none"><li>• Stay in a cool, dry place</li><li>• Keep the rash dry</li><li>• Use powder (like baby powder) to soothe the rash</li></ul>



# Basic First Aid – Sprains & Strains



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## First Aid: Strains and Sprains

Strains are injuries to muscle due to overstretching, while sprains involve a stretch or a partial tear of ligaments (which connect two bones) or tendons (which connect muscle to bone). Sprains and strains happen more often in teens than in younger children.

### Signs and Symptoms

- pain in the joint or muscle
- swelling and bruising
- warmth and redness of the injured area
- difficulty moving the injured part

### What to Do

- Make sure your child stops activity right away.
- Think **R.I.C.E.** for the first 48 hours after the injury:
  - **Rest:** Rest the injured part until it's less painful.
  - **Ice:** Wrap an icepack or cold compress in a towel and place over the injured part immediately. Continue for no more than 20 minutes at a time, four to eight times a day.
  - **Compression:** Support the injured part with an elastic compression bandage for at least 2 days.
  - **Elevation:** Raise the injured part above heart level to decrease swelling.
- Give your child ibuprofen or acetaminophen for pain and to reduce swelling.

### Seek Emergency Medical Care

#### If Your Child Has:

- severe pain when the injured part is touched or moved
- continued trouble bearing weight
- increased bruising
- numbness or a feeling of "pins and needles" in the injured area
- a limb that looks "bent" or misshapen
- signs of infection (increased warmth, redness, streaks, swelling, and pain)
- a strain or sprain that doesn't seem to be improving after 5 to 7 days

### Think Prevention!

Teach kids to warm up properly and to stretch before and after exercising or participating in any sport, and make sure they **always wear appropriate protective equipment.**

Reviewed by: Steven Dowshen, MD

Date reviewed: April 2014

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Note: All information on KidsHealth® is for educational purposes only. For specific medical advice, diagnoses, and treatment, consult your doctor.

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# Basic First Aid – Broken Bones



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## First Aid: Broken Bones

Broken bones (or fractures) are a common injury in kids, especially after a fall. No matter what part might be broken or how big or small the injury may seem, all broken bones need medical care.

### Signs and Symptoms

Your child may have a broken bone if:

- you heard a "snap" or a grinding noise during an injury
- there's swelling, bruising, or tenderness
- the injured part is difficult to move or hurts when moving, being touched, or bearing weight

### What to Do

- Remove clothing from the injured area.
- Apply an ice pack wrapped in cloth.
- Keep the injured limb in the position you find it.
- Place a simple splint, if you have one, on the broken area. A splint holds the bone still and protects it until the child is seen by the doctor. To make a temporary splint, you can use a small board, cardboard, or folded up newspapers and wrap it with an elastic bandage or tape.
- Get medical care and don't allow your child to eat or drink in case surgery is required.

### Do Not Move Your Child and Call 911 Right Away

If:

- You suspect a serious injury to the head, neck, or back.
- A broken bone comes through the skin. While waiting for help:
  - Keep your child lying down.
  - Do not wash the wound or push in any part that's sticking out.

### Think Prevention!

It's practically impossible to prevent every fracture, but you can make a break less likely by:

- using safety gates at bedroom doors and at both the top and bottom of stairs (for babies or toddlers)
- enforcing helmet and safety gear rules for young athletes and any child riding a bicycle, tricycle, skateboard, scooter, or any type of skates and roller blades
- not using infant walkers

Reviewed by: Steven Dowshen, MD

Date reviewed: April 2014

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# Basic First Aid – Cuts

## First Aid: Cuts

Many kids get a cut from falls or using sharp objects like scissors. Some cuts can be safely treated at home. Large, gaping, and deeper cuts — or any wounds that won't stop bleeding — need medical treatment.

### What to Do

If the cut is severe and you can't get your child to a hospital right away or must wait for an ambulance, begin this treatment:

- Rinse the cut or wound with water and apply pressure with sterile gauze, a bandage, or a clean cloth.
- If blood soaks through the bandage, place another bandage over the first and keep applying pressure.
- Raise the injured body part to slow bleeding.
- When bleeding stops, cover the wound with a new, clean bandage.
- **Do not apply a tourniquet.**

### Seek Medical Care

If:

- the cut is deep or its edges are widely separated
- the cut continues to ooze and bleed even after applying pressure
- the injury was caused by an animal or human bite, burn, electrical injury, or puncture wound (e.g., a nail)

### Call 911 Right Away

If Your Child:

- has a body part, such as a fingertip, that is cut off. **Put the part that was cut off in a sealed plastic bag right away. Dunk the bag in a container with ice water.**
- has a cut and the blood is spurting out and difficult to control
- is bleeding so much that bandages are becoming soaked with blood

### Think Prevention!

- Childproof so that infants and toddlers are less likely to fall or become injured on table corners, sharp objects, or doors that may slam shut.
- Be sure your kids wear shoes when playing outside.
- Watch teens when they are cutting with sharp knives.

Reviewed by: Steven Dowshen, MD

Date reviewed: April 2014

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# Map of Lew Clarkson Park

