



Warwick North
Little League Baseball

2021



ASAP Safety Plan

for

Managers and Coaches

League ID #2390316

“Play Hard - Play Safe”

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INTRODUCTION:

ASAP - What is it? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball”. This manual is offered as a tool to place some important information at managers and coaches fingertips. Used in conjunction with the Little League Rule Book, and training for managers, coaches and other volunteers, this manual is part of the overall safety plan for our league. Please read through this manual thoroughly and share it with your team. Safety is both an individual and team effort. If there are any questions, contact the Warwick North Little League Safety Officer - See WNLL Directory for contact information on the next page.

DISTRIBUTION:

This manual is provided to:

- ❖ Each team manager
- ❖ All Board members
- ❖ District #3 Administrator
- ❖ Little League Data Center
- ❖ All parents via email distribution and by posting on website at www.warwicknorth.com
A copy is also available at each primary field location and/or concessions area.

SAFETY MISSION

Warwick North Little League strives to provide a fun and safe environment for the enjoyment of the game of baseball. Warwick North Little League is committed to the children and their families in our community to implant firmly the ideals of good sportsmanship, honesty, loyalty, courage and respect for one another and authority, so that they may be well adjusted, stronger and happier children and will grow to become good, decent, healthy, and trustworthy citizens.

The Safety Officer position is part of WNLL Elected Board Members in which is reported to Little League Headquarters. The Safety Officer is responsible for the communication, application, and enforcement of the safety code.

IMPORTANT CONTACTS

Warwick North Little League

website
www.warwicknorth.com

Facebook
[@Warwicknorthlittleleague](https://www.facebook.com/Warwicknorthlittleleague)

Instagram
[@warwicknorth_ll_bb](https://www.instagram.com/warwicknorth_ll_bb)

Little League International

Website
www.littleleague.org

Facebook
[@littleleague](https://www.facebook.com/littleleague)

Twitter
[@LittleLeague](https://twitter.com/LittleLeague)

Instagram
[@littleleague](https://www.instagram.com/littleleague)

WNLL DIRECTORY

For detailed descriptions of roles & responsibilities, please see [WNLL Constitution Article VII](#)

Executive Board

Board Member	Role	Email
Dan Kavanagh	President	President@warwicknorth.com
Eric Shields	Vice President	Eric.S@warwicknorth.com
Jaime Banspach	Treasurer	Treasurer@warwicknorth.com
Karin Kavanagh	Secretary	Secretary@warwicknorth.com
Sean Wiggins	Registrar	Registrar@warwicknorth.com
Jeff Weaver	Player Agent	Playeragent@warwicknorth.com

Board of Governors

Board Member	Role	
Shaun Galligan	Safety Director	Safety@warwicknorth.com
Steve Cote	Equipment Coordinator	
Jeff Maloney	Coaching Coordinator	
Matt Pirraglia	Buildings & Grounds	
Matt Colantonio	Buildings & Grounds	
Greg Barker	Fields & Grounds	
Dave Wellington	Fundraising	
Jayson Baker	Tournament Director	
Paul Smith	At-Large	
Jim Forcier	At-Large	
Bryan Conley	At-Large	
Joe Rachiele	At-Large	

Division Directors:

Majors: Jaime Banspach
AAA: Jeff Weaver/Eric Shields
AA: Bryan Conley
T-Ball: Sean Wiggins



Emergency Contacts

***Always Dial 911 in an
Emergency***

Warwick Fire & Rescue	468-4005	https://www.warwickri.gov/warwick-fire-department	
Warwick Police	468-4200	http://www.warwickpd.org	
Animal Control	468-4378		
RI State Police	444-1000	http://risp.ri.gov/	
RI DEM	222-3070	http://www.dem.ri.gov	
Kent Hospital	737-7000	http://www.kentri.org/	
RI Hospital	444-4000	https://www.rhodeislandhospital.org/	
Poison Control Center	(800) 222-1222	http://www.maripoisoncenter.com	
Electric Company	(800) 465-1212	https://www.nationalgridus.com	
WNLL President	Dan Kavanagh	401-413-7320	president@warwicknorth.com
WNLL Safety Director	Shaun Galligan	401-450-5564	safety@warwicknorth.com
NOAA Weather Warning	NOAA Weather Warning		
RSS feed link TF Green	RSS Feed link - TF Green Airport		
Concussion Fact Sheets	CDC Concussion Links		

1. OVERVIEW

It is the policy of WNLL to provide an environment in which the risk of injury is reduced to the lowest possible level by the application of our published safety code. Behavior in violation of the safety code will be treated as misconduct and may result in corrective action.

The League Safety Officer is an elected Member of the Warwick North Little League Board of Directors. This individual acts as the Warwick North Little League primary point of contact for the safety issues and is responsible to review, modify and communicate the League's Safety Plan each year. The plan is presented to the Board for approval and ratification prior to each upcoming season. The League President and Safety Officer have primary responsibility for ensuring compliance with the Safety Plan. However, the entire Warwick North Little League Board of Directors, elected League Officers, and Board Approved Managers and Coaches share in the responsibility to ensure awareness and compliance with the Safety Plan relative to their respective position or office. The Safety Officer of Warwick North Little League is mainly responsible for the development and implementation of the League's safety program. The Safety Officer is the link between the Board of Directors of Warwick North Little League and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex regarding safety matters, rules and regulations.

The safety officer will perform an annual safety inspection of the Warwick North Little League facilities. Deficiencies shall be communicated to the league president and resolved appropriately. The Annual Little League Facility Survey will be submitted to Little League International with the submission of this annual safety plan and the safety plan registration Form. The Safety officer will ensure player registration, coach and manager data is uploaded to The Little League Data Center.

2. LITTLE LEAGUE VOLUNTEERS

- Volunteer application

All volunteers must consent to a mandatory background check. Our League is utilizing *JDP Background Screening for 2021* - After you complete the Volunteer Application through the [Registration Portal](#), you will receive an email from Warwick North Little League within one week. Please follow the steps in the email to complete the 2021 Little League Volunteer Form. Anyone that refuses a background check is ineligible to be a volunteer.



- Suspending/Termination

When an allegation of abuse is made against a Little League volunteer, it is our duty to protect the children from any possible further abuse by keeping the alleged abuser away from

children in the program. If the allegations are substantiated, the next step is clear - assuring that the individual will not have any further contact with children in the League.

- Immunity from liability

According to the Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and little leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. All states provide Immunity from Liability to those who report suspected child abuse in "Good Faith". At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.



- Reporting abuse or neglect

In the unfortunate event that child abuse in ANY form is suspected, you should immediately contact the WNLL President or any Board Member to report the abuse. WNLL along with district administrators will contact the proper law enforcement agencies. You are also at will to contact 1-800-RI-CHILD to report the abuse to RI DCYF.

MANAGERS & COACHES RESPONSIBILITIES

Every Manager or candidate to become a team manager

MUST follow and meet the following criteria!

- Submit to a background check and pass requirements as specified by Little League Baseball.
- Adhere to the WNLL Code of Conduct
- Training - Mandatory attendance to at least 1 Coach's Training Session for the upcoming season
- Health & Safety
 - a. Obtain a CPR Certificate
 - b. Obtain First Aid Certificate
 - c. Read and Follow the WNLL Safety Plan
- Manager's Duties:
 - a. Participate in League Field Clean up and Renovation Activities
 - b. Games: Prepare fields for play, open snack bar and lock up fields.
 - c. Includes shutting off lights and scoreboards, disposing of garbage, rake infield, close snack bar, lock gates, bathrooms, dugouts and windows in clubhouse.
 - d. Participate in league fundraising activities.
 - e. Develop team roster and submit to player agent within two weeks from the beginning of the season.
 - f. Attend manager and league meetings.
 - g. Obtain and return team equipment.

- h. Be responsible for ensuring that the equipment is usable and safe as required by Little League Baseball.
- i. Pass out team uniforms at the beginning of each season.
- j. The Manager must ensure that all of the coaching staff for his/her team must also participate in the duties above listed a-i
- Communication:
 - a. Provide players and parents with game and practice schedules
 - b. Establish and utilize a plan to inform all players/s families of cancellations and schedule changes.
 - c. Prior to each season, have a meeting with parents to go over team expectations for managers, coaches, players and parents. Include discussion on how to handle problems and complaints in private. Discuss the WNLL Code of Conduct, pitch count, and playing time requirements.



Managers will:

- Make sure equipment is in first-rate working order.
- Make sure that telephone access is available at all activities including practices. It is suggested that a cellular phone is always at hand.
- Do not expect more from their players than what the players are capable of.
- Help players strive to do their best.
- Teach safety, teamwork, sportsmanship and respect for one another.

Pre-Game and Practice:

Managers will

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play.
- Make sure players are wearing the proper uniform and catchers are wearing a cup.
- Make sure that the equipment is in good working order and is safe.
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the division director or a designated representative shall make the determination of field safety.
- Be open to ideas, suggestions or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Always have First-Aid Kit and Safety Manual on hand.

Fundamentals

Stress importance of fundamentals.

- Catching fly balls
- Sliding correctly
- Proper fielding of ground balls
- Simple pitching motion for balance
- Light tosses short - long distance
- Medium tosses medium distance
- Regular tosses medium distance
- Field ground balls
- Field pop flies



Warm-Ups

Enforce the rule that no bats and balls are permitted on the field until all players have done their proper stretching.

Light jogging around the field before starting to throw any warm-ups should follow this order:

Calf muscles - Quadriceps - Back - Elbow/forearm - Neck- Shoulders - Groin - Hamstrings - Arm shake out

During the game

Managers will

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up to bat.
- No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players alert.
- Maintain discipline at all times.
- Be organized.
- Keep players and substitutes sitting in the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think Safety First.
- Observe the "no on-deck" rule for batters and keep players behind the screens at all times.
- No player should handle a bat in the dugouts at any time.
- Keep players off of fences.
- Get players to drink often so they do not dehydrate.
- Do not play children that are ill or injured.
- Attend to children that become injured in a game.
- Do not lose focus by engaging in conversation with parents and spectators.

After the game

Managers will

- ❑ Cool down exercises with the players.
 - Light jog
 - Stretching as noted above
 - Those who throw regularly (pitchers and catchers) should ice their shoulders and elbows.
 - Catchers should ice their knees.
- ❑ Managers should not leave the field until every team member has been picked up by a known family member or designated driver.
- ❑ Notify parents if their child has been injured, no matter how small or insignificant the injury is.
- ❑ There are no exceptions to this rule. This protects you, Little League Baseball Incorporated and WNLL.
- ❑ If there was an injury, make sure an accident report was filled out and given to the WNLL Safety Officer.
- ❑ If a near miss occurred fill out an accident report and identify the report as a “near miss”.
- ❑ Return the field to its pre-game condition, per WNLL policy.

Some Important Do's and 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.
- Assist those who require medical attention - and when administering aid, remember to ...
- LOOK for signs of injury (blood, black-and-blue deformity of joint, swelling, 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. If injured person unconscious, call 911 immediately and do not move the injured person.
- FEEL gently and carefully the injured area for signs of swelling.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

Don't ...

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.).
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer, immediately.

If a manager knowingly disregards safety, he or she will come before the Warwick North Little League Board of Directors to explain his or her conduct.

PLAYER SAFETY

Safety and Protective Equipment

- Players are encouraged to wear mouth guards.
- All players should wear protective cups and supporters for practice and games.
- Yellow plastic covering on the outfield fences will be inspected at least weekly to ensure that it continues to be secured properly to outfield fences in both the major and minor league fields.
- Use reduced impact balls for the Clinic Divisions.
- Parents of players who wear glasses should be encouraged to provide “Safety Glasses”.
- Players must not wear watches, rings, pins, jewelry, or other metallic items.

Batters

- Batters must wear Little League approved NOCSAE protective helmets during batting practices and games. Batting/catcher’s helmets shall not be painted unless approved by the manufacturer.
- Encourage players to use batting helmets with approved face guards.
- Batters must only use Little League approved bats. (USA Bats stamp/solid wood)

Base-runners

- Head- first slides are not permitted.
- Breakaway bases are placed on both the Major and Minor League Fields.
- Anchored bases are not allowed.

Catchers

- Catchers must wear a catcher's helmet (with face mask and throat guard), chest protector, shin guards, long model chest protector, and protective cup with athletic supporter at all times during practice sessions and games.
- Catchers must wear a catcher's helmet when warming up pitchers between innings.
- ***NO exceptions Managers and Coaches are not to warm up pitchers!***

SAFETY CODE

- Responsibility for safety procedures should be that of an adult member of the League.
- Emergency phone numbers will be posted in the concession stand.
- Managers and coaches must have training in first-aid/CPR and baseball fundamentals.
- First-aid supplies/kits will be available to each team, and are located at the concession stand.
- No games or practices should be held when weather or field conditions are not good particularly when lighting is inadequate.
- Play area should be inspected by coaches frequently for holes, damage, rocks, glass, etc.
- If issues are noted on a playing field, please inform the WNLL Field & Grounds Director (contact info provided above).
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as “in play”.
- Only players, Approved volunteers, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Procedure should be established for retrieving foul balls batted out of the playing area.

- During practice and games, all players should be alert and watching the batter each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field, and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, swinging bats, etc.)
- Equipment should be inspected regularly for the condition of the equipment, as well as for proper fit. Broken equipment must be replaced.
- Concession stand volunteers should review instructions and procedures posted in the Concession Stand

CODE OF CONDUCT

- Speed Limit 5 mph in parking lots while attending any Little League function.
- Watch for small children moving in between and around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within a Warwick North Little League complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Use crosswalks when crossing road ways. Always be alert for traffic.
- No profanity.
- No swinging bats or throwing baseballs at any time outside the designated areas at the Warwick North Little League complex. Players not currently batting in a properly designated area should not have bats in hand; bats should be put away or laying on the ground until it is such a player's time to bat.
- No throwing balls against dugouts or against fences and backstops.
- No throwing rocks.
- No horse-play in walkways at any time.
- No climbing fences.
- Only a player on the field at bat, may swing a bat (Age 4 - 12).
- Juniors (Age 13) on the field at bat or on deck may swing a bat. Be alert of the area around you when swinging the bat while in the on deck position.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During game, players must remain in the dugout area in an orderly fashion at all times.
- After each game, each team must clean up trash in the dugout.
- 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.
- No children under the age of 16 are to be permitted in the Concession Stand unless granted permission by the board member on duty.



Failure to comply with the above may result in expulsion from the Warwick North Little League field or complex.

The safety officer will perform an annual safety inspection of the Warwick North Little League facilities. Deficiencies shall be communicated to the league president and resolved appropriately. The Annual Little League Facility Survey will be submitted to Little League International with the submission of this annual safety plan and the safety plan registration Form.

Medical Release Forms

The safety officer will review medical release information on the registration portal. The Safety Officer will take note of any conditions or limitations of players then make sure the player's coaches and manager are aware of such conditions and follow up with the parents of the player.

Equipment

- Work in conjunction with the Equipment Manager to ensure that all equipment is in safe condition.
- Instruct all managers and umpires to inspect equipment before and during each game for good working and safe conditions.
- All equipment shall be kept in the dugout or in designated fenced areas. Equipment shall be inspected regularly for condition as well as for proper fit. The pitching machine must be maintained in good and safe working order (including cords, electrical wiring, fencing, etc.)
- See separate Batting Cage Guidelines.

Accidents

- Responsible for filling out and following through on accident reports with Little League Headquarters.
- Establish that accident forms are completed in a timely manner.
- Safety Officer will contact the injured players parent or guardian within 24 hours upon receiving the report. During this contact S.O. will verify that all Information received is correct and advise them of the League's insurance coverage.
- Record any accidents and near miss reports.
- Submit ideas to the safety committee on how to avoid such accidents /near misses. Create a plan on how to avoid it if possible.

Safety Plan Distribution

- The Safety Officer will submit and distribute safety plan to the Little League Headquarters & District Administrator.
- All managers will receive a copy of the safety plans requirements in their coach's packet and there will also be a copy in the concession stands.
- Safety Officer will fill out and submit the Annual Facility Survey online.

- Submit Annual Safety Plan and attach the completed questionnaire or make arrangements with the League President for him/her to prepare and submit these documents.
- Set-up First Aid, CPR and AED Training (at least 1 representative from each team is required to attend; umpires are invited and encouraged to attend).
- Post in plain sight within the concession stand/club house all emergency contacts which include; fire, police, and other emergency contacts, all board members, administrators, Safety Officer and President. The First Aid and “What to Do” poster, AED procedures.

First Aid Supplies

- Maintain adequate supplies in a first aid kit kept at the clubhouse, snack bar, and home team dugouts.
- Stock and distribute first aid kits to each manager, replenish as needed.
- Supply a first-aid booklet to each manager.
- A.E.D. (Automated External Defibrillator)
- Provide step-by-step instructions and training to all Managers.
 - (Attached within the Safety Manual & posted in the Club House)
- Maintain AED device and make sure it is in proper working order.
- Take home during the winter months to avoid damage.



Facility & Grounds

- Before games umpires, managers and coaches will inspect the playing field to make sure that there are no dangerous materials on the ground or the fences, such as: sticks, rocks, glass or holes.
- Managers and umpires will inspect bats and equipment to make sure it meets little league requirements.
- After each game the managers will make sure that all waste is removed from the field and again inspect the entire playing field for dangerous materials on the ground or fences, such as sticks, rocks, glass, or holes.
- In addition, after each game the managers will also check the spectator areas for waste and potential dangerous materials left behind and remove them so that the next game starts in a clean and safe environment for the next group of spectators, players and coaches.
- After each game, the home team manager will be responsible to review cleanliness for concession stand and reenforce concession stand closing procedures.
- On days when games are not scheduled the fields and play area shall be inspected often for holes and other field damage so that they may be repaired before the next scheduled game or practice.
- Managers must make every effort to make sure there are at least two (2) adults present at practice sessions and games.
- No maintenance or equipment use shall be done alone. Two or more adults must be present while mowing the field or using other equipment at the complex.

- No Riding, Skating, Boarding, Bicycling is allowed in the common areas or parking lot.

GAMES & PRACTICES

- The responsibility of all bats and loose equipment to be removed from the field are that of a regular player assigned for this purpose by the manager. This player will wear a helmet when collecting bats and other equipment during a game.
- Only Background Cleared managers, coaches, umpires and players are permitted on the playing field or in the dugout during games and practice sessions.
- During practice sessions and games, all players should be alert and watching the batter on each pitch.
- Managers are required to have a phone available during all practices/games.
- During warm-ups drills, players should be spaced so that errant balls endanger no one. In addition, in our major and minor league facilities, nobody is allowed to throw balls in non-enclosed areas.
- Foul Ball Return shall be done using the Foul Ball Return Trap located on both Visitor and Home side Backstops. Balls will not be thrown back into the playing field.

Weather



- No games or practice sessions will be held when weather or field conditions are not good or when lighting is inadequate.
- Games/practices should not be held on excessively wet fields.
- Managers/coaches must maintain strict compliance to our inclement weather/lightning policy. At the first sign of lightning, all activity shall stop.
 - Players must return to their parent/guardian and asked to wait inside their car for further instructions.
 - No one should carry a bat during this time.

Activity may continue after the threat of lightning has passed (30 minutes after last flash)

TRAINING

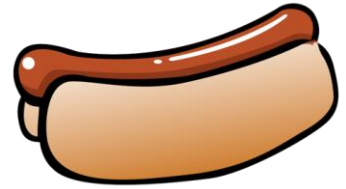
Every WNLL manager and coach must attend at least one fundamental training session along with a first-aid program.

WNLL mandates all managers to attend at least one Official Little League Coach's Training before they begin managing a team. If time does not permit the manager to attend, the Official Training Program the league requires the manager to attend a local league approved program or receive training from the league coaching coordinator.

The coaching coordinator will have one or more years of high school or higher level of baseball coaching experience or five years of little league coaching/managing experience in addition to having attended at least one Little League or WNLL approved training program once a year.

CONCESSION STAND

- No person under the age of sixteen (16) will be allowed in the concession stand.
- Volunteers working in the concession stands will be trained in safe food preparation.
 - Training will cover safe use of the equipment, where to find backstock and frequently asked questions
 - Managers will be provided with a copy of the above information in the teams packets.
- Cooking equipment will be inspected periodically and repaired or replaced if need be.
- Food that is not purchased by WNLL to sell within the snack bar will not be cooked, prepared, or sold.
- Cooking grease will be stored safely in containers away from open flames.
- Cleaning chemicals must be stored in a locked container.
- A certified Fire Extinguisher suitable for grease fires (Class K) must be placed in plain sight at all times.
- All concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked First Aid Kit will be placed in the Concession stand.



For your information:

From past experience, the US Centers for Disease Control and Prevention (COG) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of food borne illness: inadequate cooling and cold holding, preparing food too far in advance for service, poor personal hygiene and infected personnel, inadequate reheating and inadequate hot holding.

Warwick North Little League has wonderful volunteers who help support our league by volunteering in the concession stand!

It is vitally important for the volunteers to be aware and instructed how to properly wash their hands.

The following information may serve as a useful guide:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.
- Singing “Happy Birthday” is the amount of time you should wash your hands.
- Rinse your hands well.
- Dry your hands with a paper towel, instead of shaking your bare hands.

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean, exposed portions of your arms
- after using the restroom,
- after coughing, sneezing, using a handkerchief or disposable tissue,
- after handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks,
- when switching between working with raw food and working with ready-to-eat- food,
- directly before touching ready-to-eat-food or food-contact surfaces,
- after engaging in activities that contaminate hands.

There may be times when you have to handle food and money; ALWAYS wash your hands after handling money. Warwick North Little League provides our volunteers with *non latex gloves. If you have handled any of the preceding while using gloves you must re-wash your hands and replace your gloves with a new pair.

Power Outage in Freezer

For prolonged power outages the following guidelines should be followed to prevent food contamination and illness.

If there is a power outage, the freezer fails, or if the freezer door has been left ajar by mistake, the food may still be safe to use. As long as a freezer with its door ajar is continuing to cool, the foods should stay safe overnight. If a repairman is on the way or it appears the power will be on soon, just don't open the freezer door.

A freezer full of food will usually keep about 2 days if the door is kept shut; a half-full freezer will last about a day. The freezing compartment in a refrigerator may not keep foods frozen as long. If the freezer is not full, quickly group packages together so they will retain the cold more effectively. Separate meat and poultry items from other foods so if they begin to thaw, their juices won't drip onto other foods.

When the power is off, you may want to put dry ice, block ice, or bags of ice in the freezer or transfer foods to a friend's freezer until power is restored. Use an appliance thermometer to monitor the temperature.

Any doubts ... throw it out!

Coaches & Managers Responsibilities are to:

Open and Close Clubhouse and Concession Stand, ensure proper cleaning upon closing of the concession stand.

Identify a Team Parent for their respective team.

Ensure that the code of conduct is being upheld.

Ensure that all safety rules are being followed.

Ensure that injury reports are completed and filed with the safety officer when an incident has occurred (Injury and/or Near Miss reports).

Ensure that the fields and equipment are safe for play prior to game or practice.

Ensure that all fields are returned to their original state of play.

Lock all dugouts.

Lock Equipment and bases in dugouts.

For every division managers/coaches shall log all pitchers names and pitch count in the appropriate log book for the respective game played.

All trash has been picked up around the facility and all trash cans have been emptied into the dumpster.

All Electrical appliances are shut off in the snack bar.

P.A. systems and score boards are turned off and are unplugged.

Lock all windows and doors of the clubhouse and restrooms.

BATTING CAGE GUIDELINES



- Children are NOT allowed in batting cages unless supervised by an adult, NO EXCEPTIONS!
- Bats are not allowed in the batting cage area unless supervised by an adult.
- There will be only ONE batter inside the batting cage at one time.
- The batter will wear a helmet at all times while in the batting cage. NO EXCEPTIONS!
- Any balls on overhead netting will be retrieved by an ADULT only. Climbing on the fence is not allowed.
- When retrieving balls in the batting cage, all bats must be placed on the ground.
- The pitching machine comes apart at the top of the tripod. We have found that the best way to transport the machine is in two parts, the tripod, and the pitching motor. When storing the machine in the shed, please make sure the motor is mounted back on top of the tripod.
- The tripod should be positioned for pitching with the red mark on the neck of the tripod pointing straight to the left. The pitching motor then mounts with the fastening screw straight above the mark.
- The machine should be placed in the center of the cage and in the middle of the last section of chain link fence (field side) behind the pitching screen. This will put it at approximately the

Little League distance to the plate. A plate has been installed inside the batting cage for the kids to position themselves.

- A good speed setting for Majors is 70. Once you set the speed, you will have to make minor adjustments to the machine to level the pitches. You will have to play with the speed settings and level settings for the lower age groups.
- There is a crate with 36 dimpled balls. These are the only balls that should be used with the pitching machine. Please make sure that all balls are accounted for before and after you use the machine. The balls should be stored with the pitching machine at all times.
- The machine should never be used inside the cage without the pitching screen. When properly set up, the machine will pitch over the lower portion of the pitching screen.
- The batting cage should be locked at all times when it is not in use to prevent any possible vandalism, which may occur. While there is not much inside the cage when the pitching machine and screen are locked up, there is still the potential for vandalism with respect to the electrical outlet and the overhead netting.

ADMINISTERING FIRST AID

First aid is the first care given to a victim. It is usually performed by the first person on the scene and continues until professional medical help arrives. A representative: managers/coaches from each team and board members are CPR and first aid certified. No one should ever administer first aid beyond their capabilities. Always know your limits.

First aid kits will be furnished to each team at the beginning of the season. The WNLL safety officer's name and phone number has been placed inside of all first aid kits.

The first aid kit will become part of the team's equipment package and should always be taken to any practice, game or other WNLL event where a child's safety is at risk.

To replenish materials in the team first aid kit the manager or coach must contact the WNLL safety officer.

Hydration

Allow water breaks every 15-30 minutes and allow players to obtain a drink when they feel it is needed before the scheduled breaks!

Children and the elderly get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become overheated.

Prescription Medication

Do not, at any time, administer any kind of prescription medication.

This is the parent's responsibility and Warwick North Little League does not want to be held liable, nor do you, in case the child has an adverse reaction to the medication.

Asthma and Allergies

Many children suffer from asthma and/or allergies (allergies especially in the springtime). Allergy symptoms can manifest themselves to look like the child has a cold or flu while children with asthma usually have difficulty breathing when they become active. Allergies are usually treated with prescription medication.

If a child is allergic to insect stings/bites or certain types of food, you must know! These allergic reactions can become life threatening.

Encourage parents to fill out the medical history forms. Study their comments and know which children on your team need to be watched. Likewise, a child with asthma needs to be watched. If a child starts to have an asthma attack, have him stop playing immediately and calm him down till he/she is able to breathe normally. If the asthma attack persists, dial 9-1-1 and request emergency service.

General Facility

- There is No Smoking anywhere within the WNLL complexes.
- The dugouts will be clean and free of debris at all times.
- Dugouts and bleachers will be free of protruding nails and wood splinters.
- Handicap spaces will be clearly marked.
- Home plate, batter's box, bases and the area around the pitcher's mound will be checked periodically for tripping and stumbling hazards.
- Materials used to mark the field will consist of a non-irritating white pigment.
- Chain-link fences will be checked regularly for holes, sharp edges, and loose edges and will be repaired or replaced accordingly
- The yellow safety caps on chain link fences will be checked regularly for cracks and will be repaired or replaced accordingly.
- Concession stand facilities will be monitored regularly.
- Equipment Storage Procedures
 - All individuals with keys to the clubhouse and/or equipment room must be aware of their responsibilities for the orderly and safe storage of all equipment including, but not limited to, rakes, shovels, bases, etc.
 - Individuals should locate, read, and understand the written operating instructions or seek training before using any electrical, power, or mechanical equipment.
 - All chemicals and/or organic material stored shall be properly marked and labeled as to its contents.
 - All chemicals or organic materials (i.e lime, fertilizer, speedy-dry etc.) that are stored will be separate from the areas used to store machinery and equipment to minimize the risk of damage, spillage, etc.
 - Any "loose" chemicals or organic materials within these storage areas shall be cleaned up properly and disposed of as soon as possible to prevent accidental poisoning. This type of incident should be reported to the safety officer as soon as possible, safety officer's phone number is located in the club house next to the phone or you may fill out an injury report with full explanation and phone number to be contacted.

- Machinery
 - Tractors, mowers and any other heavy machinery shall:
 - Be operated by appointed trained staff only.
 - Not be operated under the influence of alcohol or drugs.
 - Not be operated by any person under the age of 16.
 - Not be operated in a reckless or careless manner.
 - Not be operated in a precarious or dangerous way.
 - Not be left outside if not in use.
 - Be stored appropriately when not in use.

INJURY/ACCIDENT REPORTING

What should be reported?

An incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/ or first aid must be reported to the Safety Officer. This includes even passive treatments such as evaluation and diagnosis as to the extent of an injury, application of an ice pack, any injury or contact to head or the in-jured player's need for extra periods of rest. Near misses should also be reported!

When incidents should be reported

All such incidents must be reported to the Safety Officer within 24 hours of the incident.

How to report incidents

All incident/accident reports are to be reported either via the [online injury reporting form](#) located on the Warwick North Website or on the [injury reporting form](#), located in a folder marked "Injury Reports" located in the concession stand. In some cases, you may contact the Safety Officer directly. Place completed Injury Report in the Safety Officers box located in the club house. The Safety Officer will check Injury Reports periodically.

When you encounter a "Near Miss" please fill out the Injury Reporting Form and identify at the top of the page that a near miss occurred.

Manager/Coach follow up with the Safety Officer is recommended.

FREQUENTLY ASKED QUESTIONS

I'm worried that my child is too small or too big to play on the team/division he has been assigned to.

Little League has rules concerning the ages of players on Clinic, Minor and Major teams. Warwick North Little League observes these rules by placing children on teams according to their skills and abilities. These skills and abilities are based on their try-out ratings at the beginning of the season and recommendations from their last year's coach. If for some reason you do not think your child belongs in a particular division, please contact the WNL Safety Officer to share your concerns. At that point, the S.O. will contact the appropriate board members in order to make an informed decision.

Should my child be pitching as many innings per game?

Little League has rules regarding pitching which all managers and coaches must follow. The rules are different depending on the division of play but the rules are there to protect children. WNLL has implemented pitching regulations set forth by Little League International. These regulations can be found within the rule book and each team's coach has been educated on pitch counts and how many days rest a pitcher needs.

For more information on the pitch count regulations for your child's age, please contact your coach or any board member.

How do I know that I can trust the volunteer managers and coaches?

WNLL performs a comprehensive background check approved by Little League Inc. on all board members, managers and designated coaches before appointing them. Volunteers are required to fill out an application which gives Warwick North Little League the information and authorization it needs to complete a thorough investigation. Once the background check has been cleared the Safety Officer will have an identification system in place for each volunteer.

If the league receives inappropriate information on a volunteer, that volunteer will be immediately removed from his/her position and banned from the facility.

What do I do if I have a complaint about my child's coach or other volunteer?

You can directly contact the Director of the division your child plays in or any WNLL board member. You can find the names and contact information posted in the concession stand as well as on the league website. They are also listed in the 2021 Safety Manual. We encourage open communication with all league managers and coaches. However, if a complaint is filed it will be brought to the WNLL President's attention immediately and investigated.

How can I tell if my child is developing an overuse injury?

An overuse injury may be developing when musculoskeletal symptoms are occurring more frequently and lasting longer.

Overuse injuries generally progress as follows:

- *Soreness lasts several hours after activity.*
- *Soreness or pain during and after activity, not resolved by the next morning.*
- *Soreness or pain during activities of daily living as well as during sports.*

Symptoms showing this progression should be evaluated by a health care professional for overuse injury.

What is the best way to prevent dehydration? Should my child have a sports drink? Does my child need extra salt?

In most situations, water is an adequate fluid to prevent dehydration. It should be readily available during exercise. Sports drinks, which usually contain 6-8 % carbohydrate, are beneficial only for exercise activities lasting longer than 90 minutes. However, children may drink a flavored drink if they prefer the taste. Children should be encouraged to drink before they feel thirsty because mild dehydration occurs prior to feeling thirst. Approximately 7oz. of fluid is required for every 15 minutes of strenuous exercise to prevent dehydration. Young athletes should understand that even mild dehydration impairs performance and leads to fatigue. Salt tablets should be avoided; they can cause dangerous side effects and are unnecessary, because salt loss is adequately replaced through a normal diet.

What should a parent do to treat a sports injury initially? How can I tell if the injury needs the attention of a doctor?

First, all injuries should be reported right away to the coach or manager. All injuries should be treated initially with rest, icing, compression and elevation (R. I. C. E.) Rest from any activity causing pain. Ice the injured part 15 minutes at a time, protecting the skin with a thin towel. Compress swelling with an ice wrap applied firmly but not too tightly. Elevate the injured part above the level of the heart. Any injury in which there is significant swelling, deformity or limitation of function that does not improve quickly should be evaluated by a doctor.

Should my child be stretching and warming up before exercise? What is the best way to do this?

Stretching and warming up are most important during periods of rapid growth, such as during the adolescent growth spurt.

In general, activity sessions should be structured to include:

Limbering up (5 minutes)

Stretching (5-10 minutes)

Warm up (5 minutes)

Primary activity and cool down and stretching (5-15 minutes)

Stretching should involve the major muscle groups and be done slowly and steadily, holding each stretch 15-20 seconds and repeating the stretch several times.

Is it safe for my child to slide into bases?

Sliding is part of baseball. Managers and coaches teach children to slide safely in the preseason.

WNLL uses breakaway bases on all fields and promotes safe play rules regarding base runners and fielders.



IDEAS ON SAFETY

Your safety ideas are welcome at Warwick North Little League.

Please submit any safety ideas in writing and place them in the Safety Officer's box located in the clubhouse or email safety@warwicknorth.com.

The Safety Officer will check the box weekly and review any suggestions in a timely manner. If your safety idea warrants further consideration, you will be contacted. All safety concerns should be submitted even if you may not have a solution to the problem. All ideas are welcome!!

RESOURCES

12 Steps to Safe and Sanitary Food Service Events:

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 tightfitting 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.

Volunteers Must Wash Hands

HOW



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

Good Procedures to Implement

Checklist for Managers, Coaches, and Umpires

There are some good procedures for your league to implement and follow on several required areas of the safety plan. Requirements 7, 10, 12 and 13 are included in this checklist. These come from several leagues whose volunteers are providing safety leadership through their efforts to increase awareness and help volunteers do the right thing at the right time.

A. Safe Playing Area

Regular safety inspection of all fields, (practice and game), and due diligence is the best way to eliminate 0000 injuries that cause accidents. Managers, coaches, and umpires should routinely check playing area for:

1. Holes, ditches, rough or uneven spots, slippery areas, mud, grass
2. Glass, rocks, foreign objects.
3. Downed wires, screens, or fences, including holes, sharp edges, or loose edges
4. Unsafe conditions (flooded backstop, pitcher's mound, or warning track)
5. Proper attire by the catcher at all times, including in the bullpen and in between innings

B. Safe Equipment

All equipment shall be inspected before each use. Referee safety inspection of equipment is essential. Managers, Coaches, and Umpires should:

1. Be sure all equipment is properly approved
2. Inspect all bats, helmets, and other equipment on a regular basis. Discard unsafe equipment properly.

3. Properly store equipment
4. Have all players remove all jewelry
5. Players should be encouraged to provide safety glasses for players who wear glasses.
6. Repair or replace defective equipment.

C. Safe Procedures

Managers and Coaches should:

1. Have all players' medical information with you at every practice and game
2. Have a first aid kit with you all practices and games
3. Have access to a telephone in case of emergencies
4. Know where the closest shelter is in case of severe weather
5. Encourage warm-up procedures. have been completed by all players
6. Stress the importance of playing safely, no "hard play" allowed
7. Instruct the players on proper fundamentals of the game to ensure safe participation
8. Each practice should have at least 2 coaches in care of an emergency

D. Weather Conditions

Before the Storm

1. Check the weather forecast before leaving for a game or practice
2. Watch for signs of an approaching storm
3. Postpone outdoor activities if a storm is imminent

Procedure: Thunderstorm

3. Take cover when you hear the first lightning. If you see a flash of lightning, you are close enough to get struck by lightning. Minimize a game. The first fire clear the field in the event of an approaching storm.

2. Move to a safe environment immediately. Do not go under a tree or stay in a building.
3. If lightning is occurring and there is no sturdy shelter nearby, lie inside a hard top automobile and pull the window up.
4. Stay away from water, metal pipes and telephones.
5. Unnecessary equipment is not necessary for playing in weather information. Did the telephone company have a message only.
6. Turn off all electronics.

Thunderstorm & No Shelter Exists

1. Find a low spot away from trees, fences, light poles, and flagpoles. Make sure the site you pick is not prone to flooding.
2. If in the woods, take cover under shorter trees.
3. If you feel your skin begin to tingle or your hair feel like it's standing on end, get on the ground, flat on the ball of your feet. Make yourself as small as possible. Tuck your head between your legs, and minimize contact with the ground.

What to do if someone is struck by lightning

1. The person who has been struck will carry no electrical charge; therefore, they are safe to touch.
2. Call 9-1-1 as soon as possible for help.
3. Check for breath to the body.
4. Give first aid if needed.
5. If breathing and/or heartbeat is absent, perform CPR until EMS arrives.
6. Contact the league's Safety Officer or the local A.S.A.P.

Opening up - Begin by cooking 8 Hot Dogs, 2 Cheeseburgers, 2 Hamburgers and 1 basket of fries... everything else is cooked to order:

Cooking Instructions

Hot Dogs:

Begin with 8 hot dogs
Place on roller
Add 3 small slices to the tops of the dogs
When heated thoroughly (10 minutes??),
remove from rollers
Place in bun and wrap in foil
Put in warmer

Burgers

Begin with 2 Burgers/2 Cheeseburgers
Heat up electric skillet
Cook burgers in skillet till done
Add cheese to (2) at the end of cooking
Place in bun and wrap in foil
Put "C" on the foil with the cheeseburgers
And place in warmer

French Fries

Place in fryer basket
Drop 5-6 minutes until lightly browned
Dump into fry tray ,Sprinkle with salt
Scoop into cardboard bowl

Pretzels

Take frozen pretzel from chest freezer
On Paper Plate - Spray Pretzel with water
Sprinkle with pretzel salt
Microwave 1:15

Doughboy

Remove Fry Basket
Place in oil
Flip after 1 minute

Chicken Fingers (4) per order

Place in fryer basket
Drop 3-5 minutes until golden brown
Drain
Put in cardboard bowls

Mozzarella Sticks (5) per order

Place in fryer basket
Drop 2 minutes until cheese bubbles
Drain
Put in cardboard bowl with marinara cup

Onion Rings

Place in fryer basket
Drop 3-4 minutes until lightly browned
Dump into fry tray
Sprinkle with salt
Scoop into cardboard bowl

Slushy Machine

(4) squirts of flavor
Pull Knob to dispense "slush"
Close knob all the way
Top with lid and give straw

PLEASE

In order to
reduce waste -
food should be
made to order

ACCIDENT/INCIDENT REPORT FORM

League Name: _____ league ID: _

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): _____ acy _____

Incident occurred while participating in

- A.) Baseball Softball Challenger TAD
- B.) Challenger T-Ball Minor Major Immediate (Season)
- Junior Senior D Big league
- C.) Tryout Practice Game Tournament Special Event
- Travel to Travel from Other (Describe): _____

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

- ID.) Batter Baseline 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 being allowed in a game or practice.)

Type of incident and location:

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