



**JACKSON LITTLE LEAGUE (NJ)**

Handbook & Safety Manual for ASAP Plan

**Little League Pledge**

I TRUST IN GOD  
I LOVE MY COUNTRY  
AND WILL RESPECT ITS LAWS  
I WILL PLAY FAIR  
AND STRIVE TO WIN  
BUT WIN OR LOSE  
I WILL ALWAYS  
DO MY BEST

Updated for 2021 Season

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# Jackson Little League

Website Address: [www.jacksonlitleleague.com](http://www.jacksonlitleleague.com)

Emergency Number: 911

Jackson Police Department: 732-928-1111

## Jackson Little League Board of Directors

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## **Jackson Little League Code Of Conduct**

The board of directors of Jackson Little League has mandated the following Code of Conduct. All players, parents or guardians, managers, coaches, fans, and board members will read and agree to comply with this Code of Conduct.

All Players, Parents, Managers, Coaches, Spectators, Board Members, Volunteers and Umpires

### **SHALL:**

- Respect all Jackson and Little League Baseball, Inc. rules, regulations, policies and procedures.
- Respect all individuals.
- Respect all calls made by the Umpire.
- Respect all Managers and Coaches decisions regarding game play.
- Observe all Posted Signs & Safety regulations and policies, including the League's Safety Plan.
- Demonstrate and Promote Sportsmanship and Fair Play
- Make a commitment to participate and attend games and practices.

### **SHALL NOT:**

- Argue with or speak disrespectfully to other players, coaches, parents or fans at any Jackson LL practice, game or function.
- ARGUE ANY JUDGEMENT CALL MADE BY THE UMPIRE. Any complaints regarding the game or how it was umpired should be directed to the League Agent or the Head of Umpires at the conclusion of the game. Only managers with permission from the umpire may approach an umpire during a game to calmly discuss a rules infraction. Do not be guilty of arguing or debating calls with other fans. Don't fuel the fire. Umpires are the sole authority on the field for game play, rules and conduct of participants. Umpires and League Officials may act to control unruly conduct by spectators attending the game.
- Physically demonstrate objections or dissent at an official's decision by throwing gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike action.
- Physically abuse, push, shove, strike, attack or threaten, or verbally abuse, another player, manager, coach, spectator, umpire, or league official. Jackson LL HAS A NO TOLERANCE POLICY ON THIS SUBJECT

- Engage in any unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Use profanity, any obscene gesture, or vulgar language in any manner at any time while attending a league game (home or away), practice, ball field, facility, or event.
- Appear on the field of play, in stands, or anywhere on the Jackson Little League complex while in a state of intoxication at any time. No Alcohol is allowed in any parking lot, field, or common area within a Jackson Little League Field, School facility or Town Recreational Field.
- Gamble real money or other, on any play or outcome of any Jackson LL game with anyone at any time. Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Endanger the wellbeing of any child for any reason.

## **DISCIPLINARY PROCEDURES:**

The umpire, in addition to sanctions stipulated under Little League rules, may invoke any of the following disciplinary actions on a player, manager, coach, spectator, or fan who does not abide by the rules of the game and/or Jackson LL Code of Conduct during games.

1. Stop the game until the offending party, or parties, desist.
2. If the offending party is a Manager, Coach, or Player, and they persist in their behavior, the Umpire will remove that person from the game. If the Manager or Coach fails to desist the Umpire will award the game to the opposing team as a matter of forfeiture.
3. If the offending person is a fan or spectator and refuses to desist the Umpire, Managers, Coaches, or League Official (League Officers, Board Members and League Agents) present during the game, will instruct the offending person to leave the facility or complex.
4. If the offending person refuses to leave the facility the Umpire, or Jackson LL Board Member, may call local police to request assistance in removing that person or persons from the facility.

Umpires may solicit help from League Officials, or Coaches, while attempting to restore order, and/or enforce disciplinary action. With non-adult umpires then League Officials will intervene to restore order and/or enforce disciplinary procedures as described above.

The Executive Board of Directors will review all infractions of the Jackson Little League Code of Conduct or convene a disciplinary committee to review infractions. Depending on the seriousness or frequency, the board may assess additional disciplinary action, inclusive of game suspensions, expulsion from the league for the remainder of the season, and if necessary, the subsequent season. For repeat offenders the penalty may be as severe as permanent expulsion from the league and all league facilities during a Jackson LL event.

The State of New Jersey has enacted into Law NJ BILL A-446 providing that any youth sports program has the right to administer the disciplinary actions noted in their Code of Conduct. In addition to Jackson LL imposed sanctions; Bill A-446 requires any offending player, manager, coach or fan removed from a field for infraction of these rules to petition the Jackson LL Board of Directors for reinstatement. Prior to being permitted to resume attendance, the Jackson LL Board of Directors may require the individual to present proof of completion of a [sports violence] anger management-counseling course through a public or private source.

## **Jackson LL Coaching Requirements:**

1. All Little League Coaches must complete and submit the **Volunteer Application Form**. Anyone refusing to sign this form cannot be considered for a coaching position. This is a Little League Baseball, Inc. rule and a requirement of our charter with Little League Baseball. The local league will conduct background checks using the resources made available through Little League (such as JDP or a provider comparable to JDP), i.e. NJ sex offender registry, and if necessary, conduct a nationwide background check.
2. All Managers and Coaches must complete an approved coach's certification course, such as Rutgers S.A.F.E.T.Y. NOT JUST THE MANAGER – ALL COACHES. Only certified coaches can be on the field with players. This includes: practice with the players, pitch to players, throw or hit balls to players. If you are not certified, you are not allowed on the field during practices and games.
3. All managers and coaches must agree to and abide by our League's Code of Conduct – posted above.
4. All Managers and coaches must wear the league supplied ID when participating in practices and games.
5. All managers and coaches, or a minimum of one representative from each team, will be required to attend a First Aid Safety Course, refresher course, or First Aid Assessment course prior to or during the season. The league recommends all coaches and managers attend these courses. This does not apply to licensed medical practitioners: Doctors, Nurses or trained/certified EMT, First Responders or anyone already holding a current First Aid certification from an approved agency such as the Red Cross (note: License or Certification must be current and for the State of New Jersey).
6. All managers and coaches from each team will be required to attend mandatory coaching clinics furnished by the league.
7. Coaches and Managers must be a minimum of 18 years of age. Coaching Assistants under the age of 18 must always be supervised by an approved Manager or Coach over the age of 18.
8. Managers and Coaches agree to abide by Little League rules as well as the rules of our local league.
9. All Managers will agree to receive and return all league issued equipment that has been distributed for use by their team.
10. All Managers and Coaches will strive to create an atmosphere of learning, fun and teamwork for the players, and agree that competition is a secondary consideration. Teaching a winning attitude and striving to win is an admirable quality but needs to be in balance with the primary objectives.
11. Managers and Coaches are to support Jackson Board of Directors requests and requirements, as well as volunteer to participate in additional league activities scheduled in direct support of our League and Programs: These events include but are not limited to: The annual Little League Opening Day Ceremonies, Fundraising efforts, volunteering to assist in projects/clean-up efforts at fields and facilities, communicating league requirements to players and parents, etc.

Although we are a volunteer organization there are specific activities needed to run this organization that require direct support of our Managers and Coaches. Those who do not support requests from the league authorities may jeopardize their status as a manager or coach in future seasons. Please note that the league is extremely appreciative of the time and effort given to coaching teams, but also keep in mind that League Agents, and the President of the League will take into consideration all volunteer activity and willingness to participate in league events/activities, as part of their selection criteria.

## **Use of Fields:**

Prior to the Start of the Season all Managers will receive a Practice and Game Schedule. Jackson LL Players and Coaches may not enter onto the playing field, player areas, or dugouts until the Scheduled Team has concluded its practice or game and have left the field. While waiting for the previous game, or practice to end, do not allow players to warm-up in outfields or areas that are considered in play for the game or practice in progress, inclusive of foul territory.

Please advise children to pay attention to the batter, and not to turn away from the game or practice, to avoid being hit with a foul ball or errant throw (applies during your games and practices as well).

Managers – At the conclusion of the game, remove all equipment, trash, and personal belongings from the field and dugout areas as quickly as possible making room for the incoming team. If you need to speak with your team, or conduct a post-game review, move the entire team to another part of the common areas, away from the playing field and warm-up areas to allow the incoming teams to begin their game as quickly as possible.

## **Restroom Usage:**

During practices and games players shall be escorted to rest room facilities by their parent. In the absence of the players parent or approved guardian, a manager, coach or designated and approved volunteer may escort the child to rest room facilities. Children should not be left unattended.

## **Game Times:**

### **Monday - Friday:**

TBall - 5pm

Pitching Machine - 5pm

AA Minors - either 5pm or 7pm

Minors - either 5pm or 7pm

Majors - either 5pm or 7pm

### **Saturday:**

9am to 7pm

**Note:** Game times and lengths will vary based on division and are defined by the Player Agent of each division. Majors and Minors Rules are posted to [www.jacksonlitttleleague.com](http://www.jacksonlitttleleague.com).

## **Coaches Corner:**

### Tips for coaches and managers for practices, games and the season

1. **MAKE IT FUN:** This is a learning experience for all involved with the Little League. If you can make the learning process fun and interesting, children will learn quicker and remember more. Think of some fun activities or drills to do with your team that also teach fundamentals. Ask other coaches and league members for ideas or share your ideas with other coaches and the league.

2. **TEACH AND PRACTICE the FUNDAMENTALS** of baseball. Spend at least 20 to 30 minutes each practice covering drills that focus on fundamentals and mechanics. Rotate drills from practice to practice.
3. **Always plan your practices.** Unplanned practices often deteriorate into the same old "favorite" drill. Break the practice into several drills that stress repetition of specific tasks: Ground Balls, Fly Balls, etc., focusing on executing the play using proper techniques. Make the drills fun, turn them into a game or competition.
4. Setting clear expectations in "Team Rules" will help maintain order and discipline. Team rules cannot be in conflict with Little League rules.
5. Use mistakes as positive opportunities to learn and reinforce fundamentals. Don't focus on the negative. Start with pointing out what was done correctly, then tackle the mistake and provide instruction to correct or improve, but always finish with positive praise and reinforcement. Constructive feedback and respect for the player is the key. Players usually feel bad enough when they fail to perform well, they don't need to feel as if they let the team down or that you were disappointed in their performance.
6. Have each player set an individual goal for him or herself to achieve during the practice, and set overall goals for the entire season. Make these goals realistic and achievable.
7. Try to make sure you give praise to each individual child during a practice or game.
8. Get to know each child's likes and dislikes. You can then base your praise and reinforcement to their individual needs.
9. Always be open to learn more about coaching. Many organizations have created video and manual instructions for coaches which are available in print and online.
10. Always end practices on a positive note.
11. Chart or note individual improvements made by each player throughout the season. Make certain you praise the player on his or her accomplishments.
12. Little League Rules regarding minimum play for regular season require that every player, present for a game, and in uniform, must play a minimum of 6 defensive outs and have 1 at bat before being substituted (not inclusive of injuries or when rosters exceed 15 players). Let's not only adhere to the minimum. Jackson Little League minimum play rules for some divisions are often more inclusive than specified by Little League and must be followed. Strive to allow equal playing time for all children. Children will be more willing to learn and play if they feel they are part of the team. Learning, participation, and making Little League fun are the primary objectives. It's acceptable to teach a winning attitude, and teams should want to win, but as the coach it is your job to make certain the desire to win remains in balance with the primary objectives.
13. Children should be encouraged to participate in practices. Children that attend practices on a regular basis should be rewarded with additional playing time or by earning a starting position. Enthusiasm for the game and willingness to participate is not demonstrated by pure ability. Do not send a message to a child that he or she can miss practices and continue to be an integral part of the team. We suggest setting a team rule that children with unexcused absences from practices not be placed on the starting line-up. Coaches should use their discretion in applying all team rules.
14. Try to involve as many children as possible as a base coach during the season and teach them what a base coach needs to know. Spend practice time going over this assignment and show how important the base coach is to the team. Please consider all safety issues when doing this. Note: Little League rules allow for 2 adult base coaches, as long as one adult coach remains in the dug out to supervise the rest of the team.
15. Teach children who are interested how to use the scorebook.
16. Enlist support of Team Parents or fans to assist during games: Get help with the scorebook (regular season only), or ensuring that the children stay in the dugout or designated warm up

areas. The Younger Leagues may want to Assign a Designated Potty Person (DPP) for each game or practice. Never allow children to go to restrooms unattended. The Manager, Coach, Team Parent, DPP or child's parent must accompany a child when they leave the dugout or playing field. You, as the Manager or Coach, are responsible for the children's safety and wellbeing at all times during practices and games until a parent or guardian picks them up.

17. Praise an outstanding play. Congratulate the player; let them know how impressed you are with their performance. Reward players with the "Game Ball" but spread the rewards around. Acknowledgement of a task well done goes a long way in the building of self-confidence for each player.
18. Track outstanding plays and write them down or circle them with notations in the scorebook.
19. Have a final team party or get together. Announce to everyone the outstanding plays made during the season. Because you have tracked each player's performance you can announce how well they have improved, or that they reached their individual season goal that they shared with you. Make certain you have one good thing to say about each player.
20. End your season with everyone feeling good about themselves and their performances.

**Please keep in mind these Coaches Tips are recommendations from our local league. Unless Jackson LL has received prior permission from Little League, any discrepancy between Little League Baseball, Inc. rules and these recommendations is overruled by Little League Baseball, Inc. rules.**

## **PARENT ROLES and RESPONSIBILITIES**

Parents and Guardians of Little League Players: Now that the season is here, let's take a few minutes to go over some general guidelines that the league expects all participants to observe.

1. Players must attend practices and be on time. Players who miss practices may lose their starting position for games.
2. Make certain your child or children are prepared for practice and games. They should have:
  - Baseball Glove (see notes regarding equipment).
  - Hat – must be worn during all games and is recommended for all practices.
  - Proper attire for practice (shorts should not be worn if children will be sliding)
  - Uniforms must be worn for all regular season and tournament games.
  - Water bottle (maybe even two during hot days) – Children should drink 12 oz. of water before practice or a game during hot weather and have plenty of water available during practices or games.
  - Baseball cleats - NO METAL SPIKES ALLOWED for children in Major League or lower divisions. Also, see equipment guidelines in this manual and within Little League Rule Books.
  - Athletic Supporter and cup or other protective equipment.
  - Children can bring and use their own equipment only if it is Little League Approved. Helmets must be NOCSAE approved. This approval is usually found on the equipment. \*If not approved, and deemed illegal, the coach and umpire cannot allow use of the equipment during games or practices.

The league will supply bats, balls, helmets, uniforms, as well as catcher's gear including helmets and catcher's glove. All catchers must wear throat guards. Batting helmets must be worn while batting, while on base, or when acting as a base coach. Protective eyewear is permitted and encouraged. If a child wears glasses to play sports the league recommends use of safety eyewear.

3. Don't leave, or drop-off, your child at a field without confirming that the Manager or Coach is present.
4. If you cannot stay for practice or games, you must notify the coach and confirm that the manager/coach is ok with the child being left. You must also be sure that you provide the manager/coach with your contact information and that you pick up your children on time. Please advise the coaches if another parent will be picking up your child. This is YOUR parental responsibility.
5. Respect the Coaches and Managers and don't treat them as babysitters.
6. Do not allow children to walk, or ride bikes, to and from practices or games without a guardian or supervision. Children should never arrive or depart from a field alone. Coaches may require the child to have an adult with them before leaving the field. If a child does ride their bike to a field, they must have full protective equipment, including bicycle helmet.
7. **COACHES AND MANAGERS CANNOT ADMINISTER MEDICATION TO CHILDREN** (including aspirin, treatment for anaphylactic shock, bee sting reactions, etc.) If your child requires special medication, it is your responsibility to remain at games and practices to administer any and all medication. Coaches have basic First Aid assessment training and are only permitted to apply bandages or ice.
8. During games, parents must respect the authority of the managers, coaches, and umpires.
9. Non-coaching parents are not permitted in the dugouts or on the fields, unless attending to a hurt or injured child. During games, players are not permitted to leave the playing field or designated player areas (dug-out or bullpen) unless going to/from the restroom after notifying the coach and

with proper supervision. Please do not encourage your child to come by the bleachers or spectator areas during games, and under no circumstances should the players be running to and from the concession stand during a game. Keep in mind the Umpire can remove a player from the game if they leave the playing field, dugouts or approved warm-up areas. Little League considers this action as abandoning the game.

10. Do not argue, question, or “boo” the umpires. The umpire's rulings are exactly that, the umpire's rulings. A pitch that was a ball yesterday, and will probably be called a ball tomorrow, may be called a strike today. It's as simple as that. It is a judgment call, not an exact science. Managers and Coaches may question the umpire over a rules infraction, but no one, repeat no one, may argue a judgment call. Judgment calls include: Called balls or strikes; fair or foul balls; balks, calls of “safe” or “out”, or where interpretation of a rule requires a judgment decision.
11. Umpires, as well as League Officials, have the authority to have coaches, managers, parents or fans, ejected from the game and removed from the ball field if they are not conducting themselves in accordance with Little League rules or Jackson LL Code of Conduct. Encourage your children to accept the umpire's call on that play and move on.
12. Always encourage your child. Do not criticize. The rule-of-thumb to follow is: Praise what was done well; Correct what was done wrong; Finish with more praise. Nothing makes a child feel worse than to have their parents criticize their performance. Focus on the positive.
13. After a child is hurt or injured during a game or practice, and with your permission, wants to continue to play, it will be up to the manager or coach if the player is ready to return. However, the final decision rests with the umpire.
14. If a child has sustained a serious injury, has a medical condition, or has been recuperating from illness, injury or surgery, a doctor's note will be required before the child can return to practice and/or games.
15. While at home, practice with your child. Reinforce what they have learned from the coaches. Please try not to contradict the coaches teaching techniques. Enhance or improve upon their techniques. If the child receives too many sets of instructions on how to perform a given task it will hinder their ability to learn and improve. Keep Little League rules in mind when teaching any fundamental or technique.
16. Along with your child, set some realistic goals for them to achieve during practices, for each game, and for the whole season. Communicate these goals to the coaches. Track your child's progress towards these goals.
17. Please remind your children that no jewelry can be worn during practices and games. Medical Alert jewelry may be worn but should be taped in place with first aid or athletic tape or bandage. See Safety Manual for more information. Earrings that cannot be removed must be taped.
18. Do volunteer to help as a team parent, or to assist the coaches during practices and games by supervising children when they need to go to the restroom, or with supervising children who are not participating in the practice. Be sure to complete the appropriate Volunteer Form when requesting “repetitive access” to the players (i.e. team mother, dugout supervisor, etc).
19. Do volunteer to assist the league; serving on a committee; working in the concession stand or by becoming a board member. We have very few volunteers outside of coaching. A few hours a week makes a big difference in the quality of the program offered to your children. If you have professional skills or licenses in areas concerning Little League: Construction, Landscaping/Maintenance, Medical, Safety, Coaching, etc., or can donate time and equipment to improve fields and facilities, your help would be most appreciated.
20. Playing time and position in the field or batting order is at the sole discretion of the team Manager and should not be argued, discussed or otherwise questioned in front of the player or team or during time allotted for practice or games. If you have questions related to your child's playing time, position in the field or line-up, please exercise the “24 Hour Rule” (allow 24 hours to pass

before contacting the team manager) and contact the manager outside of scheduled practice or game times.

21. When possible, don't plan family vacations until after the season ends, which is usually mid-June.
22. If your child chooses to participate in, or try-out for, tournament play (also known as "All-Stars"), do not commit them to the team if they will not be able to attend all practices and/or games. Tournament rosters are submitted to Little League and cannot be altered. Tournament teams can play the entire summer, as long as they keep winning. District, Regional, State, Eastern Region and World Series Tournaments run through mid-August.

**Note:** If you do not feel your child is being treated fairly or properly by managers, coaches or other players, please feel free to approach the Manager of the team to calmly discuss your concerns. You may also contact the appropriate League Player Agent or the President of the League. Management of each division of baseball is a matter between the League President, League Player Agent(s) and the respective Manager. If this matter concerns the safety of the player or team, please contact the League Safety Director immediately.

### **Competition:**

The underlying goal of Little League Baseball is to promote teamwork, sportsmanship and fair play, to teach children the fundamentals of the sport, and create an enjoyable-learning experience. Even with these noble objectives we must understand that competition will be part of the experience and will intensify as the children move up to each new division.

Minor/Major Leagues, Junior Leagues and Senior Leagues (if applicable) can become extremely competitive. Although competition is a secondary concern to our league, managers, coaches and players do want to win. This balance between Little League objectives and the motivation to win may result in players with greater ability, or ability in specific situations, to remain in games or be put into a game in order to help the team. Individual sacrifices will be required from time to time in order to benefit the entire team. However, this does not relieve the Manager or Coach of Little League and Jackson Little League minimum playing requirements.

Managers and coaches strive to balance the entire Little League experience as best they can, but they are only human and will make mistakes, as we all do. Please respect the manager's strategy during the game. If you have questions or concerns, utilize the "24 Hour Rule" and bring them up before or after games or during practices and never in front of the player or team.

**DON'T LET THE SITUATION GET OUT OF HAND.** If not satisfied with the manager, or coach, or a particular situation that is occurring, please contact the League Player Agent to voice your concerns. The League Player Agent will discuss your concerns with the manager and coach. If necessary, the situation should be escalated to the League President. If you have a specific comment to make regarding the actions of a Jackson LL member, please feel free to communicate that message to the league at the numbers, address, or emails listed herein.

## **Equipment Notes:**

**Please note: Any inconsistencies listed here are superseded by Little League Baseball, Inc. rules.**

**Please familiarize yourself with the below as well as all Little League specific requirements before purchasing and selecting the right equipment for your child.**

**Bats:** Selecting the right size bat. Don't let your child select a bat that is too large, too long, or too heavy for them. The handle of the bat, when placed at the child's side, with the barrel on the ground, should not come higher than their hip or above the palm of their hand when the arm is held straight down to the hip.

Little League rules on bat length, size and condition of the bat are enforced. Check the **Official Little League Manual** for these rules. Each team manager is provided a current year Little League Rulebook. Each rulebook contains rules for all divisions of that sport. Note: the official rulebook for each sport supersedes any rule listed here.

Extrapolation from the LL Rule Book for Baseball: The bat must be a baseball bat which meets Little League specifications and standards as noted in the most recent Little League Rule Book or other guidance made available by Little League. It shall be a smooth, rounded stick and made of wood or of material and color tested and proved acceptable to Little League standards.

Note: Non-wood bats may develop dents from time to time. Bats that cannot pass through the approved Little League bat ring must be removed from play.

**Glove Size:** We see so often that the minor league and some major league players are using the same smaller glove they had when they started playing in the league at T-ball and Bantam levels. We also see some of the younger children using an older sibling's or parent's glove, which are way too large.

Extrapolation from the LL Rule Book: For all leagues above T-Ball and Pitching Machine, Little League requires the players glove to be no larger than 12" long and 7 3/4" wide across the palm. First base glove is 14" long and can be 8" wide across the palm. Webbing should not exceed 5 3/4". For Minor League and higher divisions, we suggest the glove be between 11" and 12" in length and up to 7 3/4 " wide for all positions other than catcher and first base.

The catcher must wear a catcher's mitt. First baseman's mitts and fielder's gloves are not allowed to be worn by a catcher.

The umpire, as listed in the Little League Rule book, may remove any equipment from the game that is not within Little League requirements or approved, including gloves exceeding the maximum size.

For the T-Ball and Pitching Machine Leagues, glove sizes approx 10" or 11" in length are recommended.

We also recommend "breaking in" new gloves to make it easier for the player. The glove should be soft enough so the child can manipulate the glove with their fingers and catching hand. A glove that is properly "broken-in" will make catching the ball a less difficult task. Use glove oil, foam, conditioner, or leather softeners as recommended by the manufacturer of the baseball glove. Apply the softener as directed. Next, place a baseball or softball in the pocket of the glove and wrap the glove tight with string,

cloth, or a manufactured glove wrap and let the glove sit for at least two days (follow the directions on the bottle of glove oil or conditioner). After completing these steps, the best way to “break-in” the glove is to use it. Keep slapping a ball into the glove or play catch as often as possible, even if just throwing the ball up in the air and catching it yourself. You should condition gloves before each season.

**Cleats:** It is recommended that children above 5 years of age use baseball cleats (no metal spikes are permitted). Sneakers and Running Shoes do not provide the traction needed for running on grass, or clay when turning the bases, or even while at bat. Buy a shoe that fits and is comfortable. If the shoe is too tight, too large or too loose it can cause blisters on the toes and heel and may also contribute to sprained ankles. Brand new cleats should be broken in before being used in games.

Baseball cleats are designed differently from soccer and other cleats. The baseball cleat is usually square or rectangular in design, and unlike soccer and other cleats, there is an additional cleat near the toe of the shoe. There is an advantage of wearing Baseball cleats over soccer and other cleats.

### **Protective Equipment:**

The batter, all base runners, and all players acting as base coaches must wear batting helmets. All helmets must meet NOCSAE specifications and standards. All players in Pitcher position in both T-Ball & Pitching Machine Leagues MUST wear a helmet on the field.

All male players must wear an athletic supporter and cup. Personal protective devices or pelvic protectors are also encouraged for female players.

All male catchers must wear the metal, fiber or plastic type cup, and a long-model chest protector. Female catchers as well as all Junior/Senior League catchers (boys or girls) must wear long or short model chest protectors. Personal protective devices or pelvic protectors are also encouraged for female players. All catchers must wear a chest protector with neck collar, dangling throat guard, shin guards and catcher’s helmet which meet Little League standards. Catcher’s helmet must meet NOCSAE specifications and standards.

All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during infield/outfield practice, pitcher warm-up and games.

If there are any questions regarding equipment that you are uncertain about, please refer to the Little League Rule book for the current year or contact a League Agent or League Official for clarification.

## **Jackson LL Safety Code**

Jackson Little League Safety Director contact information can be found under the Board of Directors heading at [www.jacksonlitleague.com](http://www.jacksonlitleague.com).

The Board of Directors of Jackson Little League has mandated the following Safety Code. All managers and coaches will read this Safety Code and then read it to the players on their team. Copies of this manual are to be distributed during the annual Coaches meetings (see Calendar of events) and to each concession stand and all board members and committee heads. An electronic version of this entire manual is available at <http://www.jacksonlitleague.com/forms.html> under the section labeled FORMS.

Never hesitate to immediately report any present or potential safety hazard to the Umpire or Jackson Little League Safety Director.

### **General Safety**

1. Responsibility for safety procedures belongs to every adult member of Jackson Little League (This includes: Board Members, Approved Managers/Coaches, Umpires & Team Parents)
2. Only league approved, certified managers/coaches are allowed to conduct and participate in practices with team members.
3. Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
4. No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate. League Player Agents and Umpires are responsible for canceling games; Managers and Coaches are responsible for canceling practices.
5. Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
6. No food or beverages are permitted in the dugouts, at any time. Exception: bottled water, Gatorade, or other sports drink, and water from drinking fountains. (NOTE: Bottled Water is the ONLY Approved Drink allowed on Justice Turf Fields 1 & 2). Fruit, such as orange slices, is permitted on hot days. Snacks for after the game or practice should not be distributed until the game or practice ends, but not within the dugout.
7. No children under the age of 13 are permitted in the Concession Stands without parental supervision.
8. No alcohol or non-prescription drugs allowed at any Jackson LL facility at any time. Parents must notify a coach when their child is taking prescription medication. The Parent should seek medical counsel as to whether the child should be allowed to play while on medication. Coaches should use extreme care in allowing children on medication to participate in games or practices.
9. No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin & other over the counter medication, such as Tylenol, allergy medicine, etc.
10. Observe all posted safety signs, as well as those posted by the municipality.
11. Spectators should be alert at all times for foul balls and errant throws.
12. All gates or entrances onto the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured (latch or hook, etc.).
13. No one is allowed on fields, warm-up or practice areas, with an open wound at any time. Wounds should be treated and properly bandaged.
14. There is no running, climbing or playing allowed on, around, or under the bleachers.
15. No player, or non-adult umpire, wearing a cast will be permitted to participate in games. Players wearing casts may not participate in practices and will only be permitted to resume play after the cast is removed
16. All Players who have missed practices or games due to injury, or who have been ill, and under a physician's care, must provide his/her coach with a medical release from their physician before they will be permitted to return as an active player.

### **Safety in Parking Lot and Common Walkways**

- Observe all posted Speed Limits. If not posted, please keep your speed at or below 5 MPH in parking areas. Watch for small children around parked cars. Use caution when driving near fields.

- No playing or running in parking lots at any time.
- Use CrossWalks when crossing roadways. Always be alert for traffic.

## **Player Safety Rules**

- Major League and lower (Age 4-12) - On-deck batters are **not** permitted. Bats can only be swung by the player at-bat while on the field in or next to the batter's box. Juniors (Ages 13 -14) and Seniors (Age 14-16) may swing bats either on the field at bat or while on deck in designated on deck areas (must have a designated batting circle for this activity). Always be alert of the area and people around you when swinging a bat.
- Helmets, NOCSAE Approved, must be worn by players while batting, while on base, when acting as a base coach or escorting a pitcher and catching to warm-up (in foul territory) down the outfield line.
- Players should be alert at all times for foul balls and errant throws. During practice and games, players should be alert and watch the batter on each and every pitch. This includes when a coach is hitting baseballs during practice drills, mock scenarios, etc.
- During games, 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 and around the stands.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All male players will wear athletic supporters during games and practices. It is also recommended that all male players wear the metal, fiber or plastic type cup. Male and female catcher's must wear a cup or other personal protective equipment.
- JLL encourages the use of mouthguards, especially for infield play.
- Shoes with metal spikes or cleats are not permitted in the Majors division and below. Shoes with molded cleats are permissible. Intermediate (50/70) and Junior Leagues or higher [Baseball only], metal spikes or cleats are permitted on grass fields.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and must be taped in place) If any other piece of jewelry must be worn, for medical reasons, it shall also be taped in place, including earrings. First Aid or Athletic Tape is recommended, Adhesive strips may also be used for this purpose.
- Headfirst sliding is not permitted at Major League levels and lower, except when a runner is returning to a base.
- Fans and spectators are not permitted to throw balls, baseball or other, at any time within the walkways and common areas of the complex. Only players in designated areas may throw baseballs or softballs.
- No throwing rocks.
- No climbing fences or throwing or hitting balls into the fences surrounding the fields.
- No swinging on or climbing on dugout beams, fences, gates or roofs.

## **Catcher and Pitcher Safety Rules:**

- Excerpt from Rule 1.17 Catcher must wear catcher's helmet, mask, dangling type throat guard, long model chest protector and shin guards during practices, games and pre-inning warm-ups. If another player is warming up the pitcher, they must wear the catcher's helmet with a mask and dangling type throat protector. Male Catchers must wear metal, fiber, or plastic type protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS.
- Female catchers must wear long model chest protectors. Personal protective devices or pelvic protectors are also encouraged for female players.
- Baseball catchers must wear a catcher's mitt. A first baseman's mitt or fielder's glove cannot be used. The catcher's glove can be any size, shape, size or weight consistent with protecting the hand.
- When warming up pitchers on the sidelines of the playing field the pitcher shall warm-up throwing towards the outfield fence. A player, with glove & helmet, shall be assigned to stand behind the pitcher and face the infield to protect the pitcher from errant throws or batted balls.
- Little League has implemented a pitch count for Baseball that must be adhered to. Please see the Rule Book for all rules concerning pitch count. All managers are responsible to record and report each pitcher's pitch count after each game.

The manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below, but the pitcher may remain in the game at another position. In general, baseball divisions must use the following:

- League Age 17-18 105 pitches per day
- 13-16 95 pitches per day
- 11-12 85 pitches per day
- 9 -10 75 pitches per day
- 7 - 8 50 pitches per day

Each league must designate the scorekeeper or another game official as the official pitch count recorder. Please check the Rule book for additional information, requirements and exceptions.

- If a pitcher complains of any pain in their arm or shoulder, they should be removed from the game. If they are in pain, ice can be applied. Players should seek medical advice or treatment for severe or persistent pain. Be cautious about using ice when there is no pain or swelling.
- If catchers experience any pain in their knees or back, or are overheated, they should be removed from the game. Follow the advice above when there is severe or persistent pain. When overheated, have them remove their catchers gear, sit in a shaded area, and drink plenty of water. If dizziness or nausea occurs, or the player is unresponsive, the player may be suffering from dehydration, heat exhaustion, or a more severe condition - contact emergency response units immediately.
- With pitchers, be observant – look for signs that their arm is tired. These signs should include any departure from the pitcher's normal routine, control, speed of pitch, arm angle, pitch delivery and follow through. Call time-out and approach the player to get an idea of their condition. If the pitcher does not improve, remove him/her from the game.
- Any player, who has played the position of catcher in four (4) or more innings in a game, is not eligible to pitch on that calendar day.
- Any player who throws 41 or more pitches in a game, is not eligible to catch in that game.

- Junior and Senior Leagues: If a player has pitched 31 or more pitches in the first game, that player may not pitch in the second game on that day.

**Please consider that overuse of a pitching arm, especially at a young age, can develop into more serious physiological problems for that child when they reach their mid to late-teens or early adulthood.**

## **Managers, Coaches, Umpires**

### **General Safety Procedures:**

**(See Jackson LL Manager and Coaching Requirements of this manual)**

1. Create an emergency medical procedures plan to follow and communicate this plan to coaches, players and parents. Your plan should include answers to the following questions: Is there a cell phone handy to call 911; Where is the nearest land line in the event of no cell phone or poor cell service; Who will go out to the road or entrance way to direct emergency services to the injured person; Who will accompany the injured person to the emergency room; and who will remain with the other children. If parents do not remain with their child during practices and games, you should have a letter from the parents authorizing that they have given consent for medical professionals to begin emergency medical treatment.
2. Know which players on your team have allergies and medical conditions. Discuss with the player's parents all procedures when attacks or symptoms arise. These steps should be incorporated into your emergency medical plans and made known to all players so they too can be alert for the symptoms in order to notify you so you can initiate proper steps, alerting parents, calling 911, or even to provide the older children with their medication that they can self-administer. It is always a good practice to check with children before a practice or game to ask where they keep or store any medical device, such as inhalers or epi-pens that they are allowed to self-administer.
  - **IMPORTANT** Coaches are not permitted to dispense medication of any kind to players. If a child may potentially need medication, a parent or guardian must remain during practices and games to administer the medication, inclusive of treatment for anaphylactic shock\*. Coaches should only administer basic first aid and call 911 for medical assistance. Older children may be able to self-administer required medication, but this must be discussed pre-season with the child's parents or guardians.

\*This does not apply to licensed or board-certified medical care providers in the State of New Jersey: Doctors, Nurses, and Emergency Medical Personnel, who have the parents' permission and have agreed to administer such medication to their children.
3. Use best effort to ensure that a fully charged cellular phone is available at each game or practice.
4. Have a First-Aid Kit at all practices and games. If you do not have a First-Aid kit they are available at the concession stand. Replacement First Aid kits should be made directly to the Safety Director or Equipment Manager.
5. Bring ice to each practice and game. Chemical ice packs may be used if they are sealed properly. If any tears or leaks are found, please discard the ice pack as directed in the instructions. Ice packs are also available at the concession stand. Chemical ice packs only last about 10 minutes.

6. Get to practice and games early to inspect the field, player areas and dugouts for unsafe conditions. Check for and remove rocks, broken glass, or any refuse. Walk the perimeter and inspect the fences to determine if there could be a potential risk factor. Make all necessary repairs and/or report damage to fields and fences to the League Agent and or Field Manager.
7. In hot weather, make certain players stop for water breaks every fifteen minutes, including long innings on the field when it is extremely hot. Players should drink 12 oz. of water prior to the game or practice.
8. Do not leave children unattended or unsupervised. This includes escorting children to bathrooms. Ask or assign a parent to be the Honorary DPP (Designated Potty Person) for the game or practice session.
9. We recommend that you never be the only adult at a practice. If another coach is not available, ask a parent if they can stay and assist with supervising the children. If for some reason, you are the only adult at a practice and a child needs medical assistance, call 911 and have emergency services take the injured child. You should remain with the other children in your care. Contact the injured child's parent(s) and advise of the situation. If not available, get another adult to supervise your team while you accompany the injured player to emergency medical facilities.
10. Always conduct warm-up exercises and drills before starting a practice or game. See enclosed warm-up chart for suggested stretches.
11. Make sure all players are made aware of any safety concerns or hazards that cannot be removed from the field or playing area.
12. Review the rules and safety issues for pitchers and catchers warming up in designated "Bull-Pen Areas" that are not enclosed and/or near pedestrians and fans or common areas. Make certain no one stands behind the catcher, or that pitchers are not throwing toward areas occupied by fans.
13. Players are not allowed to stand "at bat" while a pitcher is warming-up.
14. **Coaches/Managers are not permitted to "Warm-up" pitchers during games, whether on the field or in the designated bullpen area.** Assign a player to act as backup catcher for warm-ups. Warm-up catcher must wear the catcher's helmet, mask, and throat guard. NO EXCEPTIONS. The long model chest protector is also recommended. (Borrow the other team's equipment if necessary but don't forget to return it).
15. Only Umpires, Players, certified Manager and certified Coaches are permitted in dugouts, dugout areas, playing/warm-up areas, and playing field during games.
16. When using a field with no lights, games and practices must end at dusk. Do not continue to throw or hit balls to players or hold batting practice after dusk. During games, an inning should not start after dusk. Please adhere to local division rules regarding starting and completing a game.
17. Make sure players have been picked up by a parent or guardian before you leave a game or practice field. A child should never be the last person at the field. Children should not leave a practice or game unaccompanied, unless you have received the parent's consent for them to do so.
18. Managers will only use the official Little League balls supplied by Jackson Little League. Once a ball has become discolored, scarred, or cut it will be discarded.
19. Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play".
20. Equipment conditions should be inspected regularly as well as for proper fit. Any equipment that is damaged must be replaced or repaired. Please contact the Equipment Manager or League Player Agent. Irreparable equipment should be destroyed to prevent injuries.
21. Batters and Player Base Coaches must wear Little League approved protective helmets that bear the NOCSAE approved seal during batting practice and games.

22. Foul balls batted out of play shall be returned to the area outside or near the dugouts in between innings and not thrown back into the field of play while the game is in progress.
23. At no time should "horse play" or "rough-housing" be permitted on the playing field or player areas.
24. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by spectators, e.g., playing catch, pepper, swinging bats etc.
25. Report all injuries sustained during a Jackson LL game, practice or event that requires medical attention, or causes the player to be removed from practices or games to the Safety Director. Document the facts regarding the injury and forward Completed Injury Tracking and Accident Insurance Claim Forms to your League Player Agent and the Safety Director within 24-36hrs of the incident. Managers are to document the time, place, circumstances and nature of the injury. We request that this report be submitted via email, to both at the same time.

**After a child has been injured and treated, please follow-up with the parents to check on the wellbeing of the player. Please make note of any new developments, and if warranted contact the Safety Officer.**

## **Manager and Coaches - Summary of Activities and Reminders**

(Print this out to keep with you at games and practices)

### **Pre-Season**

Managers will:

- If you have not completed a Rutgers's Coaches Certification class, you must attend one prior to practicing with your team. If volunteer numbers support it, the league will sponsor one class pre-season, but these courses are available in other leagues and at community hospitals. Contact the Safety Director for schedules.
- Request and take possession of this Safety Manual supplied by Jackson Little League.
- Attend a training session on first aid or first aid assessment with your designated coaches. Jackson Little League will coordinate a class or provide information (upon request) about classes available at local hospitals or provided by service organizations.
- Meet with all parents to discuss Little League philosophy. Ask Player Agent to provide completed online Medical Release / Authorization forms from each parent/guardian or collect from parent. Cover topics in the Safety Manual.
- Cover the basics of safe play with the team before starting the first practice.
- Teach players the fundamentals of the game while advocating safety.
- Notify parents that if a child is injured or ill causing them to miss games or be removed from games, he or she cannot return to practice unless they have a note from their doctor. There are no exceptions to this rule.
- Encourage players to bring water bottles to practices and games.
- Parents should bring sunscreen for themselves and their child(ren).

### **Season Play**

Managers will:

- Make sure equipment is in first-rate working order. If not, contact the League Equipment Manager or your League Player Agent for replacements.
- Make sure that telephone access is available at all activities including practices. It is suggested that a charged cellular phone always be on hand.

- Always have a First-Aid Kit and Safety Manual on hand.
- Do not expect more from the players than what the players are capable of performing.
- Teach the fundamentals of the game to players: Catching, Throwing, Fielding, and Batting, etc. Cover proper techniques for: Sliding, catching fly balls, bunting, etc. Stress the idea of balance and motion.
- Be open to ideas, suggestions or help from other sources.
- Use common sense.

## 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. (Pertains to injuries that caused the player to leave a game, miss a game or miss practices).
- Make sure players are wearing the proper uniform and safety equipment for their position.
- 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 Umpire, League Player Agent, or a duly delegated representative shall make the determination.
- Have players properly warm-up before each practice or game. Have them perform stretches for:
  - Calf muscles
  - Groin
  - Elbow/forearm
  - Hamstrings
  - Back
  - Arms
  - Quadriceps
  - Shoulders
  - Neck
- Have players do a light jog around the field before starting warm-ups. Have them throw for 5 to 10 minutes to loosen their arms. Conduct fielding drills, and batting practice, if time permits.

## 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 at 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 on the team's bench or in the dugout unless participating in the game or preparing to enter the game. Enforce that no one other than players and coaches should be in the dugout.
- If a child leaves the dugout during a game for any reason other than to go to the restroom (under proper supervision) or to report to a designated warm-up area, then they have abandoned the game and the Umpire can consider them no longer eligible for that game. This includes going to the concession stand, or even walking to spectator areas, bleachers, etc.

- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think **Safety First**.
- Observe the “**no on-deck**” rule for batters (Majors and lower divisions) and keep players behind the screens at all times. No player should handle a bat in the dugout or warm-up areas at any time.
- Keep players off fences.
- Encourage players to drink water often so they do not dehydrate.
- Do not allow children who have been injured or who are ill to play in games.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents or spectators.
- Keep an active Pitch Count Log.

## **Post-Game**

Managers will:

- 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 as this protects you, Little League Baseball Incorporated and Jackson Little League.
- Discuss any safety problems with the League Player Agent or Safety Director that occurred before, during or after the game.
- If there was an injury, make sure the Proper Injury/Accident reports (Available on JLL Website) are filled out and emailed to both the League Player Agent & Safety Director.
- Clean up the dugout area and return the field to its pre-game condition, per Jackson Little League policy.

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

## **Umpire - Summary of Activities and Reminders**

(Print this out to keep with you at games and practices)

### **Pre-Game:**

Umpires will:

- Check equipment in dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Confirm that all players are properly equipped (i.e. wearing cups and using approved equipment)
- Make sure catchers are wearing helmets when warming up pitchers.
- Make sure that non-wooden bats have grips.
- Make sure there are foam inserts in helmets and that helmets meet Little League NOCSAE specifications.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Secure official Little League balls for play from both teams.
- If foul lines have not clearly been marked, make certain that managers, coaches, and players are made aware of the foul line, and or batter's box.
- Conduct pre-game Manager's Meeting and review of ground rules.
- Set official game "start" time.

### **During the Game**

Umpires will:

- Govern the game as mandated by Little League rules and regulations.
- Maintain a game clock to ensure adherence to time rules.
- Check the game balls for discoloration/nicks & declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- **Enforce the No Coaches May "Warm-up" the Pitchers Rule.**
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

### **Post-Game**

Umpires will:

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the Jackson Little League Head Umpire who will in turn report these to the Safety Director.

## **Safety Officer Responsibilities**

1. Complete the annual Safety Manual and Facility Survey and send it to Little League by May 1. If submitted by April 1, the District will receive a discount.
2. Assisting parents and individuals with insurance claims.
3. Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
4. Coordinate with League Agents in order to provide the safest environment possible.
5. Keep the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions (senior, major, minor, PM, tee ball), at what times, under what supervision, etc.
6. Correlate and summarize the data in the First-Aid Log to determine proper accident prevention in the future.
7. Ensure that each team receives its Safety Manual at the beginning of the season.
8. Install First-Aid Kits in all concession stands and re-stocking the kits as needed.
9. Make Little League's "NO TOLERANCE WITH CHILD ABUSE" clear to all.
10. Confirm that concession stands have been inspected and check fire extinguishers are current.
11. Check fields with the Field Manager(s) and list areas needing attention.
12. Schedule or post schedules for Rutgers Safety Clinic for all managers, designated coaches, umpires, volunteers, board members and Player Agents during the pre-season.
13. Maintain safety signs posted at all Jackson Little League complexes.
14. Act expeditiously in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
15. Perform spot checks at practices and games to make sure all managers have a First-Aid Kit and are familiar with the Safety Manual.
16. Track all injuries and near misses in order to identify injury trends.
17. Visit other leagues to allow a fresh perspective on safety.
18. Make sure that safety is a regular Board Meeting topic, and allow experienced people to share ideas on improving safety.

## **Communicable Disease Procedures**

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated.
3. Immediately wash hands and other skin surfaces if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact with players and team members until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.
7. Follow CDC (**Centers for Disease Control** and Prevention) guidelines and recommendations as they pertain to youth athletic sports and social gatherings.

## **Lightning Facts and Safety Procedures**

### **Consider the following facts:**

- The average lightning stroke is 6 - 8 miles long.
- The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.

- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud (for example, lightning injured 13 people during a concert while it was sunny and dry).
- On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes

### **“Flash-Bang” Method**

- One way of determining how close a recent lightning strike is to you is called the “flash-bang” method. With the “flash-bang” method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

### **Rule of Thumb**

- The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety. When in doubt, the following rule of thumb should be applied:
  - When You Hear It - Clear It
  - When You See It - Flee It

### **Lightning and Evacuation Procedures:**

- At the first sign of lightning or at the sound of thunder all players, coaches and managers are required to immediately leave the field and seek shelter.
- Umpires should postpone games until the storm has left the area and no sign of lightning for a minimum of 20 minutes. At the conclusion of the storm umpires must assess the condition of the field to determine if playable.

Note: Games canceled due to inclement weather follow all Little League Rules as to whether the game is considered complete or incomplete. Managers - consult the Rule Book for your league to determine if a complete game or if a make-up game will be required and contact your Player Agent to reschedule the field and umpires.

### **Where to go?**

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like the concession stand). For the majority of participants, the best area for them to seek shelter is in a fully enclosed vehicle (where no metal is touching the ground) with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

### **Where NOT to Go and What NOT to do**

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water. Do not stand or sit on, or stand near, aluminum bleachers or metal fencing. Do not hold metal objects, including catcher's equipment, aluminum bats or umbrellas.

### **First Aid to a Lightning Victim**

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. Additionally, a Lightning Strike Victim may seem coherent but may not be able to speak or move or even recall what happened to them. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is “make no more casualties”. If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary – in contrast to the popular myth, lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well. Once CPR has been started it must continue until the victim is resuscitated, or the Emergency Medical Response Team relieves the administrator(s).

**Note: a person knowledgeable and trained in the technique should administer CPR.**

## **MEDICAL EMERGENCIES, ACCIDENTS, INJURIES**

Parents should sign and return the Medical Release Form online and/or return it to the team Manager. This signed form allows the emergency medical personnel to begin medical treatment on their child when the parent(s) are not present.

Although our coaches have been given the opportunity to receive basic first aid training the Jackson volunteer members are not typically trained to administer emergency medical assistance.

An injured or ill player should be given basic first-aid treatment, and published procedures should be followed if bodily fluids are present. (Rulebooks – Communicable Disease Procedure)

Call 911 to have emergency medical assistance brought directly to the injured player.

Coaches/Parents should remain calm and with the injured player until Emergency Medical Assistance has arrived.

The circumstances of the injury must be documented and communicated to the League Player Agent & Safety Director within 24 – 36 hours of the injury. If the injury or illness occurs during a game, the umpire may require an opinion from a medical person before allowing the player to re-enter the game.

Following the injury or illness, the League Player Agent should become involved with determining how long the player will be unable to play and if a substitute player can be added to the roster.

When a player is ready to return to play, after suffering an injury that required days or weeks to recover, the parent or guardian must provide the Manager with a note from the player’s doctor that the player is ready to resume their season.

## **League Insurance**

Jackson LL has a Supplemental Insurance Policy that covers:

Accident Medical Expense  
Deferred Dental Expenses  
Dismemberment  
Accidental Death

All active/registered members of our league are covered under the supplemental accident insurance. Coverage is only extended while a member is involved with a league function, practice or game.

Supplemental insurance is designed to cover costs above your family's normal medical insurance. (See Below - What Parents should know about LL Insurance)

Please review the section below:

**WARNING:** Protective equipment cannot prevent all injuries a player might receive while participating in Baseball.

### **WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE**

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by the parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events. If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball Accident Notification Form must be completed by parents (if the claimant is under 19 years of age) and the League Safety Director and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant(s) must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.

4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
  - a. Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
  - b. If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment. Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs. No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons. Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

### **Insurance Claim Process**

If you have already filed a claim under your family medical plan and have additional costs that were not covered, including deductibles, or if you do not have family medical coverage and wish to submit a claim to our AIG Little League Insurance please follow these guidelines:

- Use the AIG Accident Form (also available on the Jackson Little League Website).
- Use the Claim Form Instructions (available on the Jackson Little League Website) to assist in preparing the form.
- After completing all sections required by the parent forward the form, or have the manager send the form to the League Safety Director.
- If you have primary medical coverage any claim submitted to AIG Little League Insurance must be accompanied with a copy of your Insurance Company statement of benefits clearly indicating what has been covered by your primary insurance.

The League Safety Director will complete the League information sections as well as complete a General Liability Claim Form. All forms will be forwarded to the League President then filed with Little League. The Claim form is included in the handouts section at the end of this file.

### **Concession Stand Rules and Policies**

In line with current municipal leases, Jackson Little League may have a third-party vendor operate concessions. In such cases, the vendor assumes responsibility for adherence to all required inspections,

safety and food handling procedures and guidelines in accordance with applicable local, state and federal rules, policies and laws. The third-party vendor will settle all financial obligations in accordance to the agreement entered into between the vendor and Jackson Little League.

**In the absence of a third-party vendor, Jackson Little League must meet the minimum rules and policies as outlined below:**

All concession stand workers and volunteers must wash their hands:

- Before they begin working with food.
- After going to the restroom.
- Before and after handling unwrapped, uncovered foods, or uncooked meat.
- After handling money then returning to working with food.
- After using cleaning products or materials that contain toxic or non-digestive chemical compounds (bleach, ammonia, etc.).
- After handling trash or refuse.

Each concession stand shall be equipped with:

- Fire extinguisher. Fire extinguishers shall be regularly inspected.
- Poster or other signage displaying procedures for performing the Heimlich maneuver
- Copy of or online access to this Safety Manual
- First Aid Kit(s) and/or Ice Packs

No one under the age of 13 is permitted in the concession stands without parental supervision. Supervised children should not handle sharp instruments or work with heated equipment (ovens, warming trays, steam tables etc.).

It is suggested that all concession stand workers use food preparation gloves when handling unwrapped food.

Preparation areas must be cleaned and sterilized with the proper instruments and cleaning devices. Antibacterial soap and/or cleanser with mild bleach formula must be used.

All preparation and food display areas are to be thoroughly rinsed and dried before any food items are placed upon them. This is especially important after handling uncooked meat, poultry or fish.

All cooking utensils, forks, knives, spoons, serving utensils etc., must be washed in hot soapy water then thoroughly rinsed before use. Be careful when handling hot food or cooking devices. Use appropriate protective equipment, such as potholders or oven mitts.

Cleaning material shall be stored away from food and away from heat sources.

Any maintenance problems shall be promptly reported to the Concession Stand Manager.

Concession stand(s) may remain open for 30 minutes after the conclusion of games or such time needed to ensure proper cleaning and closing of the concession stand(s).

Closing instruction - All food items shall be properly stored. All containers, refrigerators, freezers, doors and windows shall be closed and locked each night at the conclusion of the day's events. All food preparation areas must be thoroughly cleaned and sanitized.

Keys for concession stand(s) shall not be replicated or distributed by other than League Officials or Town Officials. The Concession Stand Manager shall conduct or oversee inventory of stock items, and shall be responsible for maintaining and replenishing inventory.

All money collected shall be promptly turned into the Concession Stand Manager and/or League Treasurer.

### **Keep It Clean: Concession Stand Tips** **'12 Steps to Safe and Sanitary Food Service Events'**

1. **Menu.** Keep the menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. 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 food borne 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 the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain un-refrigerated for too long has been the number ONE cause of food borne illness.
5. **Hand Washing.** Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
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. Ideally, dishes and utensils should be washed 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 food-borne 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.

## **Annual Jackson Little League Calendar of Events**

All Jackson Little League events are updated prior to and during each season and posted on the league's website at [www.jacksonlittleleague.com](http://www.jacksonlittleleague.com) and/or communicated via email, text or social media. This includes the below events:

1. Registration
2. Meetings
3. Regular Season Player Evaluations
4. Equipment Pick-up and Safety Check
5. Manager/Coaches Clinics & Meetings
6. Rutgers Safety Clinic opportunities
7. Umpire Clinics
8. Community & Other Related Events (i.e. Opening Day, HR Derby, Closing Ceremonies, etc)
9. Game and Practice Schedules
10. Tournament or All-Star Team Evaluations

Note: Managers/Coaches are provided opportunities for training on proper baseball drills, field operations, basic First Aid/CPR, and other safety guidelines during the baseball season. All training is provided by certified instructors, high school coaches, or other approved personnel.