



Moon Crescent Athletic Association (MCAA)

2021 Safety Manual

Components of Safety Program

- I. Explanation of Program & Role of Safety Commissioner
- II. Safety Policies & Procedures
- III. Safety Equipment & Supplies
- IV. Accident/Incident Report
- V. Emergency Procedures

I. Explanation of Program & Role of Safety Commissioner

Safety Program

- Policies and procedures intended to create a safe environment for everyone involved in our Football and Cheerleading programs. To include practices, and related activities, including the players, coaches, umpires, spectators, volunteers, and patrons.
- Goal of the Safety Program is to not only make the organization better prepared in responding to any injuries that occur, but ideally to prevent injuries from occurring.

Safety Commissioner

- Adult member of the organization voted on by the board to develop and implement a Safety Program for the organization, subject to the input and approval of the President and Board of Directors.
- Must be registered and certified as Safety Commissioner through USA Football

Safety Commissioner Responsibilities

- Implement and oversee the management of the Safety Program
- Publish an annual Safety Manual for issuance to Team Safety Coaches, and made available on organization's website
- Serve as Liaison between Team Safety Coaches, Division Commissioners, & Board of Directors
- Appoint Team Safety Coaches with guidance from respective Head Coach
- Conduct training and certification of Team Safety Coaches
- Oversee training and certification of USA Football's Heads Up program
- Oversee training & implementation of the child scat5 test.
- Establish and manage accident/incident reporting procedures
- Brief the Board of Directors as to the organization's Safety Program, updates, accidents/incidents, and related safety matters via regular General Membership Meetings
- Maintain record of Accident/Incident Report Forms received

II. Safety Policies and Procedures

Board Members

- Individuals selected as Board Members will be required to complete background clearance through the FBI, PA State Police, and PA Department of Public Welfare, as written in PA House Bill #435
- Responsible to complete accident/incident reports on all non-participant accident/incidents (i.e. spectator gets injured). Board member who witnessed event, or member who is delegated by agreement, shall complete the report. Reports to be turned into Safety Commissioner within 48hours.
- Report accidents and injuries as a result of infrastructure failure to the MASD Athletic Director within 48 hours or occurrence.
- Responsible to review all accident/incident reports as reported by the Safety Commissioner at the monthly membership meetings, and make any recommendations for change.

League Commissioners

- Individuals selected as Football, Dance, or Cheer Commissioner will be required to complete background clearance through the FBI, PA State Police, and PA Department of Public Welfare, as written in PA House Bill #435
- Ensure division's are adhering to all guidelines in regards to the MCAA Safety Program
- Review respective Accident/incident reports with Safety Commissioner, take appropriate measures to correct any deficiencies

Head Coach/Instructor

- Individuals selected as Head Coach/Instructor will be required to complete background clearance through the FBI, PA State Police, and PA Department of Public Welfare, as written in PA House Bill #435
- Ultimately responsible for overseeing team safety
- Coordinate with Safety Commissioner in assigning one member of staff as Safety Coach
- Will ensure Safety Coach is allotted time for conducting safety training as directed by the Safety Commissioner
- Will ensure all volunteers have proper clearances before allowed on-field access
- Will devise practice plan accounting for the various contact levels defined by USA Football
- Will follow recommended contact time per week as defined by USA Football

Safety Coach

- Individuals selected as Safety Coach will be required to complete background clearances through the FBI, PA State Police, and PA Department of Public Welfare, as written in PA House Bill #435
- Required to attend training conducted by Safety Commissioner, as directed by USA Football, and pass on/teach that information to their respective team's volunteer staff
- Required to maintain the team's Safety Binder (if applicable), and have present at all practices and games
- Required to receive training and implement the Child Scat5 test (stunting cheer squads/ 11u football)
 1. Baseline testing pre-season
 2. Injury testing & fitness determination
 3. Maintain individual player Child Scat5 Testing Sheets
- Tasked to monitor and help improve team safety, and report violations immediately to the Head Coach
- Required to submit an Accident/Incident Report on each incident (greater than simple bumps & bruises), to the Safety Commissioner with-in 48 hours of incident
- Responsible to maintain proper stock of medical supplies in First Aid Kit, located with Head Coach

Routine Duties of Safety Coach

1. Prior to each game or practice, inspect the condition of the playing area for holes, glass, stones, loose debris, trash, etc...
2. Inspect players equipment regularly for proper fit & wear
3. Inspect the teams First Aid Kit regularly, submit requests to Safety Commissioner for needed supplies
4. Administer the Child Scat5 test as needed (if applicable)
5. Establish an emergency contact/treatment system for your team (specific to each day). Who will call 911, who will provide treatment, who will contact parent(s), etc...
6. Oversee any post-game/practice clean up needed to keep area safe

Assistant Coach/Instructor/Team Parent

- Individuals selected as Assistant Coach/Instructor/Team Parent will be required to complete background clearance through the FBI, PA State Police, and PA Department of Public Welfare, as written in PA House Bill #435
- Will attend a safety training session given by Team's Safety Coach
- Expected to monitor and enforce a safe environment for our youth to play
- Report any safety violations or concerns to the respective team's Safety Coach

General Guidelines

Practice:

- No fewer than two coaches will be available at any practice session

Warm-up drills:

- Exercising caution and safety awareness during practice sessions, game play, and in warm-up drills should be stressed.
- Warm up drills should also include a few minutes of calisthenics or stretching exercises. It is believed there is a correlation between engaging in pre-game/practice warming up exercise and the reduction of injuries sustained

Horse Play:

- Horse play on the playing area and immediate vicinity during a game or practice session is not permitted

Lightning rule:

- If lightning is seen, Coaching staff will direct players to find shelter and wait at least 20 minutes before resuming play (*each time lightning is seen, the 20 minutes starts over*), or cancel practice at the coaches or Board member discretion

First Aid Treatment

- In the event of a minor injury; i.e. minor swelling, bruises, or abrasions, first aid should be administered. First Aid kits are available at each team's location, as determined by the HC
- Complete an Accident/Incident Report and deliver to the Safety Commissioner if additional medical attention is required

Concussion Policy (Child Scat5):

1. Baseline scores established in pre-season and maintained on each player by Safety Coach on respective team
2. Test administered during practice/game by Safety coach if player exhibits or complains of any symptoms relating to concussions:
 - a. Headache or feeling pressure in the head
 - b. Temporary loss of consciousness
 - c. Confusion or feeling as if in a fog
 - d. Amnesia surrounding the traumatic event
 - e. Dizziness or “seeing stars”
 - f. Ringing in the ears
 - g. Nausea or vomiting
 - h. Slurred Speech
 - i. Delayed response to questions
 - j. Appearing dazed
3. IAW Child Scat5 test, if any increase in score, or any UNCORRECTED mistakes – player to be *REMOVED FROM PLAY*, and sent to parents to further evaluation
4. If score is the same, or better than baseline score, IAW Child Scat5, player can resume play *at the discretion of the Head Coach*
5. Results recorded on player sheet & reported to Safety Commissioner
6. If positive result on Child Scat5, Player is *REQUIRED* to obtain Medical Clearance Letter before returning to play

Medical Emergency

- Call local ambulance service immediately if necessary, i.e... severe injury, neck or head injury, not breathing, uncontrollable bleeding, etc...
- Notify parents immediately if not on site
- Notify league Safety Commissioner within 24 hrs
- Complete Accident/Incident report and submit to Safety Commissioner within 48 hours
- Accident / Emergency response protocol located at the end of this document

Emergency Phone Numbers
Ambulance: (412) 262-2620
Police (412) 262-5000
Fire Company (412) 262-5005
Or Dial 911

When dealing with any medical condition, the Head Coach reserves the right to ask a parent for medical clearance before returning to play.

III. Safety Equipment and Supplies

Football

- Players must wear all protective gear when in full-contact mode. Gear includes helmet with chin strap, mouth guard which affixes to helmet face guard, shoulder pads, rib pads, girdle with hip and butt pads, thigh pads, shin pads, practice jersey, pants and belt
- Players are prohibited from wearing metal spiked shoes
- Optional equipment such as forearm pads, gloves, etc... can be worn in addition to the minimum safety equipment (at no expense to MCAA)
- Players requiring corrective vision must have safety glasses or contact lens

Player Equipment Inspection

- Head Coach/Instructor is responsible to ensure all players conform to the dress and safety equipment guidelines within the organization
- Safety Coaches should do routine inspections of all uniforms and equipment to ensure proper fit and usage
- Faulty equipment should not be used until satisfactorily repaired. League issued equipment needing repair or replacement should be brought to the attention of the Equipment Commissioner for repair or exchange
- Prior to the commencement of each season, the Equipment Commissioner and his representatives will inspect all equipment before issuance

Safety Equipment & Supplies

- **First Aid Kit:** Each Head Coach/Instructor will have supplies available at all games and practices to treat minor injuries. The first aid kits should also contain the numbers for Moon Township Police & Fire Departments, as well as Valley Ambulance Authority
- **Child Scat5 Testing Materials** – includes test cards, stopwatch, and player score sheets. Will be on-hand and maintained by respective team Safety Coach (if applicable)
- **Ice Packs:** Each Head Coach/Instructor will have available ice packs at all games and practices
- **Phone Roster:** Each Head Coach/Instructor should have a team roster with emergency contact information at all games and practices
- **Safety Manuals:** Each Safety Coach will be issued a Safety Manual. All volunteers are required to familiarize themselves with the safety policies and procedures contained therein.

- **Accident/Incident Reports:** Each Safety Coach should maintain a supply of Accident/Incident reports, copies also to be available at the concession stand
- **Safety Binder** –Will include:
 - Tab A** –Safety Manual
 - Tab B** – Team Phone Roster/contact information
 - Tab C** – Child Scat5 Score Sheets (each individual)
 - Tab D** – Accident/Incident Report Sheets
 - Front Pocket** – Child Scat 5 form
 - Hooked on Ring** - Stopwatch

Concession Stand

- The concession stand will be regularly inspected by the League Safety Commissioner and Concessions Commissioner for safety
- Stand should be equipped with a fire extinguisher, telephone (or cell phone of volunteer), first aid kit, ice packs, Clearance Access Roster, and Accident/Incident Reports
- A list of Concession stand rules shall be adopted and posted by the Concessions Commissioner. All Concession Stand rules must be fully complied with.

MCAA Emergency Action Plan

The purpose of this plan is to delineate procedures to be taken in the event of a medical emergency at our practice and competition facilities. If ambulance transport is deemed necessary (life threatening injury or medical emergency), the following procedure is applicable.

Hyde elementary (110 Walridge dr Moon Twp, Pa 15108)

- Notify on site medical staff / activate 911
- when speaking with the dispatcher be sure to clearly identify the nature of the emergency and the location of the patient. (Hyde elementary upper field vs lower field)
- clear adequate parking space in the vicinity of the patient
- if the patient is a minor, notify parents
- complete incident report form

Tiger Stadium (8353 University blvd Moon Twp, Pa 15108)

- notify game day medic
- notify parents
- activate 911 / communicate details and patient location clearly to dispatcher
- unlock and open the field entrance gate located to the right of the visitors stands
- one person should remain on the entrance ramp to direct emergency personnel
- complete incident report form

Moon Middle School (904 Beaver Grade rd Moon Twp, Pa 15108)

- notify parents
- activate 911 / communicate details and patient location clearly to dispatcher
- clear adequate parking in close proximity to patient
- complete incident report form

Important Phone Numbers

Valley ambulance non emergency

- (412) 262-2620

Moon Police (non emergency)

- (412)262-5000

Poison Control

- (800)222-1222

Medical Treatment facilities

Sewickley Hospital
701 Broad st
Sewickley, Pa 15143
(877)771-4847

Children's Hospital
4401 Penn ave
Pittsburgh, Pa 15224
(412)692-7692

MedExpress
8702 University blvd
Moon Twp, Pa 15108
(412)299-3627