

NEW HARTFORD LITTLE LEAGUE



Safety Manual

2017

League #232-10-04



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1. Introduction

As a coach or parent, the single most important part of participating in youth sports is the safety of the children. This manual has been put together as a guide to help keep all those who participate in the NHLL safe from injury.

It is ALL of our responsibility to keep any eye out for any safety concerns and take the necessary steps to help prevent any unsafe practice.

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Ryan Luley Safety Officer	ryan.luley@gmail.com	315-527-7675
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2. Board of Directors

President	John Randall
Vice President	Joe Mungari
Treasurer	Dave Hart
Secretary	Vince Debella
Safety Officer	Ryan Luley
Facilities Manager	Dave Karwowski
Player Agent	Russ Cahill
LL Commissioner	William Gall
Minor Gold Commissioner	Joe Mungari
Minor Silver Commissioner	Scott Morris
Minor Bronze Commissioner	Sal Paladino
T-Ball Commissioner	Paul Way
Umpire in Chief	Kevin Green
Coaches Coordinator	Russ Cahill
Concession Manager	Vacant
Equipment Manager	Brett Lojewski
Fundraising Coordinator	Cliff Bennett

3. General Safety Rules

Responsibility for safety procedures should be that of all adult members of New Hartford Little League.

Arrangements should be made in advance of all games and practices for emergency medical services.

Managers, coaches, and umpires should have training in first-aid. First-aid kits are issued to each team manager and are located at the concession stand.

No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

Play area should be inspected frequently for holes, damage, stones, glass, and other foreign objects.

All team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as “in play.”

Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.

Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team’s manager and coaches.

Procedure should be established for retrieving foul balls batted out of the playing area.

During practice and games, all players should be alert and watching the batter on each pitch.

During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.

All pre-game warmups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.).

Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.

Batters must wear Little League approved protective helmets during batting practice and games.

Catcher must wear catcher’s helmet, mask, throat guard, long model chest protector, shin guards, and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.

Except when runner is returning to a base, head first slides are not permitted.

During sliding practice, bases should not be strapped down or anchored.

At no time should “horse play” be permitted on the playing field.

Parents of players who wear glasses should be encouraged to provide “safety glasses.”

Players must not wear watches, rings, pins, or metallic items during games and practices. The catcher must wear catcher’s helmet and mask with a throat guard when warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.

Managers and coaches may not warm up pitchers before or during a game.

On deck batters are not permitted.

4. Rules Specific to NHLL

Certification and Insurance

Every coach and manager must be qualified and have a coaching application on file with the league. This is a NHLL requirement.

Parent volunteers are encouraged to help at practices, but a certified coach **must** be present in order to hold a practice or a game.

All volunteers **must** be compliant with the mandatory background check (i.e., First Advantage) and pre-approved by the league. A list of volunteers must be submitted **in writing** to the league **before** they can help. This is a Little League and insurance requirement and an **absolute mandate** at NHLL.

Children's medical information and authorization forms must be at every practice and game in case of emergency. This information should be in the manager or lead coach's possession.

Coaches will be certified only after attending the coaches' clinic.

First Aid Kits

First Aid kits are located in the concession stand or equipment room at the LL field.

First Aid kits for T-Ball and Minors are located in the team equipment bags. Please notify the safety officer if the kits need to be replenished.

All coaches will be issued either instant cold packs or cold spray in their equipment bags. Additional packs will also be available in the equipment room or in the lock boxes. **Make sure you have them with you.**

Ice is always available in the concession stand. Coaches in T-Ball and Minors should try and have a cooler with ice available if possible.

NHLL Safety

With the exception of the delivery of required supplies and equipment for the concession stand, equipment room, or maintenance, there are to be vehicles in the park area. **Coaches are NOT permitted to drive into the park to drop off equipment.**

The gate to the left field of the park is to remain locked during the park's hours of operation.

There will be no bikes, scooters, wall ball, etc. allowed on the area surrounding the concession stand areas.

No one under the age of 18 is allowed to operate or drive field equipment.

Speed Limit of 5 MPH on roadways and parking lots while attending any NHLL function.

No alcohol allowed in any parking lot, field, or common areas within a NHLL complex.

No playing in parking lots at any time.

No playing on and around lawn equipment.

No swinging bats or throwing baseballs at any time within the walkways and common areas of the NHLL complex.

No throwing balls against dugouts or against backstop.

No throwing rocks.

No horseplay in walkways at any time.

No climbing fences.

Only a player on the field at bat, may swing a bat.

Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.

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 dugout and around stands.

All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.

Storage Area Safety Procedures

The following applies to all of the storage areas used by NHLL and apply to anyone who has been issued approval by NHLL to use those areas.

The storage area should be locked at all times. Should coaches need additional equipment, please notify the equipment manager or another individual with access to the storage area.

All individuals with access to the NHLL equipment areas (i.e. managers, umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.

Before you use any machinery located in a storage area (i.e. machines, tractor) please locate and read the written operating procedures for that equipment.

All chemicals or organic material stored in storage areas shall be marked properly and labeled as to its contents.

Make sure to check all cords, wheels, and overall general condition of any machine prior to use.

Any witnessed “loose” chemicals or organic materials within these storage areas should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

5. Training

NHLL goes to great lengths to provide as much training as possible. Attend as many of the clinics as possible.

The following clinics are scheduled for 2017.

Training Clinic	Location	Date
Coaching Fundamentals Clinic	New Hartford HS	April 8, 2017
CPR/First Aid	New Hartford HS	April 8, 2017

For up-to-date information, check the NHLL website and Facebook page.

6. Injury/Incident Procedures

DO...

Reassure and aid children who are injured, frightened, or lost. Provide, or assist in obtaining, medical attention for those who require it. Know your limitations. When administering aid, remember to:

1. LOOK for signs of injury (blood, bruise, deformity of joint, etc.).
2. LISTEN to the injured describe what happened and what hurts, if conscious. Before questioning, you may have to calm and soothe an excited child.
3. FEEL gently and carefully the injured area for signs of swelling or grating of broken bone.
4. KEEP your players' Medical Release Forms with you at all practices and games.
5. MAKE arrangements to have a mobile phone available when your game or practice is at a facility that does not have public phones.

DON'T...

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

Accident Reporting Procedures

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

Who and When to Report – all incidents described above must be reported to the Safety Officer within 48 hours.

NHLL Safety Officer Ryan Luley
Call/Text 315-527-7675
Email ryan.luley@gmail.com

How to make the Report – reporting can come in many forms, typically they are by phone conversation. At a minimum, the following information must be provided:

- Name and phone number of the individual involved
- Date, time, and location of the incident
- Description of the incident (as detailed as possible)
- Preliminary estimation of the extent of any injuries
- Name and phone number of the individual reporting the incident.

Safety Officer Responsibilities

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party’s parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e. emergency room visit, doctor visit, etc.) will advise the parent or guardian of the New Hartford Little League’s insurance coverages and the provisions for submitting any claims.

If the extent of the injury is more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered “closed” (i.e. no further claims are expected and/or the individual is participating in the league again).

When treating an injury, remember:

Are your expectations reasonable and consistent?

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 playing.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in First Aid kit).
3. Immediately wash hands and other skin surface 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 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.

Heimlich Maneuver Procedures

The Heimlich maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation. When approaching a choking person, one who is still conscious, ask “Can you

cough? Can you speak?” If the person can speak or cough, do not perform the Heimlich maneuver or pat them on the back. Encourage them to cough.

To perform the Heimlich:

1. Grasp the choking person from behind.
2. Place a fist, thumb side in, just below the person’s breastbone (sternum), but above the navel.
3. Wrap second hand firmly over this fist.
4. Pull the fist firmly and abruptly into the top of the stomach. It is important to keep the fist below the chest bones and above the navel. The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness. These will be violent thrusts, as many times as it takes.

For a child:

1. Place your hands at the top of the pelvis.
2. Put the thumb of your hand at the pelvis line.
3. Put the other hand on top of the first hand.
4. Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought by calling 911 or going to the local emergency room.

7. Weather Safety

WHEN YOU HEAR IT – CLEAR IT
WHEN YOU SEE IT – FLEE IT

Consider the following facts:

1. The average lightning stroke is 6-8 miles long.
2. The average thunderstorm is 6-10 miles wide and travels at a rate of 25 mph.
3. Once the leading edge of the thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm’s overhanging anvil cloud.
4. 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 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 – regardless of whether or not the lightning is visible, or if the “flash-bang” proximity measure applies. When in doubt, get them out. We can always play another day.

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters are the safest. For the majority of participants, the best area of them to seek shelter is in a fully enclosed vehicle 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.

Where NOT to Go?

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers, metal fences, and water.

First Aid to a Lightning Victim

Typically, the lightning victim exhibits symptoms similar to that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

1. The first tenet of emergency care is “make no more casualties.” If the victim is in a high risk area, the rescuer should determine if movement from that area is necessary. 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.
2. If the victim is not breathing, start CPR. If it is decided to move the victim, give a few quick CPR compressions prior to moving them.
3. Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

CPR should only be administered by a person knowledgeable and trained in the technique.

Rainout Procedures

The manager or team parent should check at the field for a cancelled events message.

The manager or team parent should notify all parents/guardians of players.

Only the manager, team parent, or one designated person from each affected team should call. Please ask your parent not to contact the league. They will be contact if the game or practice is cancelled.

8. Concession Stand Procedures

A committee appointed and approved by the NHLL Board of Directors operates the concession stand at the New Hartford Little League Field. The staff is trained through information from the Oneida County Board of Health and is updated through regular communication.

It is the staff's responsibility to ensure all notices pertinent to food hazards, i.e. choking, hand washing, etc. are clearly visible. It is also their responsibility to advise the Board of Directors of any safety or other equipment necessary to operate a safe and healthy food establishment.

The concession stand must be kept clean and neat at all times. Wet, slippery floors will undoubtedly cause accidents.

All staff must be properly trained in the use of all equipment and advised to report any defective equipment immediately. Domestic hot water must be kept at a temperature to guarantee proper sanitation of utensils and regulated to hand washing areas to avoid a scalding hazard.

Refrigerators must be maintained to a temperature of 40 degrees; all freezers must maintain a temperature of -10 degrees or below.

All soda equipment is to be inspected, cleaned, and secured for safety.

Pest control prevention is scheduled on a regular basis.

Regular inspections of the concession stand is mandated by the league and certified by the Oneida County Board of Health.

Any and all spray bottles SHALL be clearly marked with the contents.

All trash will be disposed immediately to the designated areas for pick-up after every game.

9. Emergency Contact Numbers

Dial 911

NHLL Safety Officer

Ryan Luley
ryan.luley@gmail.com
315-527-7675 (cell)
315-738-1354 (home)

League President:	John Randall	315-601-4516
League Vice President:	Joe Mungari	315-794-3682

Always have a cell phone with you or with someone on your team during all games and practices.

(non-emergency)

New Hartford Fire Department	315-732-4775
New Hartford Police Department	315-733-6666
Faxton-St. Luke's Healthcare	315-624-6000

Field Locations

Little League

NHLL Field
Graham Ave/Bonnie Ln
New Hartford NY 13413

Minors

Washington Mills Athletic Park
3695 Oneida St
New Hartford NY 13413

Sherrillbrook Park

Rte. 12
New Hartford NY 13413

T-Ball

Myles Elementary School
100 Clinton Rd
New Hartford NY 13413

10. Required Forms

The following forms are attached for your reference.

- Volunteer Application Form
- Return Volunteer Application Form
- Medical Release Form
- Accident Notification Form