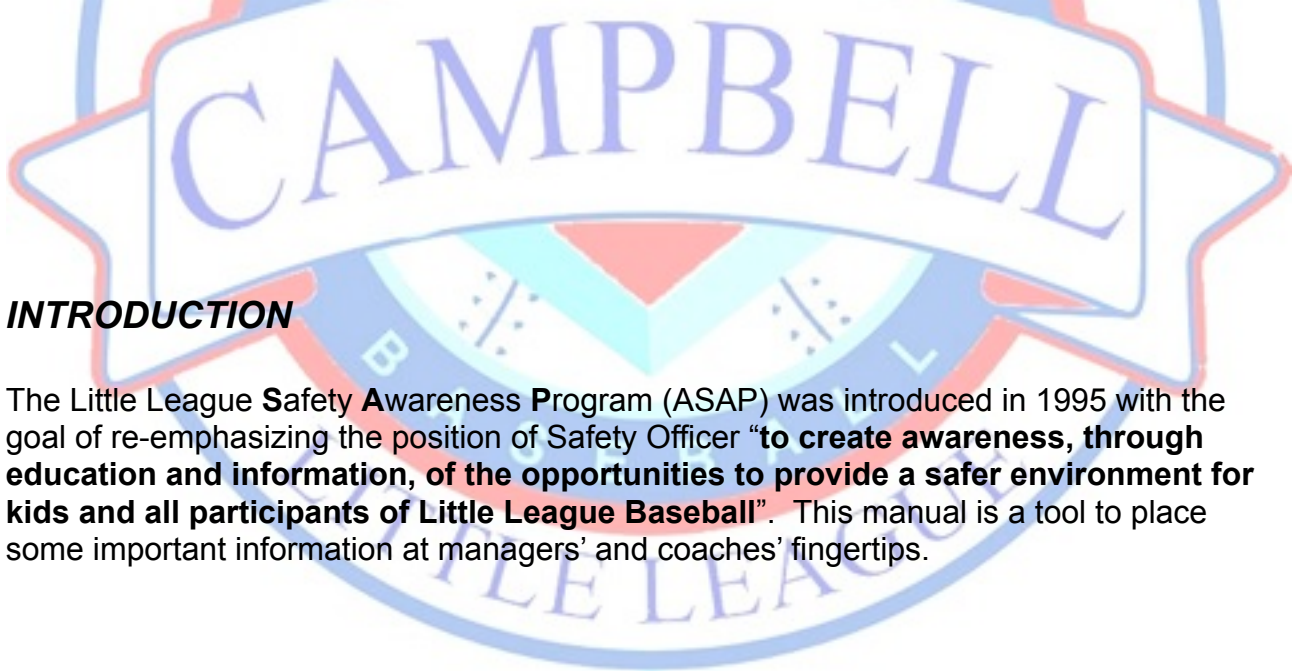




**2014  
CAMPBELL  
LITTLE LEAGUE  
SAFETY MANUAL**







**INTRODUCTION**

The Little League **Safety Awareness Program (ASAP)** was introduced in 1995 with the goal of re-emphasizing the position of Safety Officer **“to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball”**. This manual is a tool to place some important information at managers’ and coaches’ fingertips.

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Safety Manual distribution plan.....4

The Safety Plan shall be distributed to every manager and board member. A copy is available at the snack shack for anyone to review upon request. ....4

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## **Safety Officer**

The League shall elect a Safety Officer to the Board each season. The responsibilities of the Safety Officer include:

- Evaluation and updating Safety Manual and Annual Field Survey.
- Assigning Coaches and Manager of each team to conduct pre-practice and pre-game safety inspections.
- Spot-checking teams compliance with Safety rules.
- Conducting Sexual Offender Registry checks on all volunteers having regular contact with players. SOR are checked at the Campbell Police Department by using the Megan's Law Computer Data base.
- Within 48 hours of receiving an 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; (4) in the event that the injured party required other medical treatment (i.e. emergency room visit, doctor's visit, etc.), will advise the parent or guardian of the Campbell Little League's insurance coverage and the provisions for submitting any claims.
- If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to: (1) check on the status of any injuries; (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).

## **Safety Manual distribution plan**

The Safety Plan shall be distributed to every manager and board member. A copy is available at the snack shack for anyone to review upon request.

See Appendix A for a Board Roster- a copy shall also be posting in the snack shack.

### **City of Campbell Police/Fire Emergency 9-1-1**

City of Campbell Police General Information (408) 866-2121  
Campbell Little League Clubhouse Phone Number (408) 379-5002

League Safety Officer	Frank Collins	(408) 569-0967 Cell
League President	Ed Wasniowski	(408)
Umpire in Chief	Dave Maxwell	(408) 219-6311 Cell
Player Agent	Josh Hespeler	(408) 655-4578 Cell



## **Volunteer Application Form**

All volunteers with regular contact with players are required to complete a Volunteer Application (found in Forms section) and provide a government issue ID card for verification. Volunteers/staff with regular contact with players will be checked with the Sexual Offenders Registry (SOR) prior to having contact with players including Umpires. Refusal to fill-out application will result in ineligibility to be a league member and have contact with players.

## **Fundamentals Training**

All coaches are strongly encouraged to attend an organized coaching clinic like AI and AI. At least 1 representative from each team needs to have been trained in fundamentals. The Tee-ball division will offer a coaching clinic each year (see Appendix B calendar for date).

## **First Aid Training**

All coaches are strongly encouraged to attend a First Aid training. At a minimum each team shall have at least one coach/manager trained in First Aid. (see Appendix B-calendar for training date).

## **Fields for inspection of hazards before use**

- Each game and practice field shall be inspected for hazards and all debris removed prior to use.
- Managers are encouraged to involve parents in the process of hazard inspection. A form is available in the Forms section of this manual.
- The home team is responsible for inspecting the field prior to use.
- Play area should be inspected for holes, damage, stones, glass and other foreign objects.
- Repair hazards that you can (e.g. fill in potholes on the field) immediately.
- Report hazards to the Safety Director as soon as possible.
- During games, the Umpire has the ultimate responsibility to ensure that the play area has been inspected and may delay the start of games until it is completed.

## **Annual Facility Survey**

Each year the Safety Officer shall submit an updated Facility Survey form with Safety plan to Little League headquarters. (See Forms section)

## **Concession Stand Safety Procedures**

- Fire extinguisher, first aid kit, and copy of this safety plan will be available in the snack shack.
- No person under age 15 will be allowed behind the counter without direct adult supervision.
- People working in the snack shack will follow safe food preparation and will be trained in proper use of any equipment. Plastic gloves or wrappers will be used when handling unpackaged food (such as hot dogs and buns)
- Any use of BBQ grill will be done outside in a properly ventilated area. Propane tanks will be turned off at the grill and tank when not in use.
- All workers are required to wash his/her hands prior to beginning the shift.



## **Equipment Inspections/Replacements**

- The Equipment Manager conducts inspection annually prior to the beginning of the season. Team Managers will verify that the equipment is in safe condition upon receipt.
- It is the Manager's responsibility to continually check the condition of the equipment and replace all necessary pieces.
- Unsafe equipment should be destroyed to prevent future use.
- Umpires Equipment – Inspection REQUIRED prior to each use.
- Player equipment - Inspection REQUIRED prior to each use. All player equipment will be inspected after each use. Necessary repairs may then be scheduled prior to **the next use.**

## **Accident Reporting/tracking**

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

When to report - All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for the 2011 season is Ray Martin and he can be reached at the following:

Phone: (408) 569-0967  
E-mail: [chvycwby76@hotmail.com](mailto:chvycwby76@hotmail.com)

When making a report the Little League Baseball Accident Notification form (see Forms section) must be completed and turned in to the Safety Officer or other League official within 48 hours of the accident. All information required on the form must be provided. The Safety Office will be responsible to forward copies to the League Officials.

Managers are afforded an opportunity at the weekly coaches meeting to discuss safety issues.

Each month the board will discuss:

- Injuries, near misses, unsafe field conditions, equipment failures, and recommendations from managers/coaches/parents.

## **First-Aid Kits and Medical Release Forms**

Each team shall be issued a first aid kit. The first aid kit shall be readily available at EVERY game and practice. Ice and first aid supplies are available at the snack shack during games.

Each player is required to have a current Medical Release Form (see Forms Section). The Medical release must be present at every game AND practice. It is recommended that the manager make duplicate copies for the coaching staff to ensure a copy is always available.

**Whenever possible, make sure someone at your practice or game has a cellular phone to use (especially on those fields where no public phone access is available)**

## **SOME IMPORTANT DO'S AND DON'TS**

### **DO...**

- LOOK for signs of injury (blood, black and blue, deformity of joint, etc.)
- LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling or grating of broken bone.

### **DON'T...**

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

## **COMMUNICABLE DISEASE PROCEDURES**

1. Bleeding must be controlled, the open wound covered, and the uniform changed if there is blood on it before the player may continue.
2. Always use gloves to prevent contact with blood or other body fluids.
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.



## Little League Safety Rules at games/practice

Little League has established rules designed to keep you your players safe. Below is a list of some of those rules:

- Responsibility for Safety procedures should be that of an adult member of Campbell Little League.
- No games or practices should be held when weather or field conditions are poor, particularly when lighting is inadequate.
- All team equipment shall 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.
- 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.
- Warm-ups are not to be within areas that are frequented by and thus could endanger spectators (I.e., playing catch, swinging bats, etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- **Batters must wear Little League approved protective helmets fitted with protective mask during batting practice and games.**
- Catcher must wear catcher’s helmet, mask, throat guard, long model chest protector, shin guards, and protective cup at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should require all male players to wear protective cups for practices and games.
- Except when runner is returning to base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- Parents of players who wear glasses should be encouraged to provide “safety glasses”.
- Player must not wear watches, rings, pins or metallic items during games or practices.
- On-deck batters are not permitted.
- The Catcher must wear catcher’s helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- **Managers and Coaches may catch pitchers (Rule 3.09); this includes standing at the backstop during practice as an informal catcher for practice.**

Remember, safety is everyone’s job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or another Board Member immediately. Don’t play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team’s equipment often.



## Storage Shed Procedures

The following applies to all managers, coaches and other volunteers of Campbell Little League.

- All equipment, tools and supplies shall be stored in an orderly and safe manner at all times.
- Before a volunteer may use any machinery located in the shed, they must understand and be able to operate this equipment safely.
- Storage shed door must remain closed when not in use.
- All chemicals or organic materials stored in Campbell Little League sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e. lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e. rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any loose/spilled chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.
- All fuels must be properly stored in an approved container.

## General Safety Guidelines

- **Speed limit- 5 mph** in parking lot while attending any Campbell Little League function. Watch for small children around parked cars.
- **No alcohol allowed** in any parking lot, field, or common areas within the Campbell Little League complex.
- **No playing in parking lots or on and around lawn equipment** at any time.
- **No profanity**, please.
- **No swinging bats or throwing baseballs** at any time within the walkways and common areas of the Campbell Little League complex.
- **No throwing balls** against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- **Only a player on the field** and at bat may swing a bat.
- **No throwing rocks.**
- **No climbing** fences.
- **Pets** are NOT permitted at Campbell Little League games or practices.
- **Observe all posted signs.** Players and spectators should be **alert** at all times for **foul balls and errant throws.**
- **During game**, players must remain in the dugout area in an orderly fashion at all times.
- **After each game, each team must clean up trash** in 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.

**Failure to comply with the above may result in expulsion from the Campbell Little League fields.**



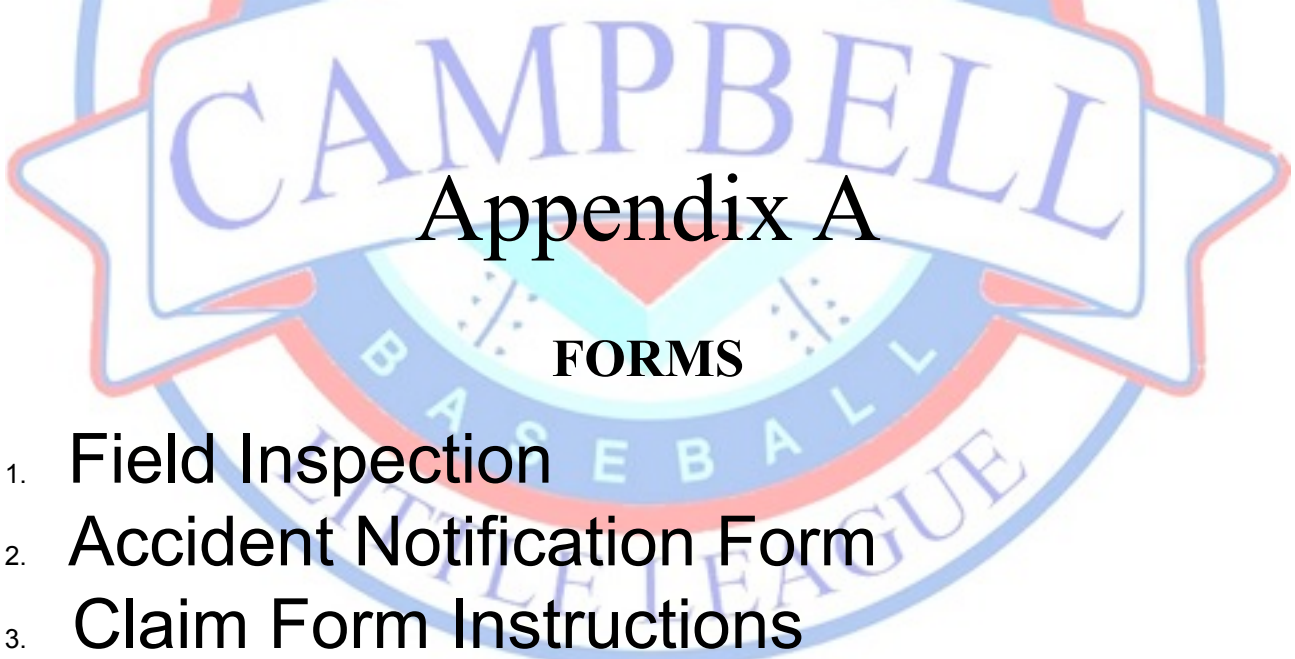
## **Snack Shack Safety Information**

Since the concession stand relies on league volunteers that may not be familiar with the practices of safe food handling, the following may serve as a guide:

- Frequent and thorough hand washing is the best defense in preventing the transfer of contaminants. When washing hands, please use soap and warm water, rubbing hands vigorously. Wash entire hand including back of hand, between fingers and under fingernails. Rinse well and dry with a paper towel. Use paper towel to turn water off.
- Avoid hand contact with raw, ready-to-eat foods. Keep food from contacting serving surfaces whenever possible. Use proper utensils to handle and serve food.
- Keep all foods stored at least 12" off the floor.
- Keep all perishables stored in adequate containers and refrigerated, as necessary.
- After each event, clean the concession area and dispose of any unusable food.

The U.S. Center for Disease Control and Prevention lists the following as most likely to lead to illness: (Please use this list to keep our concession stand free of incidence)

1. Inadequate cooling and cold holding
2. Preparing food too far in advance for service
3. Poor personal hygiene and infected personnel
4. Inadequate reheating
5. Inadequate hot holding
6. Contaminated raw foods and ingredients



# Appendix A

## FORMS

1. Field Inspection
2. Accident Notification Form
3. Claim Form Instructions
4. Injury Tracking Report
5. Medical Release
6. Volunteer Application
7. Parent insurance information
8. General liability Claim Form
9. First Aid Sheet
10. Facility Improvements



# Appendix B

FUNDAMENTALS

FIRST AID TRAINING DISTRICT 44 MANDATORY

TUESDAY, FEB 23, SANTA CLARA HIGH SCHOOL

COACHES CLINIC / CAMPBELL LITTLE LEAGUE

SUNDAY, FEB 27, @ CAMPBELL LITTLE LEAGUE  
FIELD, CAMPBELL CA.

**Field Inspection Form**



Item to be checked	Checked	Deficiency noted	Date Corrected
<b>Fencing</b>			
No loose guide wires	X		
No loose diagonal braces	X		
No protruding wires	X		
No missing components	X		
No loose hardware	X		
No exposed metal wire ends	X		
No damaged gate locks	X		
<b>Bleachers</b>			
No damaged guard rails, footboards, seat boards, and risers	X		
No missing components	X		
No protruding hardware	X		
No loose hardware	X		
<b>Dugouts</b>			
No damaged fencing, protruding fence rings or exposed metal wire ends	X		
No loose diagonal supports	X		
No trash	X		
Player's bench: no damage, protruding bolts, splinters, or splits	X		
<b>Foul Territory</b>			
No equipment or material storage allowed	X		
No holes/large divots in the ground	X		
No ground excessive hardness	X		
No excessive wetness	X		
No irrigation heads depressed or protruding	X		
No broken irrigation components	X		
<b>Playing field</b>			
No holes/large divots in the ground	X		
No ground excessive hardness	X		
No excessive wetness	X		
No irrigation heads depressed or protruding	X		
No broken irrigation components	X		
No trash/debris	X		
Irrigation heads (depressed or protruding)	X		
No uneven grading	X		
No significant lip to the grass	X		
No ruts in the ground	X		
No bases damaged or missing	X		

The background of the page features a large, semi-transparent watermark of the Campbell Little League logo. The logo is circular with a blue border and contains the text 'CAMPBELL' at the top and 'LITTLE LEAGUE' at the bottom. In the center, there is a stylized figure of a person in a blue and red uniform, possibly a baseball player, with the letters 'S E B A' visible below it.

## **2013 FACILITY IMPROVEMENTS**

1. NEW SAFETY NETTING OVER CORRIDOR BETWEEN MAJORS AND MINORS FIELD, BETWEEN MAJORS AND SNACK SHACK AND BETWEEN MINORS AND SNACK SHACK
2. NEW PAINT ON FARM DUGOUTS AND THROUGHOUT FACILITIES