

# Northshore American Little League

## 2012

### Safety Plan & Manual “Working Together For Safety”



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[www.northshorell.com](http://www.northshorell.com)

# Safety Program Introduction

The Northshore American Little League Safety Program was first introduced during the 1997 season. Little League Baseball, Inc. in Williamsport, Pennsylvania guides this program. The purpose is to provide safety education and training to managers, coaches, umpires, parents, and players to prevent and eliminate injuries. With all of us working together, our players will enjoy a safe and positive experience while playing Little League baseball. The Northshore Little League Board of Directors wishes to thank you in advance for your cooperation in making this program work for everyone involved.

## Northshore Safety Organization

1. The Northshore Little League elects on an annual basis a Safety Officer who is a member of the Northshore Little League Board of Directors. The Safety Officer shall administer the safety program.
2. The Northshore Little League shall publish and distribute a Safety Manual to all managers, coaches, and team safety parents and any other individual who requests prior to the start of each baseball season.
3. In case of a critical emergency, the 911 emergency system shall be used. The phone numbers of all Northshore Little League Board Members as additional emergency contacts will be provided to each manager, coach, and team safety parents before the start of each baseball season. In addition, e-mail links can be accessed at the League's website: <http://www.northshorell.com/>.
4. It is the policy of the Northshore American Little League Board that each team at every level designates at least one individual as a Safety Parent.
5. First aid training for all managers, coaches, and safety parents is highly recommended. A minimum of one participant per team is required to attend first aid training.

## 2012 Northshore Little League Leaders

EXECUTIVE BOARD		
Kathleen Jones	President	(425) 830-4371
Jonathan Hedge	Vice President Baseball	(425) 381-6753
Oscar Lopez	Vice President Softball	(206) 794-6510
Joe Bowers	Secretary	(206) 390-6457
Bill Baker	Treasurer	(425) 478-2288
Kyle Netterfield	Safety Officer	(206) 898-4928
Rich Cartwright	Player Agent	(425) 402-9238

## 2012 Northshore Little League Coordinators

AAA Coordinator, Baseball	Joe Bowers	<a href="mailto:sherriejoe@gmail.com">sherriejoe@gmail.com</a>
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Purchasing Coordinator	Joe Bowers	<a href="mailto:sherriejoe@gmail.com">sherriejoe@gmail.com</a>
Equipment Manager	Ryan Ihrig	<a href="mailto:ryani@microsoft.com">ryani@microsoft.com</a>
Softball Coordinator	Oscar Lopez	<a href="mailto:oamclopez@msn.com">oamclopez@msn.com</a>
Softball Associate	Jeremy Fowler	<a href="mailto:jwfowler11@gmail.com">jwfowler11@gmail.com</a>
Softball Fields	Oscar Lopez	<a href="mailto:oamclopez@msn.com">oamclopez@msn.com</a>
Softball Schedules	Oscar Lopez	<a href="mailto:oamclopez@msn.com">oamclopez@msn.com</a>
Fields (Schools)	Kyle Netterfield	<a href="mailto:kyle.netterfield@comcast.net">kyle.netterfield@comcast.net</a>
Fields (NAF/Bothell)	Kyle Netterfield	<a href="mailto:kyle.netterfield@comcast.net">kyle.netterfield@comcast.net</a>
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NAF Board Rep	Ted Sendejas	<a href="mailto:theodore.sendejas@centurylink.com">theodore.sendejas@centurylink.com</a>
Picture Coordinator	Kristina Bainter	<a href="mailto:kristinabainter@frontier.com">kristinabainter@frontier.com</a>
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Umpire In Chief	David Lee	<a href="mailto:nsll.uic@gmail.com">nsll.uic@gmail.com</a>
Umpire In Chief Assistant	Sam Barrett	<a href="mailto:samandbethbarrett@yahoo.com">samandbethbarrett@yahoo.com</a>
Umpire Scheduler	Christy Gibson	<a href="mailto:christy.gibson@gmail.com">christy.gibson@gmail.com</a>
Uniforms Baseball	Jonathan Hedge	<a href="mailto:jhedgex@yahoo.com">jhedgex@yahoo.com</a>
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Volunteer Forms Coordinator	Jan-Marie Martin	<a href="mailto:cjnmartin@hotmail.com">cjnmartin@hotmail.com</a>
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Assistant Webmaster	Shelli Hugg	<a href="mailto:shellihugg@msn.com">shellihugg@msn.com</a>

# Safety Education and Training

The Northshore Little League provides opportunities to managers, coaches, umpires, and Safety Parents to improve their safety education and training skills. The following opportunities will be provided free of charge, or reimbursed.

- First Aid Training
  - March 8<sup>th</sup>, 6:00pm – 8:30pm
  - Downtown Bothell Fire Station, 10726 Beardslee Blvd, Bothell
- Tom Dedin Clinic, T-Ball & Coach Pitch
  - March 3<sup>rd</sup>, 9:00am – 4:00pm
  - Shorecrest High School, 15343 25<sup>th</sup> Ave NE, Shoreline
- “Knock of the Rust” NSLL Managers Clinic (AA & Up)
  - March 3<sup>rd</sup> & 4<sup>th</sup>
  - Westhill Elementary School, Bothell
- Umpire Outreach Clinic
  - February 24<sup>th</sup>, 5:00pm – 9:00pm
  - February 25<sup>th</sup>, 9:00am – 6:00pm
  - February 26<sup>th</sup>, 9:00am – 1:00pm

PLEASE CHECK NSLL WEBSITE TO VERIFY TRAINING DATES, TIMES AND LOCATIONS

[www.northshorell.com](http://www.northshorell.com)

## Safety Parent – What Do I Do?

Each team is responsible for designating a Safety Parent. Parents with expertise in the medical and safety fields are excellent candidates, although not a necessary requirement. The Safety Parent becomes the liaison between the team and the League Safety Officer. The other important duties and responsibilities of the Safety Parent are as follows:

1. On a regular basis, inspect the personal and team equipment for wear or damage and ensure that it meets all required regulations.
2. Make sure that equipment fits each player properly.
3. Remove all damaged equipment from use and return it to the League Equipment Manager for disposal and replacement.
4. Inspect the playing field for unsafe conditions before every game.
5. Be alert to safety hazards that may be present around the field of play, as well as spectator and parking areas.
6. Administer first aid to injured players.
7. Ensure that Injury Report Forms are filled out properly and submitted in a timely manner to the League Safety Officer.
8. Ensure that a cellular phone and a first aid kit are available for use at all practices and games in case of emergency.
9. Encourage all coaches, parents, and players to “Play it Safe”.

## Facilities and Equipment

1. Before the start of each season the annual Little League Facility Survey shall be completed by the League Safety Officer and submitted to Little League Baseball, Inc. This survey helps to provide a focus for the league facility safety plan.
2. Currently the Northshore Little League does not operate a concession stand at its facilities.
3. The Safety Officer and League Equipment Manager shall inspect all equipment before the start of any baseball season. Defective or damaged equipment shall be properly disposed of and replaced before issuing any equipment to teams for use.
4. The Safety Parent shall make an inspection of the field before the start of any game. The Safety Parent and/or team coach shall make an inspection of the field before the start of any practice. The following procedures will be followed:

# Practice and Game Safety Checklist

## **Before the Practice**

- ✓ Inspect the field for unsafe conditions. Report any problems to the team manager or coach. If feasible, correct the identified problems before the start of practice or ensure that they are clearly marked and avoided during practice. Notify League Safety Officer or Field Coordinators for problems in need of immediate attention.
- ✓ Make sure players are not wearing any jewelry or metallic objects.
- ✓ Manager / Coach / Team Safety Parent shall inspect equipment for damage and to make sure it meets regulations.
- ✓ Make sure each team has a stocked first aid kit and cell phone.

## **Before the Game**

*Umpires and Manager meet at the plate*

- ✓ Introduce umpires and manager; discuss any local playing rules including time limits; discuss unsportsmanlike and improper conduct by the coaches or players; discuss calling of game due to inclement weather conditions or darkness.
- ✓ Inspect the fields for unsafe conditions.
- ✓ Make sure players are not wearing any jewelry or metallic objects
- ✓ Manager / Coaches / Team Safety Parent shall inspect the equipment for damage and to make sure it meets regulations.
- ✓ Make sure each team has a stocked first aid kit and cell phone.

## **During the Game**

- ✓ Make sure players are wearing proper equipment.
- ✓ Monitor the field for safety and playability at all times.



# Safety Objectives

1. The Number One goal of the Northshore American Little League is safety education to prevent injuries.
2. All managers, coaches, team safety parents, umpires and players shall abide by the Northshore American Little League Safety Code as follows:

## ***Northshore Little League Safety Code of Conduct***

- Availability of emergency medical services in advance of all practices, games, and team activities. The Northshore American Little League Community is served by 911 for all emergency services.
- First Aid Kits are provided to each team. Make sure they are available on the field at all practices and games.
- Cellular Phones are available on the field at all practices and games.
- Games and practices should be held only when weather, field, and light conditions provide a safe playing environment. Games and practices should be terminated when thunder and lightning are detected.
- Inspect all playing areas for holes, broken glass, and other foreign objects before beginning play. Remove or repair hazards.
- Only managers, coaches, and umpires should be permitted on the field during practices and games. Especially, be ALERT at all times for foul balls and errant throws.
- Equipment should be inspected regularly and properly fitted to each player.
- Dugouts and bat racks should be positioned behind screens.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose.
- A procedure should be established for retrieving foul balls batted out of the playing area. Common sense guidelines should be established for the field of play. For example, do not retrieve a ball if it is fouled into a wetlands area.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- Catchers must wear catcher's helmet and mask with a throat protector, long chest protector, shin guards, and a protective supporter (boys). When warming up pitchers between innings and in the bull-pen, a catcher must wear a catcher's helmet and mask with a throat protector.
- Players with glasses should be encouraged to wear safety glasses and eyeglass retainer straps (provided by parents).
- Mouth Guards are encouraged (provided by parents).
- Protective Supporters (boys) are encouraged (provided by parents).
- No player will be left unattended by an adult at the conclusion of practices or games. Ensure that an acceptable adult picks up each player before leaving the practice or game area.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- Except when runner is returning to base, headfirst slides are not allowed.
- During slide practice bases should not be strapped down and should be located away from the base anchoring system

- During games, all players must remain in the dugout area in an orderly fashion at all times.
  - There is no on deck for players league 12 and younger; only a player on the field and at bat may swing a bat. Seniors (age 13 & up) on the field or on deck may swing a bat.
  - Maintain a safe speed in roadways and parking lots at all Northshore Little League functions. Watch for children around parked cars.
3. Northshore American Little League has established the following Safety Procedures to be followed during any medical situation:

**Remember: PLAY IT SAFE!**

## **Northshore American Little League Safety Procedures**

*In case of a medical situation: (Note: BE SURE TO HAVE YOUR ORIGINAL MEDICAL RELEASE FORMS WITH THE TEAM AT ALL TIMES)*

- Give first aid as necessary and have someone call 911 immediately if needed. Know your limitations and error on the side of caution.
- Notify parents immediately if they are not at the scene.
- Talk to your team about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
- Notify the League Safety Officer by phone of injury as soon as possible.
- Fill out a Northshore Little League Injury Report Form and submit within 24 hours. Submit this form for any injury even if 911 is not called. A copy of this form is included in this manual.
- Northshore Little League insurance is supplemental to your own insurance policy. Claims must be filed with the League Safety Officer.

## **Communicable Disease Procedures**

While risk of one athlete infecting another with HIV / AIDS during competition is minimal, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be limited to the following:

1. Bleeding must be stopped, the open wound covered and if there is any blood on the uniform it must be changed before the athlete may participate. Coaches are encouraged to bring an extra uniform to the games.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments.

6. Although saliva has not been implicated in HIV transmission, to minimize the risk of transmission while performing emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers or coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition is resolved.
8. Contaminated towels should be properly disposed of or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, or other articles containing body fluids.

## **Bio-Waste Disposal Procedures**

1. Clean up area. Follow instructions on Body Fluid Cleanup Kit.
2. Place all contaminated material inside dedicated bag. Seal up bag.
3. Do not throw sealed bag in dumpster. It must be disposed of properly.
4. Deliver the sealed bag to the local Bothell Fire Department. Give bag to a Firefighter at the Fire Station. Do not leave it at the door for them to find when they return to quarters.

## Concession Stand Safety

1. Use only foods from approved sources, do not distribute any items that are prepared at home.
2. Always use a food thermometer to check the cooking and holding temperatures of food. All Cold items must be maintained at 41°F or below, and all hot items must maintain a temperature of 140°F or above. Ground beef & Pork must be cooked to an internal temperature of 155°F and poultry must be cooked to 165°F. Check temperature of all items periodically.
3. Frequently and thoroughly wash hands. Disposable gloves may be worn as an additional barrier for contamination, but hands still must be washed.
4. If you are sick, don't work in the concession stand. Anyone who is showing any symptoms (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands is not allowed to work in the concession stand.
5. Do not handle any raw, ready-to-eat foods or food contaminated surfaces. Dispensing utensil's should be used at all times when serving food.
6. Use disposable utensils for food service, and discard after use.
7. Ice used for storing items is not to be used in cup beverages. Use scoop to dispense ice, never use hands.
8. Use disposable sanitation cloths, and only one use per cloth.
9. Keep all food covered to protect from insects.
10. Garbage cans must have tight fitting lids.
11. Food is to be stored a minimum of 6 inches off the floor.
12. No one under the age of 16 is allowed to work in the concession stand.

## A Final Safety Reminder

Always keep in mind:

- ✓ Be Alert!
- ✓ Check playing field for safety hazards.
- ✓ Make sure players are wearing proper equipment.
- ✓ Ensure equipment fits correctly and is in good shape.
- ✓ Keep all medical release forms with you.
- ✓ Ensure first aid is available.
- ✓ Ensure a cell phone is available.
- ✓ Be organized and maintain control of practices/games.
- ✓ Have fun!

Prevention is the key to reducing accidents. The Northshore American Little League Board, managers, coaches, umpires, parents, and players must work as a team to establish a philosophy that "Safety is Number One". It is imperative that every individual involved with Northshore American Little League makes safety an integral part of their behavior, actions, and instructions to the players. We owe it to our children to provide a safe and fun environment for them to learn and enjoy our national past time. Always remember to "PLAY IT SAFE".

# Safety Forms

The following forms are also available at [www.northshorell.com](http://www.northshorell.com)

## **Medical Release Form**

This form needs to be filled out and signed by the parent (or guardian) of each player. It is required that these forms are available at all practices and games in the event of a medical emergency.

## **Accident Identification and Notification Tracking Report**

The team Safety Parent for each injury sustained on the playing field completes this form. This applies to both regular season and tournament play. Copies are also filed with the district. The objective is to establish a paper trail documenting all injuries. It also provides Little League with vital information as to the number and nature of all injuries incurred, even those not submitted as claims to the insurance company.

## **Little League Insurance Coverage Summary & Accident Notification (Claim) Form**

Information about the important aspects of the Little League endorsed insurance program is provided. The accident notification/claim form is provided separately.

## **Volunteer Application**

Northshore American Little League requires that all volunteers (i.e. manager, coach, umpire, little league official, etc.) complete this form for review by the Board of Directors. Before approval, a background check will be conducted.