**MIDDLETOWN ATHLETIC ASSOCIATION**

**LITTLE LEAGUE**

***SAFETY MANUAL***

**MIDDLETOWN ATHLETIC ASSOCIATION**



**Little League Safety Manual**

***2015 EDITION “Safety Comes First!”***

**Revision A, 25 March 2015**

**Table Of Contents**

***POLICY DATE***

**Contents**

Contents Page 2

Safety Manual 3

Safety Officer 4

Safety Code 5

Telephone Directory, Website Links, Distribution List 6

Board of Directors 8

Emergency Procedures, Game Cancellations 9

Accident Reporting & Warming up 10

Communicable Disease & Field Safety Checklist 12

Fundamentals and Training 14

Lightning, Rain & Hot weather 15

Medical Care 16

Violence During Games, Manager/Coaches 17

Equipment 18

General Facility, First Aid 20

Field Equipment, Parents & Spectators 21

Field & Safety Checklist (Appendix “A”) 22

Accident Notification Form 23

Ten Commandments of Safety, Injury Treatment Reminder 25

Concession Stand Safety 26

Barbecue Grill Safety 27

Washing Hands Poster 30

Little League Volunteer Application – 2015 31

Facility Survey 32

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

3

**Introduction**

Welcome to Middletown Athletic Association Little League Baseball and Softball. Our league is a Non-Profit organization run solely by volunteers of the community. The purpose of our safety program is to help to prevent injuries from occurring, provide playing fields that are as safe as possible given the resources available. To encourage active participation of not only league officials of all levels, but the parents as well.

All local Little Leagues are required to conduct background checks on managers, coaches, Board of Directors, members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams.

Individuals are also required to complete and submit a Little League Volunteer Application to their local league. All individuals who provide regular service to the league and/or have repetitive access to, or contact with, players or teams are required to fill out the Little League

Volunteer Application form found on page 31 of this manual and on the website at

(www.middletownaa.com). The Volunteer Application is to be turned into the Little League Vice President for processing prior to individuals participation. Applications should be handed into the Little League Vice President directly, your Coach, Team Mom or a League Official for processing. Once the individual is approved the Little League Vice President will notify the Little League Board if the individual is appointed or not appointed. Anyone not authorized through the Application process will not be permitted to provide regular service to the league and/or have repetitive access to, or contact with, players or teams, there will be no exception to this rule.

The Little League Vice President or the Little League President will notify the individuals whohave not been appointed.

**Remember, safety is everyone’s job.**

Prevention is the key to reducing accidents to a minimum.

Report all hazardous conditions to the Director of Safety 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 and, check your team’s equipment often.

Working together, we all can make Little League Baseball and Softball fun and safe.

There is a “Safety Suggestion Box” at the main concession stand. Everyone is encouraged to provide safety suggestions by utilizing the box.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

4

**Safety Officer**

***The main responsibility of our safety officer is to develop and implement the league’s safety program. A link between the board of directors and its managers, coaches, umpires, players, spectators and any other third parties on the complex in regards to safety matters, rules and regulations.***

**The Safety Officer reports to the President of the League and has the following**

**responsibilities:**

1. Ensure that all Little League rules related to safety are being followed.

2. Investigate and handle any insurance related claims.

3. Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.

4. Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.

5. Coordinate managers, coaches, umpires, players, and spectators in order to provide the safest environment possible for all.

6. Ensure that first aid kits are available and emergency arrangements have been made for medical response, as needed.

7. Insuring that each team has an understanding of first aid, where the main first aid kit is stored for emergencies.

8. Conduct spot checks of practices and games to be sure reasonable precautions are taken to protect all players and volunteers.

9. Identify and control, wherever possible any unsafe conditions that exist at the playing fields. Check existing fire extinguishers.

10. Maintain and keep a first aid log. This log will list where accidents and injuries are occurring, to whom, in which divisions, under what supervision and at what time.

11. Check fields with the grounds committee listing areas needing attention.

12. Schedule a first aid clinic/training class for all managers, coaches, umpires and volunteers.

This years Training will be held March 9th – 13th, 2015 at the Middletown Township Senior Citizens Center, 2140 Trenton Road, Levittown PA 19056. Information will be handed out to the teams prior to the training with time slots for your team.

13. Creating and maintaining all signs with field maintenance committee on the Middletown Athletic Association complex including No parking signs, No smoking signs, No pets allowed, cautionary signs, etc.

14. Act immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.

15. Works with the Little League President to determine the annual safety budget.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

5

**Safety Code: Our Goals are Education and Prevention**

1. Responsibility for safety procedures belongs to every adult member of our local league.

2. First Aid training is a recommended requirement for all coaches and managers when medical services cannot be staged at a game. First aid kit should be available at the field.

3. No games or practices should be held when weather or field conditions are not good,

particularly when field lighting is inadequate.

4. Inspect play area frequently for holes, damage, stones, glass or other foreign objects.

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

6. 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”.

7. All players should be alert and watching the batter on each pitch during practice and games.

Establish procedures for retrieving foul balls batted out of the playing area.

8. Inspect equipment regularly and make sure it fits properly.

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

10. All pre-game warm-ups 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.)

11. Catchers must wear catcher’s helmet, mask, throat protector, shin guards, long model chest protector and protective supporter (boys) at all times. This applies between innings, in bullpen practice, during games, practices and pitcher warm-ups.

12. Batters must wear protective NOCSAE helmets during practice, as well as during games.

13. Head first sliding is prohibited while advancing except at Senior and Big League levels of play.

14. During sliding practice, bases should not be strapped down.

15. Horseplay and climbing on fences of the dugout is not permitted at any time.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

6

16. Parents of players who wear glasses should be encouraged to provide their children with safety glasses.

17. Children playing in a lower age division for medical reasons cannot play the position of pitcher. NO EXCEPTIONS.

18. Metal cleats are not permitted except for the “Big League Division” only.

19. Player must not wear watches, rings, earrings, pins or metallic items during games and practices.

20. Any part of an undershirt exposed to view shall be uniform solid color, not white. Shirts will be tucked.

21. Use of mouth guards is strongly encouraged, especially for pitchers and for batters when face shields are not provided.

22. The road between the Little League Majors field, the Babe Ruth Field and the Girls Softball fields shall be closed and orange cones shall be placed at one end and the gate shall be locked at the other end when there are games being played on the Girls Softball field.

24. Whenever possible, make sure someone at your practice or game has a cellular phone to use in an emergency.

**Telephone Directory & Websites:**

**Little League Phone Numbers**

• Police – Emergency 9-1-1

• Fire- Emergency 9-1-1

• Safety Coordinator Harold Landman 267-229-7467

• MAA President Brian Nau 267-987-2322

• District Safety Officer Damien Ginsberg 215-670-8494

**Web site:**

• Middletown Athletic Association Little League www.middletownaa.com

• Little League Baseball www.littleleague.org

• Eastern Regional Headquarters www.eastregion.org

• Major League Baseball www.mlb.com

**Distribution**

In order for any policy to be effective, it must be distributed. This Safety Manual and any

Subsequent revisions will be distributed as follows:

- On the MAA Website (www.middletownaa.com)

- District Administrator or Safety Officer

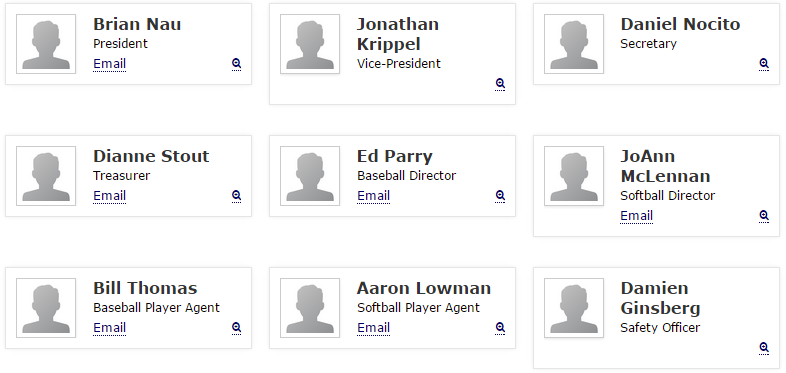
**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

7

**Little League Officers:**

**Major League**



**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

8

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

9

**BOARD OF DIRECTORS:**

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

10

**In Case Of An Emergency**

**1. In the event of a true emergency, always call 911**

2. Give first aid and have someone call 911 immediately if an ambulance is necessary (i.e. severe injury, neck or head injury, no breathing – err on the side of caution).

3. Notify parents immediately if they are not at the scene.

4. Notify league safety officer by phone within 24 hours.

5. Fill out a Middletown Athletic Association Little League Incident Report form and hand deliver within 24 hours to the Middletown Athletic Association Little League Secretary. Copies of this form are available in the Food Booth.

6. Talk to your team about the situation if it involves them. Often players are upset and worriedwhen another player is injured. They need to feel safe and understand why the injury occurred.

7. Talk to anyone in Middletown Athletic Association Little League you feel will be helpful (i.e.

League Safety Officer, V.P., etc…).

8. Middletown Athletic Association Little League insurance is a supplement to your own

insurance policy. Claims must be filed with the League Secretary

**The above is not intended to be a policy or an interpretation of the law. The above is for informational purposes only. Calling 911 and doing what a reasonable person would do while waiting for help is your best bet. There is no blanket protection for unnecessarily moving an injured person resulting in further injury, or attempting to assist someone with non-life threateninginjuries beyond your training.**

**Game Cancellation’s**

1. All Game cancellations she be posted on the website www.middletownaa.com

2. Home team league managers are responsible for Tee-Ball (5 & 6) and Minor League (7 & 8) cancellations. The umpire chief will be responsible for Little League, Junior League and

Senior League Cancellations.

3. Prior to canceling a game due to weather the league manager/umpire chief should visit the field and evaluate the playing conditions. Keep in mind player safety.

4. All decisions to cancel should be made 1 hour or more prior to scheduled start. This will allow adequate time for players to be notified and the website to be updated. (Umpire chief will notify managers, the managers would contact all players.)

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

11

**Accident Reporting**

**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 Director of Safety. 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 Director of Safety within 48 hours of the incident. The Director of Safety for 2015 is Harold Landman, and he can be reached at the following:

Phone: 215-269-4509, cell 267-229-7467; Email: hlandman@lcomcast.net or call

Middletown Athletic Association President Drew Kreiling @ 215-945-4005, Cell : 215–

801-6835

**How to make the report** - reporting incidents can come in a variety of ways. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

1. The name and phone number of the individual involved.

2. The date, time, and location of the incident. As detailed a description of the incident

as possible.

3. The preliminary estimation of the extent of any injuries.

4. The name and phone number of the person reporting the incident.

Be sure to complete the Insurance Claim Form for **ALL** injuries and get it to the Director of Safety immediately after reporting the injury. DO NOT SEND THE FORM TO LITTLE LEAGUE.

**Director of Safety’s Responsibilities** - Within 48 hours of receiving the incident report, the

Director of Safety 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 (i.e., Emergency Room visit, doctor’s visit, etc.);

4. will advise the parent or guardian of the League’s insurance coverage’s and the

provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Director of Safety shall periodicallycall the injured party’s family to:

1. check on the status of any injuries, and;

2. 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).

**Insurance Claim Forms**

***Appendix attached*** contains detailed instructions on completing the Little League Baseball

Accident Notification Form. This form **MUST** be completed for **ALL** injuries, whether or not the

individual requires additional medical assistance.

**DO NOT SEND THE FORM IN TO AIG - SEND IT TO THE LEAGUE’S SAFETY OFFICER.**

The League needs complete information on the form but it may not necessarily need to be sent in. It may be an informational copy for League use only, but that will be based on the Safety

Officer and Director’s review.

If you have any questions on whether or not the form needs to be completed or you have problems in filling it out, contact the

League Safety Officer.

**Warming Up**

“WARM UP TO THROW – DON’T THROW TO WARM UP”

This is an old coaches’ saying that still holds true today. Simply having a team show up and throw the ball around prior to a game does not prepare them to play. Baseball is a classic example of short bursts of energy that take maximum effort. All too often, players are injured, not from being struck by a ball or bat, but from muscle pulls, strains or sprains. These are the most preventable injuries by simply doing some pre-game warm-ups.

Each coach or manager is responsible for the safety of each player, and that includes

minimizing the risk of injury. To that end, each team will warm up prior to a game or practice using at least 10 to 15 minutes of exercises. See appendix for suggested warm-up drills.

All of these exercises are described in the book and show in the film “Little League’s Official

How-To-Play Baseball Book”. Additional assistance may be obtained from any school gym teacher or athletic trainer, as needed.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

13

Communicable Disease

While risk of one athlete infecting another with HIV/AIDS during competition is close to

nonexistent, there is a remote risk other blood borne infectious diseases can be transmitted.

Procedures for reducing the potential for transmission of infectious agents should include, but

not be limited to the following:

1 - Use gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated. Bleeding must be stopped, the open wound covered and if there is any excessive amount of blood on the uniform it must be changed before athlete may return.

2 - Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves or use hand sanitizer.

3 - Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CDC recommends a 1 to 100 solution or other disinfectant) before competition resumes.

4 - Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other

ventilation devices should be available for use.

5 - Contaminated towels should be disposed of/disinfected properly.

6 - Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

7 - Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instrument or devices.

8 – Athletic trainer/coaches with bleeding or oozing skin should refrain from all direct athletic care until condition resolves.

9 – Bleeding must be stopped, the open wound covered and if there is any excessive amount of blood on the uniform it must be changed before athlete may participate.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

14

**Field Safety Checklist**

All umpires, managers and/or coaches are responsible for checking field safety conditions before each game.

The Field Safety Checklist form should be completed and forwarded to the Leagues Safety Officer within 24 hours whenever any discrepancies are noted. If possible,

the inspector should try to correct the condition immediately to ensure a safe playing area. A sample of the form is attached in

**Appendix A**.

**Fundamentals and Training**

The Fundamental and Training Clink will be held May 29, 2015 12:00 pm to 3:00pm at the Majors Fields at the Little League Complex. All Coaches and Managers from: Jr.baseball Ages 5-8, and LL ages 9-12 are invited. The training is mandatory for first year Coaches and Managers.

The most basic fundamental that any coach, manager or umpire must master is a working knowledge of the rules of Little League Baseball. Even though many of the rules are similar to other levels of play, there are specific areas that Little League has that must be adhered to.

Each volunteer official will be given a current copy of the Little League rules at the start of the season. Any changes or clarifications will be discussed at the general meetings of the League to ensure uniformity of compliance with those rules. (Just a reminder, by our by-laws, Managers

MUST be at or be represented at every meeting) It is expected that all League officials will comply with these rules.

New coaches and managers starting with the League will be required to read “Little League’s

Official How-To-Play Baseball Book” and view the accompanying videotape. This can be obtained from the League President and or information officer. This material provides the basic overview of Little League and how the manager or coach should train their teams in the fundamentals.

Umpires also have a variety of programs available to them, not only through District 21 but also through Eastern Region Headquarters in Bristol. Numerous clinics and schools are available.

Any new umpires in the League must meet with the Umpire-In-Chief to ensure that umpiring fundamentals are reviewed and practiced during early season scrimmages.

All officials must pay special attention to the equipment that the players are using. Most of the team equipment is provided by the League. It is the responsibility of the coach or manager to regularly inspect this equipment to ensure that it is in safe, playable condition. Also, they must ensure that any items that are personal property of a player conform to the rules and specifications set forth by Little League Baseball. All umpires must inspect playing equipment prior to the start of any game (Rule 3.01). Any item that is found to be defective must be taken out of play. The Equipment Manager will replace league equipment.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

15

Of special concern is the equipment used by the catchers. Any catcher warming up a pitcher MUST have an approved helmet, facemask with dangling throat protector, glove and cup.

During a game the catcher will have an approved chest protector and leg protectors when behind the plate (Rule 1.17).

**Lightning, Rain and Hot Weather**

With a thunderstorm, **IF YOU CAN HEAR THE THUNDER, YOU CAN BE HIT BY LIGHTNING.**

Once the leading edge of a 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.

On average the thunder from a lightning stroke can be heard over a distance of 3-4 miles, depending on the terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles. The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm’s leading edge. By the time you can feel the wind, the storm can be less than 3 miles away.

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach or umpire who feels threatened by the approaching storm should stop play and get the kids to safety, regardless of whether or not the lightning can be seen or not, or the 15 second or less time between the flash and the sound has occurred.

For the majority of participants, the best area for them to seek shelter is in a fully enclosed vehicle with the windows rolled up. Avoid high places and open fields, isolated trees, unprotected gazebos, dugouts, flagpoles, light poles, bleachers, metal fences, and water.

When in doubt, the following rule of thumb should be applied:

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

**If you can hear, see or feel a thunderstorm:**

1. Suspend all games and practices immediately.

2. Stay away from metal including fencing and bleachers.

3. Do not hold metal bats.

4. Get players to walk, not run to their parents or designated driver’s cars and wait for your decision as to whether to continue the game or practice.

**Little League Rule: After lightning strikes, a team must wait 10 minutes before resuming the game.**

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

16

**Rain:**

If it begins to rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?

2. Determine the direction the storm is moving.

3. Evaluate the playing field as it becomes more and more saturated.

4. Stop practice if the playing conditions become unsafe—use common sense. If playing

game, consult with the other manager and the umpire to formulate a decision.

**Hot Weather:**

Precautions must be taken in order to make sure the players on the team do not dehydrate or hyperventilate.

Suggest players take drinks of water when coming on and going off the field between

innings.

If a player looks distressed while standing in the hot sun, substitute that player and get

him/her into the shade of the dugout ASAP.

If a player should collapse as a result of heat exhaustion, call 9-1-1 immediately. Get the player to drink water and use the instant ice bags supplied in your First –Aid kit to cool him/her down until the emergency medical team arrives.

**Medical Care**

One of the problems that any League official will have to deal with is an injury. It does not matter whether it’s to a player, coach, umpire or spectator. The goal of the League is to ensure that timely care is provided to those who are involved. It is the home team manager’s responsibility to ensure that emergency medical care is provided at each game. This does not mean that the manager must necessarily be the caregiver, but he or she must know some basics. These basics include the following:

**DO:**

1. Reassure and aid children who are injured, frightened, or lost.

2. Provide, or assist in obtaining, medical attention for those who require it.

3. KNOW YOUR LIMITATIONS.

4. Carry your first-aid kit to all games and practices.

5. Have your players “Medical Clearance Forms” with you at all times.

6. Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

17

**DO NOT:**

1. Administer any medications.

2. Provide any food or beverage. Water might be provided if medically safe to do so.

3. Hesitate in giving aid when needed.

4. Be afraid to ask for help if you’re not sure of the proper procedures.

5. Leave an unattended child at a practice or game.

6. Hesitate to report any present or potential safety hazard to the Director of Safety

immediately.

7. Transport an injured individual, get an ambulance if needed.

After the incident, be sure to report it to the Director of Safety (see Accident Reporting section of this manual). ALL INCIDENTS MUST BE REPORTED ON THE FORMS IN THAT SECTION.

Various, local agencies provide medical coverage and all are within minutes of any of the League fields. Asking them for assistance is highly recommended.

Managers/coaches are encouraged to attend the annual District 11 seminar on “Prevention & Emergency Management of Little League Baseball & Softball Injuries”. Check the website for dates and times.

**Violence During Games**

Recent events from around the country have indicated that the threat of violence against sports officials, coaches and managers from spectators is an all too real possibility. The League does

not condone this type of activity in any manner and the following guidelines are established to try and prevent any unfortunate situations.

If a spectator is becoming excessively loud and unruly or it is felt that they might threaten or act in a violent manner, the umpire of the game will immediately stop play. After play is stopped, the umpire will consult with the team managers to try and determine if the spectator is affiliated with

either team. If this is the case, the manager will be asked to speak with the offending individual to try and calm them down. If this does not work, at the umpire’s discretion, the game will be called and the incident referred to the Executive Board of the League for possible action, up to and removal from field.

If the individual cannot be identified with a team or the officials at the game feel that the individual poses a real threat to the safety of any player, official or spectator, the police will be immediately notified to deal with this person. Under no circumstances should any Leagueofficial attempt to restrain or get into a confrontation with an unruly individual.

Our goal is to ensure a safe and enjoyable environment for everyone.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

18

**Managers and Coaches**

Cover the basics of safe play with his/her team before starting the first practice.

Teach players the fundamentals of the game while advocating safety.

Teach players how to slide before the season starts (for appropriate ages).

Encourage players to bring water bottles to practices and games.

First time managers and coaches are requested to read books or view the video on Little League Baseball mechanics.

Work closely with equipment officer to make sure equipment is in first-rate working order.

Make sure that telephone access is available at all activities including practices. It is suggested that cellular phone always be on hand.

Assign a team parent and a player to be the team’s safety representative.

**Managers and Coaches**

Teach the fundamentals of the game to players: **Catching fly balls, Sliding correctly, Proper fielding of ground balls, Simple pitching motion for balance, Hitting, Base running, Rules of Baseball and team work.**

Encourage players at every opportunity.

Make sure players are healthy, rested and alert.

•Make sure players are wearing the proper uniform and catchers are wearing a cup.

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 two

managers cannot agree, the president, officer or board member shall make the determination.

Reflect an understanding of the age group, lead by example.

Support umpire decisions.

Make sure players carry all gloves and other equipment off the field and to the dugout when their team is up at bat.

Keep players alert and in the game, use common sense. Be organized and maintain discipline at all times.

Keep players and substitutes sitting on the teams bench or in the dugout unless participating in the game or preparing to enter the game.

Make sure catchers wear the proper equipment. (Throat guards a must).

Observe the “No- On-deck” rule for batters and keep players behind the screen at all times. no player should handle a bat in the dugout at any time. (Except Jr. & Sr. League)

Keep players from climbing fences.

Get players to drink often so they do not dehydrate. Do not play children that are ill or

injured. (Notify the umpire or managers)

Attend to children that become injured in a game.

Do not lose focus by engaging in conversation with parents and passerby’s.

Encourage and teach sportsmanship. Although winning is fun its not the most important role.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

19

**Equipment**

**Equipment is checked when it is issued but it is the managers responsibility to maintain**

**it. Managers should inspect equipment before each game and each practice.**

The manager will promptly remove and/or replace damaged and ill-fitting equipment. The

Manager will then contact the Equipment Coordinator to replace/repair the damaged and illfitting equipment.

Furthermore, the players like to bring their own equipment. This equipment can only be used if It meets requirements as outlined in this manual and the official little League rulebook. The Coach is responsible to check any equipment a player may bring to a game or practice, if the equipment does not meet the requirements the coach must not let the player wear or use this equipment.

At the end of the season, all equipment must be returned to the league for inspection by the

Little League President.

1. Each team, at all times in the dugout, shall have six (6) protective helmets, which must meet NOCSAE specifications and standards. These helmets will be provided by N.L.L at the beginning of the season. If players decide to use their own helmets, they must meet NOCSAE specifications.

2. Helmets must have an exterior warning label.

3. Use of the helmet by the batter and all base runners is mandatory.

4. Use of a helmet by a player/base coach is mandatory.

5. All male players must wear athletic supporters.

6. Male catchers must wear long model chest protectors, Female catchers must wear long

or short model chest protectors.

7. All catchers must wear a mask, “dangling” type throat protector and catchers helmet

during practice, pitcher warm-up, and games.

8. If the gripping tape on a bat becomes unraveled, the bat must not be used until it is

repaired.

9. Bats with dents, or that are fractured in any way, must be discarded.

10.Only official little League balls will be used during practice and games.

11.No wood bats at any time.

12.Make sure the equipment issued is appropriate for the age and size of the kids on your

team. If it is not, get replacements from the equipment manager.

13. Rawlings RIF 1 soft impact balls are to be used in the T-Ball and Clinic Divisions for

practice and play. Rawlings RIF 5 Soft impact balls are to be use by the Rookie Division

for practice and play.

14. All players are encouraged to use face guards on batting helmets. Face guards are

required on all batting helmet of players 8 years old and younger.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

20

**General Facility**

Located at the corners of Woodburne and Trenton Road, Levittown PA

The Middletown Athletic Association Little League complex consists of (3) three ball

fields. (Little League).

Bleachers are located on first and third base lines.

Home plate, batters box, bases and the area around the pitchers mound will be checked periodically for tripping and stumbling hazards.

Chain link fences will be checked regularly for holes, sharp edges, and loose edges and will be repaired or replaced accordingly.

Our score booth has a working PA system and electronic scoreboard.

Garbage cans are centrally located throughout the complex.

Porta potties are located at both fields once the season is in session.

No smoking, no dogs/cats are allowed in the complex.

**First Aid**

First-Aid means exactly what the term implies—it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering First –Aid go beyond his or her capabilities. Know your Limits!

The average response time on 9-1-1 calls is 5-7 minutes. En-route paramedics are in constant communication with the local hospital at all times preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First-Aid you can wait for the paramedics to arrive.

**First-Aid kits:**

First Aid kits will be available to each team at the beginning of the season.

The first aid kit is part of the teams equipment package and shall be taken to all practices, batting practices, games and any other little league event where children safety is at risk. ***To replenish material contact the leagues safety officer or Equipment Coordinator.***

First Aid kits and this safety manual must be turned in at the end of the season along with your

**Field Equipment**

Shall be maintained by the Facilities Maintenance Coordinator.

Shall never be left outside the facility/shed at end of game.

Shall be stored appropriately in the designated locked storage facility/shed when not in

use.\ AED devices are available at the major’s field, the main concession stand, and the Softball equipment building between the softball fields in the event of an emergency. An electronic weather detector is located at the main concession stand to warn of

approaching storms.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

21

**Parents and Spectators**

Must show positive support to all players.

Must teach all children to play fair and do their best.

Must positively support all managers, coaches, umpires and players.

Must respect decisions of umpires.

Must praise a good effort despite the outcome of the game.

Are positive in any criticism of the program and willing to volunteer their services to

improve it.

Demonstrate that they recognize the effort expanded by the volunteer personnel by

refraining from unsportsmanlike conduct.

Recognize the little leaguers are children, not professional players, and need

encouragement not criticism.

Applaud good play; encourage the children efforts, initiate and hustle.

Congratulate the winners, encourage the loser. Enjoy the game for what it is- Fun

All parents are encouraged to sign up for Little League E-News.

A copy of the ASAP News Letter can be obtained at the main concession stand.

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

22

***Field and Safety Checklist***

***All umpires, managers and coaches are responsible for checking the field and safety conditions***

***before each game***

**FIELD CONDITION Good Repair Players Good Repair**

Bases-Condition Helmets check for cracks

Bases-Secured in ground Bats-No dents, cracks, etc.

Batters Box Level & Marked Proper Uniform

Coaches Box- Square Athletic Cups

Fence 3rd Base Side No Jewelry

Fence 1st Base Side

Fence Backstop Area

Fence Outfield Area **Catchers Good Repair**

Fields Level Shin Guards, Chest Protectot

Foul Line marked Helmet w/Mask, Throat Guard

Foul Poles Athletic Cups, Catchers Mitt

Gopher Holes

Grass Infield Surface Even

Grass Outfield Surface Even **Safety Good Repair**

Home Plate First Aid Kits Available

In-Field Surface-Dirt Needed Ice Available for injuries

Pitchers Mound Follow Manual Saftey

Roto-Till

**Dugouts Good Repair Fans-Bleachers Good Repair**

Bat rack secure Bleacher Condition

Bench repair Bleachers Clean

Ensure no Bee's in fence Trash Empty

Fence condition No Smoking

Roof No Alcohol

Trash-Clean for play No Pets

**Press Box Good Repair Misc Info or Remarks Good Repair**

Roof

Stairs

Benches

Electrical

Scoreboard

Pa System

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

23

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

24

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

25

**TEN COMMANDMENTS OF SAFETY**

Be Alert

Check Playing Field For Safety Hazards

Wear Proper Equipment

Ensure Equipment Is In Good Shape

Ensure First Aid Is Available

Maintain Control Of The Situation

Maintain Discipline

Safety Is A Team Sport

Be Organized

**HAVE FUN!**

**WHEN TREATING AN INJURY, REMEMBER:**

**P**rotection

**R**est

**I**ce

**C**ompression

**E**levation

**S**upport

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

26

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

27

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

28

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

29

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

30

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

31

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

32

Middletown Little

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

33

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

34

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

35

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

36

**MIDDLETOWN ATHLETIC ASSOCIATION**

**Little League Safety Manual**

37