



Anderson Township Little League

Safety Manual

2010

Play Hard – Play Safe

League ID Number

135-09-6207



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 period 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 2010 is Dennis Timberlake; he can be reached at:

Home: (513) 231-1431

Cell: (513) 305-0744

E-mail: dtimberlake@cinci.rr.com

How to make the report – reporting incidents can come in a variety of forms. Most typically they are *telephone conversations or email messages*. There is also an Incident/Injury Tracking Report form included in the Safety Plan and is available on the ATLL web site (www.atll.org) (click on “Managers & Coaches” button, then select “Safety”). At minimum, the following information must be provided:

- . • The name of the individual involved
- . • The date, time, and location of the incident
- . • As detailed a description of the incident as possible
- . • The preliminary estimation of the extent of the injuries
- . • The name and phone number of the person reporting the incident

Safety Officer’s Responsibilities – Within (48) hours of receiving the incident report, the Safety Officer will contact the injured party or the party’s parents, and

- . • verify the information received;
- . • obtain any other information deemed necessary;
- . • check on the status of the injured party; and
- . • 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 Anderson Township Little League’s insurance coverage and the provisions for submitting claims

If the extent of injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of the 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).

SAFETY CODE FOR ATLL

Safety--This is the first consideration at all times in all aspects of games and practices. It is everyone's responsibility to insure that safety is followed and to make on-the-spot corrections when necessary.

Action Plan Elements

- Managers, coaches, umpires and ATLL officials should have some training in First-Aid. ATLL will hold mandatory pre-season Manager/Coaches training on First-Aid, proper mechanics & Little League philosophy. It is mandatory that at least one coach per team attend each year and that each coach attend at least once every three years.
- Managers should conduct on-going safety instruction on the mechanics of baseball for their players.
- Managers should collect and keep medical release forms for all players.
- First-Aid kits will be made available to each team and will be brought to each game and practice. First-Aid kits are audited on an annual basis at the end of each season and supplies are replenished.
- No games or practices should be held when weather or field conditions are unsafe, particularly when lighting is inadequate or when lightening storms are nearby. Play must be halted in these situations!
Note: Home Plate Umpire may suspend or terminate play at anytime if they feel the field is not playable or weather conditions are unacceptable.
- Before each game or practice the manager(s) and home plate umpire will inspect the field for holes, field damage, stones, trash, glass and other foreign objects.
- Before each game or practice, arrangements will be made for the availability of a cell phone that can be used in the case of an emergency.
- Only players, managers, coaches, umpires and designated volunteer parents are permitted on the playing field during games and practice sessions.
- During warm-up drills players should be spaced so that no one is endangered by wild throws/missed catches.

- Equipment will be inspected before each use, especially for cracked or damaged batting & catcher helmets.
- Bases should not be strapped down (base runners should stay at the “*spot*” of the “*permanent base*”).
- At no time should "horse play" be permitted on the playing field or in the dug out.
- Parents of players who wear glasses should be encouraged to have their child wear "safety glasses."
- No manager, coach or parent is allowed to “coach” a player from behind the backstop area.
- No one should ever be allowed to stand directly behind the backstop.
- Common sense in regards to safety would prevail in any situation not covered above.
- Please drive carefully around the ball fields. Please park in designated parking areas and be courteous to the private residents. Vehicles parked illegally are subject to being ticketed by local law enforcement.

Player Safety Rules

- Batters must wear approved protective helmets during batting practice, as well as during game. Helmets must meet NOCSAE specifications and standards and bear the NOCSAE stamp and warning label.
- All non-wood bats used in the Majors Division and below shall be printed with a BPF (Bat Performance Factor) of 1.15 or less. Bats printed with a BPF higher than 1.15 or without a BPF printed (or not legible) on the bat, are not permitted in these divisions.
- Catchers must wear catcher's helmet, throat guard, chest protector and shin-guards at all times while acting as catcher in the crouched position for games, warm-ups or at practice. Catchers must wear a protective supporter and cup! (All male players should strongly consider wearing a “cup”, at least a protective supporter.)
- Catchers must wear the face mask/helmet when warming-up pitchers at any time, even when standing and between innings.
- No metal cleats.
- No head first sliding is allowed, except when returning to a base. (Little League Rule-7.08)

- During practice and games, all players/base coaches should be alert and watching the batter on each pitch.
- Runners must slide or attempt to get around a fielder who has the ball and is waiting to make a tag at any base. A catcher cannot “block the plate” without the ball. A runner who deliberately collides with a fielder is called out and will be removed from the game for poor sportsmanship. (Little League Rule-9.01-d)
- No player shall throw his/her bat. (1st offense-player given a warning, 2nd offense-player is removed from the game---in either case the batter completes his/her turn as the batter-runner until he/she is put out or scores.
- No player may excessively waive his/her bat over home plate in an effort to distract the pitcher and catcher. The umpire shall call “no pitch” and a warning shall be given to the batter—second offense, the batter is out.
- Pitchers (*while pitching*) are strongly encouraged to wear a jacket while running the bases as well as between innings.
- Only the batter may have a bat in his/her hand (warm-up in the on-deck circle once it is their turn to bat).
- Remind managers and coaches they are not allowed to catch pitchers (Little League Rule-3.09) – Exception: During pre-and regular season ATLL games, only a manager or coach can warm-up the pitcher.
- No on-deck batters are allowed. (Little League Rule-1.08) – Exception: During pre-and regular season ATLL games, the on deck batter can stand to the backside of the batter in the designated on deck circle, if Home Plate Umpire approves.

Jewelry Rule

Pursuant to Little League, Inc. Rules, all players at all levels, may not wear watches, rings, wrist bands, pins, jewelry, earrings or other metallic items, except eyeglasses, during a game or practice. (Medical alert bracelets can be worn if taped down.). Umpires will not wear pins or jewelry while working a game. Umpires are advised to reiterate to the managers, coaches and players, prior to the start of each game, the need to remove such items and that if a player fails to do so that he/she could be subject to ejection.

Lightning Evacuation Procedures

- Stop Game/Practice immediately when lightning is seen or thunder heard
- Stay away from metal fencing (including dugouts)
- Do not hold a metal bat
- Walk, don't run to a car and wait for a decision on whether or not to continue the game or practice
- Wait (20) minutes before making a final decision
- Error on being safe; not sorry

Communicable Disease Procedures

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it, before the athlete may continue.
- Routinely use gloves to prevent exposure when contact with blood or any other body fluid is anticipated. (provided in first aid kit)
- Immediately wash hands and other skin surface if contaminated with blood
- Clean all blood contaminated surfaces and equipment
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.
- Consult the First-Aid Guide in the First-Aid Kit for additional assistance

Concession Procedures

- Riverside Park is owned by the Anderson Township Park District. The Park District maintains and operates a permanent concession stand at the park.
- The Anderson Township Park District is responsible to ensure that its employees are properly trained and that they follow safe food handling / preparation.