

# **Brownsburg Girls Softball League**



## **2016 Safety Manual**

**“Play it Safe!”**

# Safety Manual

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# Safety Program Introduction

Our 2014 Brownsburg Girls Softball League Season marks the 1st year of our Safety Manual/Program. Under the leadership of the BGSL Board members, we hope to make this year as safe as possible for all players, volunteers and fans.

BGSL will distribute a paper copy of this Safety Manual to all Managers and Coaches and upload a copy to our league website. A paper copy will also be kept in the concession stand.

The Mission of the program is to heighten safety awareness to the coaches, parents, volunteers and player while providing the safest facilities and equipment possible for league members. We will train our managers and coaches in proper first aid and accident prevention. We will upgrade, maintain and inspect our facilities, fields and equipment to comply with safety standards. With increased awareness and a safe environment, the league hopes to prevent injuries and accidents from occurring. Our goal is a unified attitude among coaches, parents, volunteers and players to always put safety first. When in doubt... *“Play it Safe!”*

We appreciate your participation and cooperation,

BGSL

# Guidelines

1. Any and all Managers, Coaches, and Volunteers should be prepared to give first aid and have someone call 911 immediately, if an ambulance is necessary (i.e. severe injury, neck or head injury, not breathing, etc...always error on the side of caution!).
2. There is a first aid kit at the Concession Stand. The kit contains Band-Aids, cleaning solution, etc. to start the season. It is the responsibility of any team using the field kit to notify the age Division Director, if the kit needs restocking with supplies.
3. ***Notify parents immediately, if they are not at the scene.***
4. Notify and fill out an Injury Report and deliver to the division director within 24 hours. A copy of this form is attached at the very end of this manual.
5. All volunteers are cautioned to **NOT** administer any medication.
6. **Do NOT** allow a player to move or be transported, if a neck or back injury is suspected (wait for professional help).
7. **Do NOT** provide food or beverage, other than water to an injured party.
8. **Do NOT** leave an unattended child at a practice or game.
9. Inspect the field for unsafe conditions, inspect equipment for damage and discuss/stress good sportsmanship. Players are not allowed to wear jewelry, except medical bracelets, onto the playing field.
10. Players with braces should wear mouth guards provided by their orthodontist during practices/games. The league strongly recommends the use of mouth guards. This is not a requirement, but rather a safety suggestion.
11. Make sure catchers are wearing the proper equipment. This includes warming up pitchers, as well (helmet, mask, chest protector and shin guards).
12. Anyone batting (including soft toss at practices/games), running the bases, or on deck, **will** wear helmets, no exceptions. At no time should any manager, coach, volunteer, or player stand in front, behind, or next to anyone swinging a bat.

13. Sliding is allowed and encouraged. There will be no penalty for not sliding, but for safety reasons, to avoid collisions and injuries, sliding should be encouraged.
14. Managers, coaches and volunteers: Players need to take a break in-between innings for water and shade during late spring/summer practices and games. It is your duty to watch your players and observe any warning signs of heat illness: glazed eyes, confusion, cold or clammy skin. Notify the parents at once and immediately get that player hydrated.
15. Managers, coaches, and volunteers: Concussions can be life threatening and in the very least a scary situation for all involved. Symptoms of a concussion can include a bad headache, changes in alertness (acting confused or dazed), drowsiness, memory loss, nausea and vomiting, convulsions, pupils of both eyes are of differing sizes, or a loss of consciousness. If you suspect a concussion, remove the girl from the field and have her parents take her to the Emergency Room, immediately. In severe cases or when in doubt, please call 911 for assistance.
16. Managers, coaches and volunteers: ensure that your players are properly warmed up for games and practices. **ALWAYS** use your best judgment when having your team warm-up, especially when it comes to running before or during a game.
17. All managers, coaches and volunteers should maintain the kind of discipline that will minimize horseplay and reduce the kind of accidents that result from undisciplined conduct, at all times.
18. Steel cleat use is **prohibited** on the BGSL fields/grounds, for any age division. Footwear that exposes the foot, toes, and/or heel will not be allowed; i.e. sandals, flip flops, crocs, etc.
19. No child with an arm, wrist, hand, or leg cast or hard brace will be allowed to play without a written verification from her physician that she can play softball with the cast in place. In the event that written verification is submitted to the BGSL, the cast must be sufficiently padded to prevent injuries to other players.
20. Stop play for lightning.

## Field and Facility

1. Play area should be inspected frequently for holes, damage, glass and other foreign objects. Both coaches and umpires should walk the fields before each practice and game. Any hazards should be communicated to the BGSL Board.
2. No games or practices should be held when weather or field conditions are not good, ***particularly when field lighting is inadequate or standing water is hazardous.***
3. **Only** players, managers, coaches, volunteers, and umpires are permitted on the playing field during play and practice sessions. All players should be alert and watch the batter every pitch during practices and games. All spectators are to be in the bleacher area. It is the responsibility of parents to control any other children they have with them and to keep them away from player's benches, dugouts, and playing areas.
4. Responsibility for keeping bats and loose equipment off the field of play should be that of a player or a coach.
5. BGSL utilizes double-first bases to avoid collisions of runners and fielders at first base.
6. All of our fields also have fencing and/or netting to protect spectators and other players from being struck with a foul ball.
7. During practice or games, report any misconduct to include foul language, suspected vandalism, unsafe mischief, etc. to League Officials.
8. The intent of the BGSL Board is to foster an attitude of safety for our players from not only physical hazards, but from observing unhealthy behavior. This includes anything from speeding in the parking lots, to adults losing their tempers.
9. Anything that goes on at our Fields and Facilities is our collective responsibility ...please speak up if you observe something that needs fixing or correcting!

# Lightning Policy

1. Umpires, managers and coaches have the responsibility to act to ensure the safety of the children when threatened by lightning.
2. The primary lightning safety person shall be the umpire. Of course, if any parent attending a game feels the weather is unsafe and the league officials do not suspend the game, they always have the right to leave the game and take their children with them.
3. Once the park umpire sees lightning, all activities shall be suspended and individuals shall seek shelter immediately. Players and parents shall stay sheltered until one-half hour (30 minutes) after lightning is last seen.
4. Acceptable forms of sheltered structures are buildings that are protected from lightning. Dugouts are NOT considered adequate protection from lightning.
5. The umpire shall notify participants and spectators of suspended activities by public address.

# Concession Policy

1. All teams are expected to provide the volunteers needed on their scheduled day of work. If your team does not provide the needed volunteers, your team will be forced to forfeit their next game. The concession manager will report to the Treasurer all teams who have 'missed' their scheduled time.
2. Children under the age of 16 are prohibited from working in the concession stand, as a qualified volunteer for the team.
3. Anyone under the age of 18 may not work in the 'grill' area of the concession stand, as this is a safety hazard. Each team will provide 50% of the volunteer workforce in this age category: i.e. If four (4) volunteers are needed in the concession stand, than two (2) people must be 18 or over in order to help prepare food.
4. Children not qualified to work in the concession stand are not allowed in the concession stand at any time.
5. Anyone not scheduled to work in the concession stand will not be allowed to stay within the concession stand areas.
6. At no time will any volunteer be asked to clean the concession stand or the facilities restrooms. This is the responsibility of the Concession Manager.
7. Report any issues with the concession stand or volunteers to the Concession Manager or the BMOD, Board Member on Duty.



## Report of Injury

This form is to be filled out and turned in to a Board Member within 24 hours of an injury to a player, manager, coach, umpire, or volunteer participating in a BGSL sanctioned activity.

Name of injured party \_\_\_\_\_ Number \_\_\_\_\_

Team Name \_\_\_\_\_ Division \_\_\_\_\_

Nature of Injury \_\_\_\_\_

Date and time Injury occurred \_\_\_\_\_ Location \_\_\_\_\_

Describe how the injury occurred \_\_\_\_\_

Action Taken and by whom \_\_\_\_\_

Medical treatment required \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Relationship \_\_\_\_\_

Managers Signature \_\_\_\_\_

Board Members Signature \_\_\_\_\_ Date report received \_\_\_\_\_

Incident reported to Insurer? \_\_\_\_\_

Additional forms will be required for BGSL Insurance purposes. This form should be completed by an injured individual, or their parent or legal guardian, when the individual is injured during a BGSL event, even if professional medical treatment is not immediately sought.

Physical Address:  
1001 South Odell Street  
Brownsburg, Indiana 46112  
[BGSLBoard@BrownsburgSoftball.com](mailto:BGSLBoard@BrownsburgSoftball.com)

Mailing Address:  
Post Office Box 463  
Brownsburg, Indiana 46112  
(317) 852-6333 Phone

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

# Acknowledgement of Receipt

This is to certify that I have read the safety handbook and am familiar with its contents. I understand that it is not a binding contract but rather a set of guidelines for the implementation of safety policies for the BGSK

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Manager/Coach's Signature

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Manager/Coach Name (Print)

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Date