

# Morristown National LITTLE LEAGUE

## 2017

SAFETY MANUAL FOR  
MANAGERS, COACHES & VOLUNTEERS



District 1  
Section 1  
League ID - 230-01-10  
Prepared by VIN LEO III- 1/19/2017

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## A Safety Awareness Program

ASAP (A Safety Awareness Program) 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”. A copy of the manual is distributed to all coaches, placed in the concession stands and posted on the league website. This allows important information to be available at a manager and coach's fingertips.

## Emergency Numbers

Department	State	Phone Number
Morristown Police	Emergency	911
Morristown Police	Non-Emergency	973-538-2200
Morristown Ambulance	Emergency	911
Morristown Ambulance	Non-Emergency	973-538-1783
Morristown Fire	Emergency	911
Morristown Fire	Non-Emergency	908-292-6610

## Morristown National Little League Elected and Appointed Officials

2016 Elected and Appointed Officials

Officers	Name	Email
President	Keith Chesnut	<a href="mailto:nut@mnl.org">nut@mnl.org</a>
Vice President	Erik Langsdorf	<a href="mailto:vp@mnl.org">vp@mnl.org</a>
Treasurer	Bill Mainente	<a href="mailto:wmainente@verizon.net">wmainente@verizon.net</a>
Secretary / Communication Director	Zack Hoover	<a href="mailto:zshoover@icloud.com">zshoover@icloud.com</a>
Safety Director	Vin Leo III	<a href="mailto:safety@mnl.org">safety@mnl.org</a>
Baseball Player and Coach Development	Ted Gannon	<a href="mailto:ted@gannonfamily.net">ted@gannonfamily.net</a>
Softball Player and Coach Development		
Baseball Player Agent	Jim Joyce	<a href="mailto:jjjoyce@verizon.net">jjjoyce@verizon.net</a>
Softball Player Agent	Dave Lolli	<a href="mailto:dplolli@optonline.net">dplolli@optonline.net</a>
League Directors		
Softball Director	Erik Langsdorf	<a href="mailto:vp@mnl.org">vp@mnl.org</a>
Minor AAA Baseball Co-Directors	Jime Brault	<a href="mailto:aaadirector@mnl.org">aaadirector@mnl.org</a>
Minor AA -A Baseball Co-Directors	Vincent Leo Dave Haudak	<a href="mailto:aadirector@mnl.org">aadirector@mnl.org</a> <a href="mailto:adirector@mnl.org">adirector@mnl.org</a>

## Morristown National Little League Code of Conduct

- Speed Limit 5 mph in roadways and parking lots while attending any Morristown National Little League (MNLL) function.
- Watch for children around parked cars
- No alcohol allowed in any parking lot, field or common areas within a MNLL game
- No profanity
- No throwing rocks
- No playing in parking lots
- No playing on lawn equipment
- No swinging bats or throwing balls at anytime within the walkways and common areas of a MNLL complex
- Catchers must be used for all batting practice sessions, unless in a batting cage.
- Observe all posted signs
- Players and spectators should be on the alert at all times for foul balls and errant throws
- No throwing balls against dugouts or against backstop
- Only a player on the field and at bat may swing a bat
- During the game, players must remain in the dugout area
- After each game, each team must clean up trash in dugout and around stands
- All gates to the fields must remain closed at all times. After players have entered or are left the playing field, gates should be closed and secured.

## Morristown National Little League Safety Code

- The Safety Director must complete the Annual Little League Facility Survey, update the Safety Manual, and retain a file for future needs.
- The League President and Player Agent will submit updated league rosters to LL headquarters to satisfy requirements set forth in the ASAP plan. Roster should include player, manger and coach information.
- Managers, coaches, and volunteers must fill out Little League volunteer background check form, and submit to a background check.
- Managers and coaches, Board of Directors and any other persons or volunteers attend a Rutgers's safety clinic and hold a safety certificate from the clinic.
- Managers and Coaches for both baseball and softball are required to attend the coaches First Aid clinic. Note that at a minimum the manager and/or one of the coaches from each team must attend the clinic, March, 13 2017. Each manager and coach must attend the clinic every three years.
- Managers and coaches will be provided a first aid kit and should carry it to all games and practices.
- No games or practices should be held when weather or field conditions are not conducive to safe play. "Walk the Field"
- All team equipment should be stored in the dugout during games and practices.
- Only players, managers, coaches, and umpires are permitted on the field or in the dugout during games and practices.
- Procedures should be established for retrieving foul balls.
- Managers and coaches will be provided with a copy of the 2017 Safety Manual and are required to familiarize themselves with its contents and to have it present at all games and practices.
- 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.
- All pre-game warm ups should be performed within the confines of the playing field or batting cages and not within areas that are frequented by spectators.
- 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 during batting practice and games.
- Base Coaches if players, must wear protective helmet with face guard.
- Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards, and protective cup (males) at all practices and games. Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Managers should encourage all players to wear mouth guards during practice and games.
- Except when a runner is returning to base head first sliding is not permitted.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Player may not wear watches, rings, pins, earrings, or metallic items during games and practices.
- On deck batters are not permitted to swing bats.

- Managers and coaches are NOT to warm up pitchers before or during a game. Properly attired catchers should be used.
- Managers and coaches are NOT to warm up pitchers before or during a game. Properly attired catchers should be used.
- Catcher must wear catchers helmet and mask with a throat guard while warming up pitchers. This applies between innings and in the bullpen.
- Players and spectators should be alert at all times for foul balls and errant throws.
- Assign a manager, coach, or parent to have a cell phone available for emergencies.
- Always have signed players medical release forms with you at all games and practices.

## First Aid

**All coaches and managers** should carry a first aid kit to all practices and games and familiarize themselves with the First Aid Overview document located on the MNLL website. First aid kits are also located at the concession stands. Check kits periodically to make sure contents are in good shape. Contact the safety director for replacement items.

A well-stocked kit will include (but is not limited to) the following items:

- Latex gloves
- Instant cold packs
- Bandages: 1 X 3 inches & 2 X 4.5 inches
- Antiseptic wipes & first aid cream
- Rolls athletic tape

## Some important do's and dont's

DO...

- Reassure and aid children who are injured, frightened, or lost
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations
- Carry your first aid kit to all games and practices.
- **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 soothe an exited child
- **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Make sure any child with Asthma has his/her inhaler with them at all times
- Make arrangements to have a cell phone available when your game or practice is at a facility that does not have a public phone.
- Know the name and location of the field that you are practicing on
- Bleeding must be stopped and the open wound covered.
- Always use latex gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated.
- 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 dressing, mouth guards, and other articles containing body fluids.

## DO NOT...

- Administer any medications.
- Provide any food or beverages
- Hesitate in giving aid when needed
- Be afraid to ask for help if you're not sure of the proper procedures
- 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 Director of Safety immediately

## Automated External Defibrillator (AED Device)

An **automated external defibrillator (AED)** is a portable electronic device that automatically diagnoses the life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient, and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish an effective rhythm. PMID 9118556 "Automatic External Defibrillators for Public Access Defibrillation"

- Morristown National LL has two AEDs, one located at the Burnham Field snack shack and the other at the Vets Field snack shack.
- In the event of a cardiac arrest remain calm and call 911.
- Time is critical for positive outcome; minutes count. Get the AED and follow instructions upon deploying device.
- The device is meant to be used without training; however, **managers and coaches** should familiarize themselves with the AED Quick Reference Card found in the MNLL.org website, Safety folder.

## Accident Reporting Procedures

**What to report:** An incident that causes any player, manager, coach, umpire, volunteer or spectator to receive medical treatment and/or first aid must be reported to the Safety Officer within 24 hours via completion of the injury tracking form. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. Claim forms should be distributed to parent of injured child by the Safety Officer. Parents must submit completed forms to the Safety Officer for review.

**When to report:** All such incidents described above must be reported to the Safety Director within 24 hours of the incident.

The Safety Director for 2017 is Vincent Leo III

908-219-6405

safety@mnll.org

**How to report:** Reporting incidents can come in a variety of forms. Most typically they are telephone conversations. At a minimum the following should be provided:

- The name(s) of individual(s) involved
- Date, time and location of the incident
- Details of the incident
- Preliminary estimate of the injury
- Name of the person reporting the incident

## Weather

### Rain:

If it begins to rain:

- Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
- Determine the direction the storm is moving.
- Evaluate the playing field as it becomes more and more saturated.
- Stop practice if the playing conditions become unsafe --use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

**Lightning:** The average lightning stroke is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second. The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour. 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. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead. On average, the thunder from a lightning stroke can only be heard over a distance of 3-4 miles, depending on 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 feel the wind, the storm can be less than 3 miles away!

If you can **HEAR, SEE OR FEEL** a **THUNDERSTORM**

- *Suspend all games and practices immediately*
- Stay away from metal including fencing and bleachers.
- Do not hold metal bats.
- Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.

### Hot Weather:

In the warmer months precautions must be taken in order to make sure the players on your team do not *dehydrate* or *hyperventilate*

- Suggest players take drinks of water when coming on and going off the field between innings. Parents should be reminded to provide water for their children in games and practice
- If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.
- 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

## Storage Locker/Shed Procedures

The following applies to all of the storage lockers /sheds used by MNLL and apply to anyone who has been issued a key by MNLL to use those lockers/sheds.

- Report any lost or stolen keys to the league President
- All individuals with keys to the MNLL equipment lockers/sheds (ie., Managers, Umpires, etc) are aware of their responsibilities for the orderly and safe storage of the rakes, shovels, bases, etc.
- Before you use any machinery located in the sheds ( i.e., lawn mowers, weed wackers, lights, scoreboards, public address systems, etc.) locate and read the written operating procedures for that equipment.
- 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 punctured storage containers.
- Any witnessed “loose” chemicals or organic materials within these sheds shall be cleaned up and disposed of in accordance with label directions as soon as possible to prevent accidental poisoning.
- At the conclusion of games, practices or other MNLL events the home team shall check all lockers/sheds to insure equipment is properly stored and the doors are locked.
- At the conclusion of games the home team shall check to make sure the umpire gear, bases, bat racks, etc has been returned.
- If equipment is damaged, broken or missing notify the fields and facilities officer.
- If replacement materials need to be ordered (i.e. lime, drying agent, etc.) notify the fields and facilities officer.
- At the conclusion of the season all keys shall be returned to the fields and facilities officer.

## Concession Stand Safety Procedures

The following rules apply to all volunteers who work at the concession stand

- Never work alone, always work with a partner. Make sure one of you has a phone
- Follow posted procedures for opening and closing stand
- Always have a tidy work area & utensils
- Cleaning products are to be stored separately from food.
- Make sure all food is handled properly- wash hands and utensils thoroughly after contact with uncooked meats. ( i.e. hot dogs)
- Volunteers who handle money should not handle food without first washing hands
- Make sure all volunteers are knowledgeable in the proper use of appliances
- Appliances in need of repair should be removed and tagged. Notify field and facilities officer for replacement.
- Always use caution when using appliances – misuse could cause injury ( burns, fire, cuts or electric shock.
- Insure that first aid kit is properly stocked and easily retrievable.
- Be aware of fire extinguisher location and insure it is properly charged.
- If fire extinguisher is used, notify safety officer and field and equipment supervisor for replacement.
- Know location of utility shut offs ( i.e. water, electric, gas) know how to shut off and restore.
- Children under 12 are not allowed in the snack bars.

**Injuries – Call 911 if injury is severe.**

**All injuries are to be reported to the Safety Officer. Follow reporting procedure**

### **Burns**

- Flush with cold water
- If a blister forms, do not break blister ( this is nature's Band-Aid )
- If severe seek immediate medical attention

### **Cuts**

- Bleeding must be stopped and the open wound covered.
- Always use latex gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Volunteers with open wounds are not allowed to work at concession stand.
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressing and other articles containing body fluids.

### **Electric Shock**

- Shut off main power supply and notify Field and Facilities officer.