

# Lower Merion Little League



## 2018 Safety Manual For Managers and Coaches



League ID Number  
238-27-08





## What is ASAP?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of the 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". The ASAP will provide information and resources to the Safety Officer who will coordinate the safety efforts of the league through the officers, managers and coaches.

## Safety Policy Statement

The Lower Merion Little League is dedicated to the overall well being of the children who participate in our baseball and softball programs. Our goal is to safely teach the fundamentals of the game, good sportsmanship and the satisfaction that comes from being part of a team. Above all else, the safety of the players, the coaches and the spectators will always remain our number one priority. Remember: Smart Players Play Safe!

### League Officers

Chairman	Marc Altshuler	<a href="mailto:maltshuler1@gmail.com">maltshuler1@gmail.com</a>	215 203 2516
President	Wally Orlov	<a href="mailto:president@lml.org">president@lml.org</a>	917-886-3555
Vice President-Baseball	Chris Daniels	<a href="mailto:chrisdaniels0@gmail.com">chrisdaniels0@gmail.com</a>	610 613 4888
Vice President-Softball	Noah Charlson	<a href="mailto:nhcharlson@gmail.com">nhcharlson@gmail.com</a>	267 241 6281
Treasurer	John Heckman	<a href="mailto:Treasurer@lml.org">Treasurer@lml.org</a>	484-343-1741
Secretary	Bruce Leto, Jr.	<a href="mailto:bgl234@nyu.edu">bgl234@nyu.edu</a>	610-316-1112
Safety Officer	David A. Wald	<a href="mailto:David.Wald@tuhs.temple.edu">David.Wald@tuhs.temple.edu</a>	610-724-8241

### League Commissioners

Tee Ball		<a href="mailto:support@lml.org">support@lml.org</a>	
Rookies		<a href="mailto:support@lml.org">support@lml.org</a>	
Minors	Michael Goldstein*	<a href="mailto:mlgchiropractic@aol.com">mlgchiropractic@aol.com</a>	610-525-554
A Ball	Gene Chang*	<a href="mailto:gene.chang@uhs.upenn.edu">gene.chang@uhs.upenn.edu</a>	610-520-0705
AA Ball	Jeff Beh*	<a href="mailto:jxbehx@gmail.com">jxbehx@gmail.com</a>	610-896-3702
AAA Ball	Chris Daniels*	<a href="mailto:chrisdaniels0@gmail.com">chrisdaniels0@gmail.com</a>	610 613 4888
AAAA Ball	David A. Wald	<a href="mailto:David.Wald@tuhs.temple.edu">David.Wald@tuhs.temple.edu</a>	610-724-8241
Intermediates	Chris McCann	<a href="mailto:chrismccann0918@gmail.com">chrismccann0918@gmail.com</a>	215 680 1159
Juniors	Ben Hofferan	<a href="mailto:ben@cpatechnology.net">ben@cpatechnology.net</a>	215-694-0537
Softball Rookies	John Heckman	<a href="mailto:john.s.heckman@pwc.com">john.s.heckman@pwc.com</a>	484-343-1741
Softball Minors	Noah Charlson	<a href="mailto:nhcharlson@gmail.com">nhcharlson@gmail.com</a>	267 241 6281
Softball Majors	Michael Goldstein	<a href="mailto:mlgchiropractic@aol.com">mlgchiropractic@aol.com</a>	610-525-554
Softball Juniors	Ben Hofferan	<a href="mailto:ben@cpatechnology.net">ben@cpatechnology.net</a>	215-694-0537
Challengers	Bill Thames	<a href="mailto:thames.william@gmail.com">thames.william@gmail.com</a>	610-585-1492
	Lester Shapiro	<a href="mailto:shapirobusmach@aol.com">shapirobusmach@aol.com</a>	610-789-4233

\* Denotes member of Board of Directors 2018

### League Support

League Scheduler	Wally Orlov	<a href="mailto:president@lml.org">president@lml.org</a>	917-886-3555
Equipment Manager	Wally Orlov	<a href="mailto:president@lml.org">president@lml.org</a>	917-886-3555
Field Maintenance	Bruce Leto, Jr.	<a href="mailto:fields@lml.org">fields@lml.org</a>	610-316-1112

Updated email information always available at [www.lml.org](http://www.lml.org)

## Lower Merion Little League Safety Code

- Responsibility for safe procedures should be that of an adult member of the Lower Merion Little League.
- Managers, coaches and umpires should have training in first aid. First aid kits have been supplied to each coach and should be taken to the field during both games and practices.
- No games or practices should be held when weather conditions are not good, particularly when lighting is inadequate, or fields are dangerously wet.
- The play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- Benches and bat racks should be positioned behind backstop fences unless a protected dug out is available.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager or coaches.
- A procedure should be established for retrieving foul balls batted out of the playing area.
- 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 and not within areas that endanger spectators.
- Equipment should be inspected regularly for both condition and proper fit.
- Batters must wear Little League approved protective helmets during practice and during games.
- Catchers must wear catcher's helmet, mask, long model chest protector, shin guards and protective supporter at all times for practices and games. **NO EXCEPTIONS.**
- **Majors Select and Open players MUST all wear protective cups and supporters in games and practices (or they cannot play)**
- Managers should encourage all players to wear protective cups and supporters for practices and games.
- During sliding practice, bases should not be strapped down nor anchored.
- At no time should "horse play" be permitted on the playing or practice field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Players must not wear watches, rings, pins or metallic items during games and practices.
- The catcher must wear catcher's helmet and mask when warming up pitchers. This applies between innings, in the bullpen during a game and during practices.

## Field Inspection Procedures

- **Fields will be inspected prior to all practices and games.**
- The home coach will walk the perimeter of the grounds and check fencing, benches, bleachers and dugouts.
- The home coach will walk the infield to remove debris or rocks. If glass or some other hazardous objects are found, coaches will remove them.
- At least one coach or umpire will walk the outfield in search of debris, holes or any other unsafe conditions.
- Unsafe conditions should be immediately corrected when possible and teams made aware of potential or existing hazards prior to play.
- Any unsafe conditions that need attention by the league should be immediately reported to the Team Manager and documented on a report to be submitted to the League Safety Officer.

## Equipment Inspection Procedures

- **Equipment will be inspected prior to all practices and games.**
- Each coach will be assigned the responsibility of specifically inspecting his teams catcher's equipment. Catchers should assist the coach in this duty.
- Coaches should always assist players with the inspection and installation of bases. Inspections include home plate and the pitcher's mound.
- Players should be reminded to inspect their uniform, shoes and gloves. Coaches should walk among the players during this inspection and spot check for any unsafe conditions. No metal spikes are allowed.
- The Coach or his designee will inspect the First Aid Kit and identify nearby telephone communications in the event of an emergency.
- Unsafe equipment shall be immediately corrected or replaced and teams made aware of potential or existing hazards prior to play. No player will be permitted to practice or play with unsafe footwear, gloves or under any unsafe conditions.
- All defective equipment shall be thrown away.

## Field Storage Box Procedures

- Upon opening a box, all equipment contained within shall be inspected for safety.
- To minimize exposure to injury, the box should be held open by an adult until all equipment is removed. The box should then be locked again until the end of the game or practice to eliminate players from going in and out of the box or small children from playing with the boxes.
- When returning equipment to the box, care will be taken to place items **neatly** inside and not throw any equipment. An adult should hold the box open until all items are returned. Unsafe or defective equipment should not be placed back into the box, but taken by the Team Manager for replacement.
- All boxes will be locked before leaving the field.
- Players are not allowed to play in or on the box.

## Storage Shed Procedures

- The Lower Merion Little League Equipment Manager will be responsible for the safety of the storage shed.
- Only specifically designated adults are allowed inside of the storage shed at any time.
- All individuals with keys are responsible for the neat and safe storage of tools and equipment.
- The shed should remain locked when not in use or unsupervised to prevent children or unauthorized adults from entering the shed.
- All chemicals and organic materials will be properly marked and labeled as to their contents and stored only in pre-designated areas.
- Any loose gravel, chemicals or organic materials will be cleaned up and disposed of to prevent accidental poisoning.
- No one is permitted to work on the fields or grounds alone.
- When working on the fields or grounds, telephone communications must be available in the event of an emergency.
- A first aid kit will be maintained at all times.
- All equipment will be inspected prior to and after use for unsafe conditions and the shed must be locked before leaving the grounds.

## Telephone Communications

Coaches will identify phone communications prior to practices and games. The following are acceptable:

- The cell phone of a coach or parent.
- The indoor telephone of a resident or commercial business providing the location of the phone is within a reasonable walking distance.
- Outdoor public telephones providing the phone is within a reasonable walking distance.

## Field Etiquette

Parents will be proper role models for the children.

- No smoking of any tobacco products.
- No drug use.
- No alcohol use.
- No swearing.
- No criticism of the opposing team.
- Clean up all trash and food prior to leaving the field.
- Siblings, friends and parents of players should remain behind the fences in properly designated areas during games and practices.

*We want ALL our players  
to make it home SAFE.*

## Lightning Evacuation Procedures

- At the first sign of thunder, stop the game or practice to evaluate the approaching storm and watch for lightning. Use the “Flash-Bang” method. Count the seconds between the first strike of lightning and the sound of thunder that follows. When the time is 15 seconds or less, evacuate.
- All persons shall be instructed to stay away from metal fencing, bats, dugouts, flagpoles, light poles, bleachers, open fields, isolated trees or water.
- Players shall be instructed to walk, not run to vehicles where they will wait for a decision on whether or not to continue practice or play.
- Team Coaches and umpires will make the final decision.

## Mandatory Training

- All managers and coaches shall be provided training on first aid, proper mechanics and the Lower Merion Little League Philosophy, covering the written safety program and manual.
- All players shall receive on going training on proper mechanics and general safety. Team Managers and Coaches shall provide training during practices and also during pre-game or pre-practice “Time Out Talks”.

## Safety Reminders

- Batting helmets with face guards are available for players wanting to use them.
- All players should wear protective cups

**Smart Players  
Play Safe**

## First Aid Kits

- **First Aid Kits are required at each and every game and practice.**
- The league will provide first aid kits to all teams.
- Coaches should bring these first aid kits to all games and practices. They should be re-stocked by the coaches as items are used.

### **First Aid Kits Should Contain:**

- A supply of adhesive tape (2 rolls)
- A supply of various size gauze pads (4)
- A supply of Band-Aids (4)
- A supply of anti-bacterial wipes (4)
- A supply of rubber gloves (2 pair)
- A supply of instant ice packs (4)
- (If you need more, contact Wally Orlov)
- Ace or Kerlex wraps (2)
- A copy of the Lower Merion Little League Safety Manual

**Coaches should make certain that supplies are replenished after use.**

**Coaches should ensure that each player has an adequate supply of water or other beverage.**

## Communicable Disease Procedures

- **PUT ON YOUR RUBBER GLOVES BEFORE TREATING THE PATIENT!** This is to protect you from their open wounds and them from any open wounds you may have on your hands.
- Bleeding must be stopped, the open wound covered and the uniform changed if there is blood on it before the player may continue.
- Immediately wash hands and other skin surfaces if contaminated with blood.
- Clean all blood contaminated surfaces and equipment. Coaches, parents, umpires and players with open wounds will refrain from direct contact with players until the situation is resolved.

## Basic Emergency Guidelines

- NO ONE shall administer first aid care to ANY PERSON unless they have current training in the exact care they are giving. Follow the procedures for appropriate care as you have been taught in First Aid Training.
- The Team Coach shall keep player emergency contacts and medical release forms in the Safety Manual under the Emergency Information section for quick reference.
- In the event of serious injury, which requires immediate professional medical attention, managers, coaches or volunteers SHALL NOT MOVE the player unless it is necessary for the performance of life saving techniques. An ambulance will be called and the responding medical professionals shall assume the responsibility of moving the player. This procedure is to be followed if you suspect a head, neck or back injury or a broken ankle, leg, arm or wrist bone.
- At no time are Coaches permitted to administer medications. Parents must assume this responsibility for players requiring medications.
- **All incidents of first aid are to be documented on an incident form so that the Safety Officer can track the type, location and frequency of player injuries.**
- PUT ON YOUR RUBBER GLOVES when treating any open wounds.
- Reassure the patient that you are there to help them and show them that you are confident in your ability to manage the situation.
- Know your limitations as a first aid responder. Do not perform any first aid on anyone unless you have been trained in the specific technique you are applying.
- Make an early assessment as to the seriousness of the injury and obtain professional emergency medical personnel as soon as possible when needed.
- Have a coach locate the players' Medical Clearance and Emergency Contact Forms in the Safety Manual.
- Provide the appropriate treatment or assistance for the incident.
- Speak to the team about the incident before continuing practice or play.

## Accident Reporting Procedures

- **What to report** - (A) An incident that causes any player, manager, coach, umpire, volunteer or spectator to receive medical treatment and/or first aid. (B) An incident involving passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest and any other incident.
- **When to report** - All incidents described above must be recorded in the web based injury reporting system or documented on an incident form and mailed to the safety officer **within 24 hours of the incident.**
- **2017-18 League Safety Officer**  
Dave Wald, MD  
Cell 610-949-0123  
e-mail: David.Wald@tuhs.temple.edu
- **How to report** - All accidents and incidents must be reported when you report your game scores on the web site. You MUST enter all injury reports via the website or the score for that game will NOT count in the standings. When in doubt, document the incident. All completed injury reports will be immediately forwarded to the safety officer.

**Serious Incidents** - All incidents deemed serious by the Team Manager, including any injuries requiring EMS or follow up by a physician must be reported to the LSO, League Safety Officer **within 24 hours of the incident.** The Team Manager may telephone or page the LSO to alert him of the incident, if they do not have access to the web based reporting system within this time period.

## Emergency Phone Numbers

When using the 911 system, remember to stay clam, speak clearly and give your name, location and brief description of the incident. **DON'T HANG UP FIRST!** You may miss giving the operator important information needed to respond to your emergency appropriately.

Emergency Numbers  
Police, Fire, Ambulance **911**

Non-Emergency Numbers  
Police 610-642-4200  
Fire 610-649-4200  
Ambulance 610-642-6840



