

Newton East Little League
Safety Manual
For Managers and Coaches

League ID Numbers

02211006 (NEWTON EAST LL)

Newton East Little League website

<http://www.newtoneastll.org>

INTRODUCTION

ASAP - What is it? In 1995, ASAP (A Safety Awareness Program) was introduced 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”. This manual is offered as a tool to place important information at managers’ and coaches’ fingertips.

Newton East Little League Phone Numbers

Main Number:

Newton Fire Dept - Emergency 911
Newton Fire Dept - Non-emergency-----617-796-2200
Newton Police - Emergency.....911

1] League Safety Officer:

Whitney Kelting (on file with Little League International)
617-244-4314 or 857-225-0883 or wkelting@yahoo.com

2] Safety Manual Access

This manual will be distributed to all managers/coaches/ league volunteers and the District Administrator and be available on the League website.

3] Relevant Phone Numbers for Safety Concerns

NELL Officers (for Safety Questions)

President	Jodi Detjen	617-641-2328 617-312-2733
V. P. Operations	Steve Brooks	617-699-2628
V. P. Baseball	Bob Krantz	617-527-2391
Treasurer	Bob Gelles	781-444-4092
Player Agent/Registrar	Bob and Debra Gelles	781-444-4092
General Counsel/ Field Supervisor	Michael Pinta	617-964-3493 617-840-6147
Umpire-in-Chief	Adam Miller	617-312-4418
Safety Officer	Whitney Kelting	617-244-4314 857-225-0883

Emergency Procedures

In the unfortunate event of an accident, the manager or coach must stay calm and tend to the injured player. It is only natural for the other members of the team to run to the injured player. In order to administer proper care to the injured player; instruct all other players to go back to their respective positions.

In case of a minor injury:

Use the first aid kit as needed to apply an ice pack or support bandages.

If blood is present, wear gloves for the protection of yourself and the injured. Use an anti-septic wipe to clean and apply light pressure to stop bleeding. Use a suitable bandage to cover the injured area.

If any part of the uniform or equipment is soiled with blood, then it must be thoroughly cleaned prior to use. Clothing may need to be changed for complete cleaning.

In case of a major injury:

If you have determined that an injury is major, then medical attention should be considered. **Call 911.** Stay with the injured player and provide comfort until medical attention arrives. Keep the player calm and as comfortable as possible, Avoid moving the player in any way unless staying where you are presents a greater danger.

When calling 911, be prepared to give your name, your location, and a brief description of the emergency. Listen carefully to the operator's requests or questions. Once finished with the phone call, assign someone to get in position to direct emergency response vehicles to the injured player.

Choosing a Medical Care Facility

As the manager or coach of the team, it is your responsibility to determine if any player should continue in practice or a game. If you feel a need to get medical attention under any circumstances, then:

1. If emergency personnel are present, allow them to provide directions.
2. Consult with the player's parents for doctor information or hospital preferen

4] Volunteers:

All volunteers will complete the Little League Baseball volunteer form available on the registration page (<http://www.newtoneastll.org/Registration/>). All volunteers must also provide a valid photo ID to be reviewed by NELL's General Counsel, in conjunction with the results of background checks. Newton East Little League will conduct a **state criminal background check of each volunteer in accordance with Massachusetts General Laws Chapter 6, Section 172H, the Massachusetts Criminal Offender Record Information Act. A nationwide background check, focusing on sex offenses, shall also be conducted through a reputable company such as ChoicePoint.** All volunteers, including minors who are assisting must comply with these requirements. Anyone refusing to complete the volunteer form, failing to provide a photo ID or failing the background checks as determined by our General Counsel, is ineligible to volunteer or be involved with the players. The League President and/or General Counsel will maintain these confidential forms and the background check results for the year of service.

In addition to the background check, Little League International requires that we secure a copy of your driver's license. Please either email a copy to [Michael Pinta](mailto:mpinta@pintaeggert.com) at mpinta@pintaeggert.com or mail or fax a legible copy to his office (see address and fax number below).

Michael R. Pinta, Esquire
Pinta & Eggert, LLP
171 Milk Street, Suite 400
Boston, MA 02109
(617) 542-7150 [Office]
(617) 542-7457 [Fax]

No volunteer will be authorized to have contact with any children until they have fully complied with these requirements and have cleared the background checks. This is a Little League safety requirement and **no exceptions** will be made.

5] Fundamentals Training

At least one manager/coach from each team must attend fundamentals training. Every manager/coach will attend the training at least once every three years to stay current. This training will standardize the teaching of fundamentals throughout NELL and ensure that coaches have had an opportunity to strengthen their skills at running successful practices and coaching youth baseball.

Fundamentals training will be offered on equipment pick up day, April 3rd, 2011. There are plans for further fundamentals workshops as the season progresses.

All managers/coaches will be required to fill out a **Zero Tolerance Form** as part of their registration as coaches. They will also receive other valuable informational handouts and mailings for them to examine. **Educate yourself; train your players to be safe.**

6] First Aid Training

At least one manager/coach from each team must attend first-aid training. Every manager/coach will attend the training at least once every three years to stay current. This training will educate managers and coaches in correct first response to accidents, assessing injuries, giving minor first aid and proper emergency procedures.

First Aid training will be offered on dates to be announced. You will receive an email and it will be on the NELL website.

7] Field Inspection

Home team coaches will be required to walk and inspect fields prior to practices and games. Umpires will also be required to walk the fields for hazards before each game. Please alert either the Safety Officer or the Field Supervisor to any hazards that need NELL's attention.

A Safety Procedures checklist is attached to this safety manual.

8] Facility Survey

NELL will have completed and updated our 2011 Facility Survey on-line by May 15th.

9] Concession Safety

NELL does not operate a concession stand.

10] Equipment Inspection

Commissioners will inspect all equipment prior to issuing to teams. Our goal is to ensure our players have safe, serviceable equipment in play. If coaches identify equipment problems during the season they should notify their Commissioner or Safety Officer to seek replacement.

Managers and coaches will inspect equipment prior to each practice and game. Managers and coaches are required to ensure their player's only use Little League approved equipment. If a doubt exists, contact the Safety Officer or League President.

Umpires will be required to inspect equipment prior to each game.

Particular attention should be paid to inspecting the personal bats that players bring to practices and games in order to ensure that these bats conform to Little League's Moratorium on Composite Bats. On Sept. 1, 2010, Little League placed a moratorium on composite-barreled baseball bats with a barrel diameter of 2 5/8 inches. That moratorium was extended to 2 1/4 inch composite-barreled baseball bats on Dec. 30, 2010. Both moratoriums remain in place, but some specific models of composite-barreled baseball bats have received a waiver of the moratorium after a testing/approval process. Please see 2011 Licensed Non-Wood/Non-Composite Bat and Approved Composite Bats (2 1/4) lists on the NELL website. **No** 2 5/8 barrel Composite bats have been approved for Little League play.

11] Accident Reporting Procedures:

Little League Baseball is constantly looking for ways to improve the safety of every one. In order to help the league in this effort we are required to provide detailed reports of all accidents and/or injuries. Fill out the Accident Report form and give it to the Safety Officer within 48 hours of the incident. These forms should be available at all game fields and practice sites. Every manager and coach should have blank forms at all Little League events. The Safety Officer supplies the Accident Report Form. **See attached form.**

What to report - Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid. Fill out the appropriate forms and forward to the Safety Officer. **If in doubt...Report! It is useful to report "near misses" because they allow NELL to proactively evaluate and address safety practices and avoid future injuries.**

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 2011 is Whitney Kelting, and she can be reached at the following:

Phone: 617-244-4314 or 857-225-0883

Email: wkelting@yahoo.com

Web Site: <http://www.newtoneastll.org/> Go to the safety option on the menu to find forms.

How to make the report - Accident forms are available attached to this manual or report incidents using **our web site injury report form**. At a minimum, the following information must be provided:

- The name and phone number of the individual(s) 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 any injuries
- The name and phone number of the person reporting the incident.

Safety Officer Responsibilities - Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; and (3) check on the status of the injured party.

12] First Aid Kit: **Note: The first-aid kit must be with the team for all Little League activities**

Every team is supplied with a first-aid kit prior to the start of the season. This kit should be maintained by the coach or team safety representative. Contact the Safety Officer to restock before any items run out.

13] Little League Rules

NELL will require that ALL TEAMS enforce all Little League rules. If you have any questions about particular Little League rules consult the Little League International 2011 rule book.

General Safety Rules

Dedicated to Injury Prevention

- Responsibility for Safety procedures of Newton East Little League will be primarily with the duly appointed Safety Officer of the league.
- Managers and coaches must attend the league's First Aid Training at least once every three years. First-aid kits are issued to each team manager and extra supplies are available from your commissioner.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. Prior to every game, the coaches and umpires should walk the field to ensure safe play.
- On-deck batters are not permitted.
- All equipment should be stored in the team dugout or behind screens, and not on "in-play" areas.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping equipment off the field of play should be that of a player, coach, or volunteer assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of playing area (esp. streets).
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-ups players should be spaced so 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 are frequented by, and thus endanger spectators
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. **Do not use broken equipment!**
- Umpires will inspect all equipment located in the bench areas prior to the game.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter for all practices and games. **NO EXCEPTIONS.**
- Managers should encourage all players to wear a protective cup and athletic supporter during games and practices.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game.
- All adults present who are currently trained in safety and related fields are asked to identify themselves at all NELL functions. These adults will be utilized as a resource if the need arises.

The goals of the Newton East Little League (NELL) are to:

1. Create an environment in which children and adults can have fun with baseball.
2. Teach baseball skills, rules, and strategy to our players.
3. Model and teach competitiveness with an emphasis on good sportsmanship.
4. Promote increased self-esteem among NELL children and adults.

HOW MANAGERS AND COACHES CAN HELP ACHIEVE NELL GOALS

The most important adult person in NELL is the manager. The players look to him/her for instruction, encouragement and inspiration. Coaches and parents take their cues from him/her. Our goals can be met only if the managers embrace them and work to achieve them. The following are some of the ways that managers and coaches can help achieve the NELL goals:

Goal 1: Create an environment in which children and adults have fun with baseball.

- Encourage players often. Show by behavior and words that each is an important member of the team whether or not they perform well. Give encouragement for effort as well as results.
- Give every player as much playing time as possible. Minimum playing time requirements should not be treated as a limit on playing time for weaker players but rather a minimum that can and should be exceeded. Use one-sided games as opportunities to try less-skilled players in more challenging positions.
- Show your own enjoyment of the game to your players.
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Goal 2: Teach baseball skills, rules and strategy to our players.

- Rely on positive reinforcement for things done correctly. Minimize negative emphasis on mistakes, which are required for learning to take place. Players can handle only so much negative feedback at a time without becoming discouraged. Players will learn more, try harder and be more open to accepting criticism if they are praised often. Praise players in public, but correct them in private.
- Provide adequate repetition of teaching. Baseball is complicated. Lessons often need repeating before they are understood. Once players understand, they often need repeated practice before they can perform the expected behavior well.
- Encourage players to set individual and team goals for themselves corresponding to their ability level and then work to master the skills needed to achieve them.
- Organize practices to maximize learning and minimize standing around.
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Goal 3: Model and teach competitiveness with an emphasis on good sportsmanship.

- Teach players aggressiveness and good sportsmanship at the same time.
- Obey the rules and show respect for the umpire even when you disagree.
- Acknowledge good plays by the opposing team to your players.
- Always treat players on other teams as members of our community first and as opponents secondarily. Refrain from actions or words that undercut the self-esteem of players on other teams.
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Goal 4: Promote increased self-esteem among NELL children and adults.

- Encourage players whenever possible. Show by words and actions that you like and accept them regardless of how they perform. Adults often assume that children can “tell what they mean,” but children determine whether they are liked and accepted by adults by what adults say and do.
- Spend comparable instructional time with all players, regardless of ability.
- Encourage and reinforce parents for being involved with the team.

Some Important Do's and Don'ts

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.
- Ask for help if you're not sure of the proper procedures (i.e., CPR, etc.)
- Carry your first-aid kit to all games and practices
- Assist those who require medical attention - and when administering aid, remember to ...
 - LOOK for signs of injury (*Blood, Black-and-blue deformity of joint etc.*).
 - LISTEN to the injured player describing what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.
- Err on the side of getting medical assistance, especially with head injuries.
- Report any present or potential safety hazard to the Safety Officer immediately.

Don't ...

- Administer any medications
- Provide any food or beverages (other than water)
- Hesitate in giving aid when needed
- Transport injured individuals except in extreme emergencies
- Leave an unattended child at a practice or game

Some gentle reminders:

- Make sure your assistant coaches have correctly filled out the Little League Volunteer Application and that they have submitted it properly and have passed all background checks.
- Check the Newton East Little League Home Page frequently. Lots of information and a complete league calendar can be found there and can be a very valuable resource.
- Only practices and games that are scheduled on league assigned fields may be covered under the league's insurance.

How Can Recreational injuries be prevented?

(Children's Safety Network National Injury and Violence Prevention Resource Center)

Coaching: Enforce rules of the game and ensure that children are physically matched at the same level.

Supervision: Train children when learning a new sport and supervise their activities properly.

Equipment: Require appropriate sport and recreational safety gear and ensure that equipment is maintained and properly used.

Safe Environment: Make sure children have safe places to play, away from traffic, and that the playing surfaces are free of hazards, periodically inspected, and well maintained.

Professional Training: Train administrators, coaches, game officials, and school nurses to prevent sports injuries and respond effectively to emergencies.

Physical Preparedness: Require pre-season sports physicals for all children participating in organized athletic activity.

Conditioning: Incorporate warm-up and cool-down exercises into every team or individual athletic activity.

Additional detailed information is available from Little League Baseball Inc.

- <http://www.littleleague.org/programs/asap/newsletters.asp>
Selection of Safety Newsletters

Attached forms (all available on the NELL website):

Sample Zero Tolerance Form

Safety Procedures Checklist

Equipment Safety Checklist

Sample Accident Reporting Form (on-line form available on NELL website)