**2019 RIVER EDGE LL**

**Safety Manual**

**For**

**Managers and Coaches**

**Introduction**

River Edge Little League prepares an updated manual and procedures on all of the facets of safety. This manual is then distributed to the necessary personnel and made available to anyone who would like a copy. This plan takes into consideration any accidents from the previous year from the incident report; the board tries to implement whatever would be necessary to prevent that same type of injury in the future.

The purpose and scope of this publication are to make the volunteer members of the River Edge Little League firstly understand that safety is an ongoing concern. The only way we can protect our players and adult members is to be ever vigilant in the pursuit of a safe atmosphere to enjoy the game of baseball with our children.

The second lesson in this publication is the understanding that a complete team effort is necessary to implement the safety program.

With the total commitment from the league, managers, coaches, players and parents we can continue to enjoy the comforts of a safe season, knowing that the planning and forethought present a safe and enjoyable atmosphere for all involved.

**League Responsibilities**

**Little League Volunteers**

* **All managers/coaches are required to have fingerprints taken and background checks completed.**
* **All managers and coaches are required to take the Rutgers Safety Course and concussion training.**
* **All managers, coaches, board members, and any other volunteers who provide regular services to the league and/or have access to or contact with players or teams are required to fill out application form with background check.**
* **All managers and coaches are to abide and enforce pitch count rule**
* **Any one refusing to comply with the above will be ineligible to participate in Little League.**

**Buildings and Grounds**

* Keep grass trimmed.
* Make sure all chemicals used on grass are non toxic.
* Proper clay mixture for infield use keeping clay loose and soft by constant maintenance and moisture.
* Keep pitchers mound and home plate free of holes.
* Inspection of fields by Safety Officer daily and managers prior to games.
* Maintain a supply of tools and equipment to keep field and clubhouse in proper repair and clean. Replace or repair broken or defective equipment immediately.
* The area outside the fence must be kept free of garbage and debris. Teams at the end of games are responsible to clean up trash generated by that game so it doesn’t build up.
* Keep all fences in good repair and on inspection list to prevent:
  + Injury to players due to broken or loose fence wires
  + Unauthorized persons from entering
* The clubhouse must be kept neat and clean:
  + No build up of unused material and /or equipment
  + Floors kept swept clean and mopped on a regular basis
  + Garbage containers must be emptied daily
  + Rest rooms kept clean and free of excess water
  + No running through clubhouse
  + No bikes, roller blades in clubhouse
* All electrical outlets in kitchen and outside building must be GFCI protected
* All outside faucets or hose type faucets must be backflow protected.
* **No ball playing or warming players up in spectator area**
* **No swinging bats anywhere but at home plate**

**Concession Stand**

The league’s auxiliary committee operates the concession stand at River Edge Little League. The executive staff is trained through the Board of health and other visual means on health and safety procedures. It is their responsibility to ensure all placards i.e.; choking, hand washing etc. is in place. It is also their responsibility to advise the board of directors of any safety or other equipment necessary to operate a safe and healthy food establishment.

* Concession stand must be kept clean and neat constantly; wet slippery floors will undoubtedly cause accidents.
* No one under 18 years of age is ever allowed in kitchen or concession area without the supervision of an adult.
* Staff must be properly trained in the use of all equipment and report faulty or defective equipment immediately.
* All refrigerators maintain a temperature 40 degrees; all freezers must maintain a temperature of -10 or below.
* Domestic hot water must be kept at a temperature to guarantee proper sanitation of utensils and regulated to hand washing areas to avoid a scalding hazard.
* Floor must be kept clean and grease free to avoid slipping hazard.
* All soda equipment secured for safety.
* Pest control prevention on a regular basis.
* Regular inspections of facility by league and Board of Health
* Any or all spray type bottles SHALL be clearly marked with the contents.

**Equipment**

* Guarantee all teams have been provided with proper safety equipment for their team, including a properly stocked first aid kit.
* Keep a large inventory of all equipment on hand to replace defective or worn equipment.
* Coaches must be trained to pay close attention to:
  + Proper fit and adjustment condition
  + Procedure to replace defective equipment
* Through training coaches, umpires and league officials must be made aware of and enforce all safety regulations in the Little League Rules and the common sense rules. A few examples follow:
  + Bats are to be inspected & be LITTLE LEAGUE APPROVED
  + Cups for catchers to be worn at all times
  + Proper helmets
  + Jewelry (except medical alerts) not allowed to be worn
  + Extended chest protector & dangling throat protector

**Paying close attention to these types of details could certainly circumvent an accident.**

* Managers and coaches must know that any equipment purchased by parents must be inspected by a league official to assure compliance.

**Equipment replacement plan**

Major league:

At the end of every season every team shall inventory all equipment and file equipment inventory report with the League Equipment Officer (Rob Berninger) no later than October 30th. This report, which can be found in the end of this publication with all the other RLL forms, must be filled out accurately so that we can begin to put the equipment order together for the following year.

During the regular season the equipment officers will replace any equipment that needs replacement on as needed basis. You must turn in the old piece if possible to receive a new one.

At the end of each season the equipment officers will inventory and repair or replace any worn out or defective equipment.

**Training**

* All new volunteers must attend a 3 hour minimum Rutgers’ safety certification seminar, consisting of the following:
  + A lecture by a certified sports physician explaining the following:
  + Possible injuries caused by overuse, stress or fatigue
  + Methods of detection for lay people to recognize these type of injuries
  + Simple tests to aide in decision of removing a player from a game or practice after a minor injury.
  + Video presentation of baseball type injuries how they happen and first aid until help arrives.
  + Video presentation to instruct new coaches on the proper coaching techniques.
  + Safety lecture comprised of the following issues:
  + Field inspection prior to and during game
  + Proper equipment, fit and replacement policy
  + Proper procedure during an emergency: keep people away, make decision to call or not call an ambulance, if in doubt call
  + Quality practice time without horseplay, disciplined teams perform safer and have more fun.
  + Never dismiss players to strangers or leave them alone waiting.
  + Leagues rest room policy for t-ball and robin leagues: never allow players to go to rest rooms alone if their parent is not available. Adult must accompany player to restroom.
* Additionally, all coaches must complete the on-line concussion training course.

***Training, Continued…Previously Certified Coaches***

Option 1: River Edge Little League has meetings monthly on the first Tuesday. Each meeting covers safety issues related to youth or baseball. As an example, the topics covered in the recent meetings are as follows:

* January - Safety during practice and games.
* February – Training in the concession stand, safety procedures and proper handling of food and beverage.
* March- Proper inspection procedures and how to spot equipment that is beginning to fail. Coaches training clinic.
* April- League Safety officer on issues noted for opening week and first aid training.Hand out safety manuals. (All volunteers must attend.)
* All managers and coaches are required to take the Al & Al Clinic for Coaches Certification and First Aid refresher.

Option 2: Attend the three-hour certification course.

**Coaches Responsibilities**

* Follow all Little League rules and safety rules the league sets forth. These rules are almost always concerning issues of safety.
* Always walk the field prior to any game or practice looking for any debris, foreign objects or any other hazard.
* Keep team disciplined and organized
* Keep equipment clean and maintained
* Report all accidents immediately to the league on the accident /incident form supplied.
* Make sure you always have available to you ice, first aid kit and communications if emergency help is necessary. First aid kits are in home team dug outs.
* Make parents aware of all safety measures we take to give their child a safe environment to play in.
* Medical release forms: 1 copy for you to keep and 1 copy for the leagues files.
* Every coach’s major responsibility is to the player, providing that player with a pleasant and safe Little League experience.

**Parents Responsibilities**

* Encourage your child to behave and practice.
* Let coach know what practice you give to your child, if you had him throw you 50 pitches prior to a game or practice inform the coach so he’s aware.
* If your child is injured don’t try to keep him in if he can’t participate
* Any injury that needs medical attention requires a written note from the doctor releasing the player to return to play.
* Fill out and promptly return you medical history sheet, it is necessary to fill this out honestly.
* Do not interfere with coaching staff during games or practice, as this will distract the staff, if you have questions wait till after game or practice when that person is free.

**Safety Code: Dedicated to Injury Prevention**

* Responsibility for Safety procedures should be that of an adult member of River Edge Little League.
* Arrangements should be made in advance of all games and practices for emergency medical services. Managers, coaches and umpires should have training in first-aid. First-aid kits are given to each team manager (Summer travel) and are also located in home team’s dugout at north and south fields
* 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.
* All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".
* 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 and coaches.
* Procedure should be established for retrieving foul balls batted out of playing area.
* 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 and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)**
* 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.
* Catcher must wear catcher’s helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
* Except when runner is returning to a base, headfirst slides are not permitted.
* 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 bull-pen during a game and also during practices
* Managers and Coaches may not warm up pitchers before or during a game.
* On-deck batters are not permitted.

**See a need to add to the safety code? Contact:**

**Charles Kim, Safety Officer 201-258-9994**

**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.

First-aid kits are available in equipment boxes at every field in River Edge

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 describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
  + **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bone. Have your players’ Medical Relaease Forms with you at all games and practices.
* Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

**Don’t...**

* Administer any medications
* Provide any food or beverages (other than water)
* Hesitate in giving aid when needed
* Be afraid to ask for help if you’re not sure of the proper procedures (i.e., CPR, etc.)
* 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 Safety Officer immediately.
* **Charles Kim, Safety Officer 201-258-9994**
* **River Edge Police - Non-emergency: (201) 262-1233**
* **River Edge Police – Emergency: 911**

**River Edge Website: https://tshq.bluesombrero.com/Default.aspx?tabid=1352886**

**Board of Directors**

* President: Robert Berninger 201-320-2302
* Vice President/Secretary: Kevin LoPresti 201-966-4065
* Treasurer: James Blackman 201-679-2617
* Concession Manager: John Porco 201-321-1277
* Player Information Officer/Coaching Coordinator: Tom DeLorenzo 551-486-5890
* League Information Officer: Mike Pescatore 201-615-9533
* Safety Officer: Charles Kim 201-258-9994
* Field & Maintenance Rep: John Evancho 201-491-5630
* Player Agent/Junior League Representative: Ed Golden 201-280-7976
* Umpire in Chief: Don Van Der Beck 973-277-5907

**Code of Conduct**

* ***Speed Limit 5 mph*** in roadways and parking lots while attending any River Edge Little League function. Watch for small children around parked cars.
* ***No Alcohol allowed*** in any parking lot, field, or common areas within a River Edge Little League complex.
* ***No Playing in parking lots*** at any time.
* ***No Playing on and around*** lawn equipment.
* ***Use Crosswalks*** when crossing roadways. Always be alert for traffic.
* ***No Profanity*** please.
* ***No Swinging Bats*** or **throwing baseballs** at any time within the walkways and common areas of a River Edge Little League complex.
* ***No throwing balls*** against dugouts or against backstop. Catchers must be used for all batting practice sessions on the fields.
* ***No throwing*** rocks or other objects.
* ***No horseplay*** in walkways at any time.
* ***No climbing*** fences.
* ***Only a player on the field*** and at bat may swing a bat.
* ***Observe all posted sign***s. Players and spectators should be ***Alert*** at all times for ***Foul Balls*** *and* ***Errant Throws.***
* ***During game,*** players must remain in the dugout area in an orderly fashion at all times.
* ***After each game, each team must clean up trash*** in dugout and around stands.
* ***All gates to the field must remain closed*** at all times. After players have entered or left the playing field, gates should be closed and secured.

***Failure to comply with the above may result in expulsion from the River Edge Little League field or complex.***

**Communicable Disease Procedures**

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.

2. Routinely a use glove to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in first-aid kit).

3. Immediately wash hands and other skin surface if contaminated with blood.

4. Clean all blood contaminated surfaces and equipment.

5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.

6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

**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 periods of rest.

**When to report** – Managers must report incidents described above within 24 hours to:

**-RELL Safety Officer (Charles Kim 201-265-0610/ Cell: 201-258-9994 /** [**chk9047@gmail.com**](mailto:chk9047@gmail.com)

**-RE Central Athletic Committee Director Carolyn Baldzana 201-599-6295** [**CBaldanza@riveredgenj.org**](mailto:CBaldanza@riveredgenj.org)

**How to make the report** – Utilize the RE CAC Record of Accident form found below or on the RELL Website.

* The name and phone number 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 any injuries
* The name and phone number of the person reporting the incident.

**Safety Officer Responsibilities** - Within 24 hours of receiving the incident report, the Director of Safety will contact the injured party or the party’s parents and

* 1. Verify the information received;
  2. Obtain any other information deemed necessary;
  3. Check on the status of the injured party;
  4. Notify the RELL Board via Email;
  5. 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 River Edge Little League’s insurance coverage’s and the provisions for submitting any claims. If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any 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).

**Summary**

The preceding pages have outlined a league safety plan that will be vigorously enforced and maintained. This plan along with a detailed Facility survey is submitted to Little League Baseball as well for their approval as an adequate program to protect the players, staff and spectators.

The last pages of the printed manual are a series of forms that we use in this league pertaining to safety:

**Attachments**

Medical Release Form

Accident Report Form

Manager Checklist and Equipment Inventory Return Form

# CAC – RIVER EDGE LITTLE LEAGUE

# Medical Release Form

## Player’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Of Birth: \_\_\_ \_\_\_ \_\_\_

M D Y

In case of an emergency, if I, or the family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel (i.e. EMT, First responder, ER Physician)

Family Physician Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ \_\_\_\_\_\_

Physician’s Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hospital Preference\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In Case Of Emergency, contact:**

## **Contact #1**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Player\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #\_\_\_ \_\_\_ \_\_\_\_ Work Phone # \_\_\_ \_\_\_ \_\_\_\_ Cell Phone # \_\_\_ \_\_\_ \_\_\_\_

## **Contact #2**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Player\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #\_\_\_ \_\_\_ \_\_\_\_ Work Phone # \_\_\_ \_\_\_ \_\_\_\_ Cell Phone # \_\_\_ \_\_\_ \_\_\_\_

Please list any allergies/medical problems, including those requiring maintenance medication: (i.e. diabetic, asthma, seizure disorder)

Condition Medication Dosage Frequency of Dosage

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

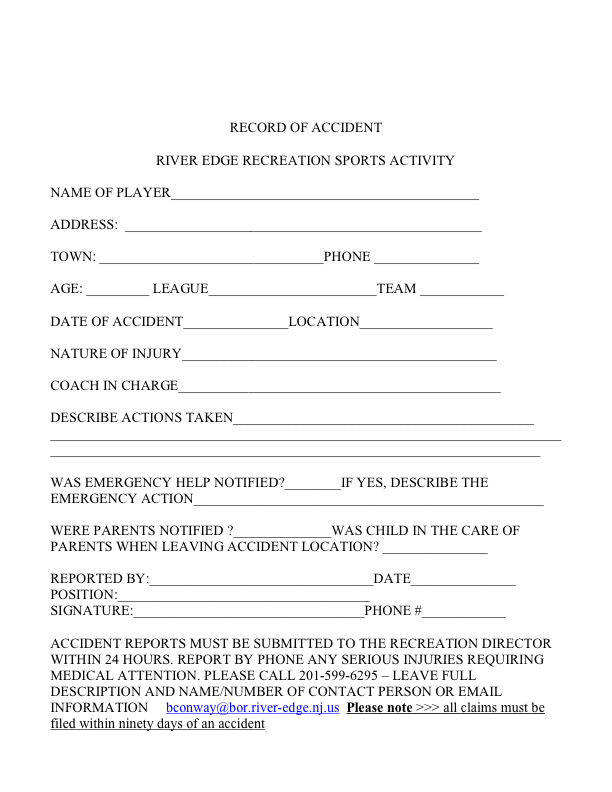
## Date of last Tetanus Toxoid Booster: \_\_\_\_\_ \_\_\_\_\_

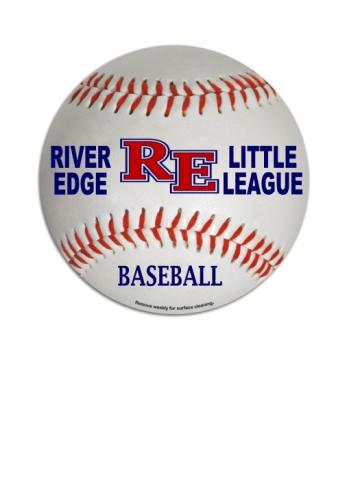
### M Y

**I am aware that participating in River Edge Little League is a potentially hazardous activity. I am aware that protective equipment cannot prevent all injuries a player might receive while participating. I assume all risks associated with participation in River Edge Little League activities and give my permission for my child to participate.**

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_**

**M D Y**





**2018 RELL Manager Checklist:**

☐ Key for Equipment Box

☐ Key for Memorial bathrooms

☐ Medical Release Form for each player

☐ Copy of Accident Report Form

☐ Equipment bag

☐ Baseballs

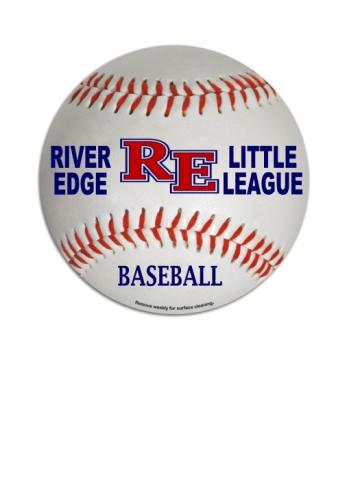
☐ Rating Sheet for each player (AA-Major)

**Other Important Info:**

* Accident Repot Protocol can be found on RELL website
* First Aid – When supplies (i.e. icepacks) are used please contact RELL so bucket can be replenished
* After practice, please rake the field
* Please communicate with your team beyond what is done automatically through the Dick’s website
* Below is the list of division commissioners:

|  |  |
| --- | --- |
| Division | Commissioner |
| K | TBD |
| A | Mike Rudis |
| AA | Mike McDermott |
| Minors | Kevin LoPresti |
| Majors | Johnny Porco |

* Any questions/concerns do not hesitate to contact a board member or email [riveredgelittleleague@gmail.com](mailto:riveredgelittleleague@gmail.com)



**2018 RELL End of Year Equipment Return Checklist:**

☐ Key for Equipment Box

☐ Key for Memorial bathrooms

☐ Equipment bag

Catcher Mask

Catcher Shin Guards

Catcher Chest Protector

Catcher Glove

Pitch Count Clicker

☐ Baseball Bucket

☐ Rating Sheet for each player (AA-Major)