

**Wallington, New Jersey**

**2017**

# *Safety Manual*

*for*

# *Managers and Coaches*

**Wallington**

*Please note that this Safety Plan is also included on the Wallington Little League Website (<http://tshq.bluesombrero.com/wallingtonlittleleague>) for the 2017 season. A hard copy of the most recent Safety Plan is always available to League members.*

## **Introduction**

Annually, Wallington Little League prepares an updated manual incorporating hours of research and procedures on all of the facets of safety. This manual is then distributed to the necessary personnel and made available to anyone who requests a copy. This plan takes into consideration any accidents from the previous year from the incident report; the board tries to implement necessary interventions to prevent that same type of injury in the future.

The purpose and scope of this publication is to make the volunteer members of the Wallington Little League firsthand 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 that we have spent years formulating.

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

## Buildings and Grounds

- Keep grass trimmed with the assistance of the Buildings and Grounds Committee.
- 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 does not 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 daily and must be free of excess water
  - No running through clubhouse
  - No bikes, roller blades, skateboards in clubhouse
- No ball playing or warming up of players in spectator area
- No swinging bats anywhere but at home plate
- All electrical outlets in kitchen and outside building must be GFCI protected
- All outside faucets or hose type faucets must be backflow protected.
- Keep Field lighting properly maintained:
  - Properly adjusted
  - Lenses clean
  - Aging bulbs replaced on a regular basis to insure peak performance
  - Check with light meter, prior to and throughout the season
  - Have circuit breakers, grounding and wiring checked annually
  - Keep a supply of extra bulbs in inventory, for speedy replacement of bad bulbs

## Concession Stand

The Wallington Little League's Kitchen Committee operates the concession stand at Wallington 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., are 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 to work in the kitchen or concession area.

- 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, Board of Health and Fire Department.
- 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. Extra ice packs have been provided to all teams.
- 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 the Training of Managers and 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:
  - Cup for male catchers
  - Dangling throat protector
  - Proper helmets
  - Jewelry (except medical alerts)
  - Extended chest 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.
- A definite plan for replacement of equipment so faulty equipment is expeditiously replaced.
- Major League ages 9-12 must use RIF 10 ball.
- Minor League ages 7-8 must use RIF 5 ball.
- Major & Minor League Softball use the appropriate ball.
- T-Ball League to use Safe Tee ball.

### **Rosters**

- Submit annually the league player registration data or player roster data or coach and manager data via the Little League Data Center.

## **Equipment replacement plan**

### ***Major League, Minor League, Softball and T-Ball Leagues:***

At the end of every season, every team shall inventory all equipment and file equipment inventory report with the Equipment & Uniform Director, no later than June 30. This report, which can be found in the end of this publication with all the other WLL 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 & uniform director 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.

## **Training**

- All new Manager/Coach volunteers must attend a 2 hour minimum safety certification seminar consisting of the following:
  - A lecture by a certified sports physician or by qualified fire department/medical personnel 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 the decision of whether to remove a player from a game or practice after a minor injury.
    - Discussion of baseball type injuries, how they happen and how first aid should be given until help arrives.
    - Proper procedures during an emergency, keep people away, make decision to call or not call an ambulance, if in doubt call.
    - Dismissing players never to strangers or leave them alone waiting, if you have a doubt bring player to clubhouse and we will take care of it.
    - Leagues rest room policy for t-ball and minor Leagues - never allow players to go to rest rooms alone; if their parent is not available, then have two (2) adults accompany that player.
  - A lecture by certified Baseball and Softball personnel to instruct new Coaches on the proper Coaching techniques. Training is required for all Managers and Coaches and will cover the following areas:
    - Field inspection prior to and during game.
    - Proper equipment, fit and replacement policy.
    - Quality practice time without horseplay, disciplined teams perform safer, are more successful and have more fun.
    - Various drills to be used for all levels of play, including Tee Ball, Minors and Majors.
    - Proper mechanics for holding the ball, fielding the ball, throwing the ball, and batting stance and swing.
    - Example of how to break up practices to make them more beneficial to the children.

## **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 and after every 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.
- Make parents aware of all safety measures we take to give their child a safe environment to play in.
- Medical history forms: 1 copy for you to keep and 1 copy for the Leagues files.
- Coaches Code of Conduct Form signed off by every Coach and Manager at ALL levels of play.
- 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. And please stress the importance of being on time!
- Let the Coach know what practice you had with your child. Example would be if you had him throw you 50 pitches prior to a game or practice. Will help to ensure that players are not overworked and overused – especially Pitchers!
- 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 the Coaching staff during games or practice, as this will distract the staff and the players. If you have questions or comments, please wait until 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 Wallington 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 issued to each team Manager and are located at each concession stand.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

- Play areas, including field, bullpen areas and batting cage 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.

## **League Responsibilities**

- Complete the Annual Little League Facility Survey
- Submit the league player registration data, along with coach and manager data to Little League International
- Submit the Qualified Safety Plan Registration form with ASAP Plan.

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

**Contact: *Joseph Brunacki, President - Wallington Little League (973) 632-3845***

## 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.
- Carry your first-aid kit to all games and practices
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
- 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 Clearance 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.

## Wallington Little League Phone Numbers

**Main Number/Score Line:** (201) 933-1171

**Wallington Police – Emergency:** 911

**Wallington Police - Non-emergency:** (973) 473-1715

## Wallington Little League 2017 Board of Directors

• President:	Joe Brunacki	(973) 632-3845
• Vice President of Baseball:	Doug Kassteen	(973) 494-4372
• Vice President of Softball:	Peter Nozka	(201) 394-0900
• Secretary:	TJ Calabrese	(201) 893-6748
• Treasurer:	Tom Brynczka	(201) 777-0432
• Assistant Treasurer:	Walter Wargacki Jr.	(973) 445-3284
• Player Agent:	Tracy Kassteen	(973) 494-4371
• Safety Officer:	Teddy Nozka	(973) 930-2293
• Tee-Ball League Director:		
• Minor League Director:	Tom Brynczka	(201) 777-0432
• Chief Compliance Officer:	Ray Piela	(201) 398-6458
• Equipment & Uniform Director:	Tom Oszczepalski	(973) 495-8518
• Buildings & Grounds:	Joseph Tabaka	(973) 477-7053
• Assistant Buildings & Grounds	Myron Dabal	(973) 951-4042
• Concessions Director:	Ken Calabrese	(201) 893-6740

## Wallington Little League

### Code of Conduct

- ***Speed Limit 5 mph*** in roadways and parking lots while attending any Wallington Little League function. Watch for small children around parked cars.
- ***No Alcohol allowed*** in any parking lot, field, or common areas within a Wallington 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 Wallington Little League complex.
- ***No throwing balls*** against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- ***No throwing*** rocks.
- ***No horseplay*** in walkways at any time.
- ***No climbing*** fences.
- ***No pets*** are permitted at Wallington Little League games or practices.
- ***Only a player on the field*** and at bat, may swing a bat.
- ***Observe all posted signs.*** 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 Wallington 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 use a 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** - All such incidents described above must be reported to the Safety Officer *within 24 hours* of the incident. The Safety Officer for 2017 is Teddy Nozka, and he can be reached at the following:

Day Phone: (973) 930-2293

Evenings: (973) 930-2293

Email: [teddynozka@yahoo.com](mailto:teddynozka@yahoo.com)

Web Site: \_\_\_\_\_

**How to make the report** – Fill out the General Accident Report Form, contact the Safety officer, and submit the form within **24** hours. At a minimum, the following information must be provided:

- 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.

**Director of Safety's Responsibilities** - Within 48 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. 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 Wallington 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.

**Note:** As well as in this publication all phone numbers of the Board of Directors are posted on the bulletin boards in the clubhouse both front and rear. Additional numbers you may need are also listed, including District 5 Administrator Ron Teel, Eastern Region and Little League Baseball International Headquarters, Williamsport, Pa.

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

1. Volunteer Application Form (must be filled out by all prospective volunteer members).
2. Medical release form (must be completed by player's parents and in your possession as expeditiously as possible but in no case later than the first season game).
3. Coaches Code of Conduct Form and Volunteer Application Form.
4. Incident report (activities/reporting) this must be filled out and returned to the League no later than 24 hours succeeding an accident or incident as per [Local Rule 10.03](#).
5. Equipment inventory report to be filled out yearly by all team managers.