

Tulpehocken Little League

District 23



2024 Tulpehocken Little League Safety Plan

Tulpehocken Little League – PO Box 74, Bernville, PA 19506

www.tulpyllbaseball.com



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1. 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 some important information at manager’s and coach’s fingertips.

Used in conjunction with the Little League Rule Book, Local Option Rules, the Play it Safe book, Protecting Young Pitchers Arms guide, and training for managers, coaches and other volunteers, this manual is part of the overall safety plan for our league.

Please read through this manual thoroughly and share it with your team. Safety is both an individual and team effort. If there are any questions, contact the Tulpehocken Little League Safety Officer - See contact information on the next page.

DISTRIBUTION:

This manual is provided to:

- ✓ Each team manager/head coach
- ✓ All Board members
- ✓ District #23 Safety Officer
- ✓ All parents via email distribution and by posting on website at www.tulpyllbaseball.com

2. Safety Mission

It is the mission of the Tulpehocken Little League, its Board members, managers, coaches, players and all individuals participating within this league to promote, adhere to and enforce the atmosphere of safety at all times whether on or off the field of play.

3. Contact Information

Executive Board			
President	Kim Glass	mkg446@yahoo.com	610-342-7534
Vice-President	Bill Stickler	officstickler@annvillepolice.com	717-821-2996
Treasurer	Shannon Becker	sballan@gmail.com	610-223-8622
Secretary	Ashley Billman	ashleybillman@gmail.com	484-794-0833
Officers			
Safety Officer	Bill Stickler	officstickler@annvillepolice.com	717-821-2996
Softball Commissioner	Kim Glass	mkg446@yahoo.com	610-342-7534
Information Officer	Brian Jacobs	brianpjacobs@hotmail.com	610-223-1244

4. Safety Code

- Responsibility for safety procedures should be that of an adult member of the League.
- First-aid supplies/kits will be available to each team 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 area should be inspected by coaches frequently for holes, damage, rocks, glass, etc.
 - If issues are noted on a playing field, please inform the League President (contact info provided above).
- 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 and 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. Broken equipment must be replaced.
- Batters must wear Little League approved helmets during batting practice and games.
- Catchers 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.
- 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 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.
- During games, breakaway “safety bases” shall be used, if available.
- At no time should “horse play” be permitted on the playing field.
- Coaches/umpires should walk fields before use to ensure fields are safe and playable. Any unsafe conditions should be corrected or, if immediately uncorrectable, reported to the League Safety Officer.
- 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.
- On-deck batters are not permitted.
- Concession stand coordinators will receive training in proper food handling, and concession stand safety. Safety procedures will be posted.
- All volunteers must consent to a mandatory background check.
 - Our League is utilizing JDP Background Screening for 2021. Instead of completing the application form, please contact the League President and provide your full name and email address. A link will then be provided for you to enter your information directly into the JDP System for processing.
- Anyone that refuses a background check is ineligible to be a volunteer.
- The safety officer will perform an annual safety inspection of the Tulpehocken Little League facilities. Deficiencies shall be communicated to the league president and resolved appropriately. The Annual Little League Facility Survey will be submitted to Little League International with the submission of this annual safety plan and the safety plan registration form.
- League registration data and/or roster data and coach/manager data will be uploaded to the Little League Data Center upon closing of registration.

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.
- Assist those who require medical attention - and when administering aid, remember to ...

.... LOOK for signs of injury (blood, black-and-blue deformity of joint, swelling, 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. **If injured person unconscious, call 911 immediately and do not move injured person.**

..... FEEL gently and carefully the injured area for signs of swelling.

- Plan 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 are 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.

5. Code of Conduct

- Speed Limit 5 mph in parking lots while attending any Little League function.
- Watch for small children moving in between and around parked cars.
- No alcohol allowed in any parking lot, field, or common areas within a Tulpehocken Little League complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Always be alert for traffic.
- No profanity.
- No swinging bats or throwing baseballs at any time outside the designated areas at the Tulpehocken Little League complex. Players not currently batting in a properly designated areas should not have bats in-hand; bats should be put away or laying on the ground until it is such player's time to bat.
- No throwing balls against dugouts or against fences and backstops.
- No throwing rocks.
- 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 signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During games, players must always remain in the dugout area in an orderly fashion.
- After each game, each team must clean up trash in dugout.
- All gates to the field must always remain closed. After players have entered or left the playing field, gates should be closed and secured.
- No children under the age of 18 are to be permitted in the Concession Stand unless granted permission by the adult in charge.

Failure to comply with the above may result in expulsion from the NASA Area Little League field or complex.

6. Safety Procedures

CHILD PROTECTION PROCEDURE

1. All volunteers having repeated access to the children of the league must consent to a mandatory background check. This includes all board members, managers, coaches, and team parents.

COMMUNICABLE DISEASE PROCEDURES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood born infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouthguards and other articles containing body fluids.

LIGHTNING PROCEDURES

1. Be aware of weather reports before heading to your practice or game field.
2. At the first sign of approaching weather or sound of thunder, stop play immediately and get everyone into cars or inside a walled building. DO NOT congregate under trees or near metal fences/backstops.
3. DO NOT wait for the first sight of lightning. The first one could be the one that hits you!
4. No one is to remain outside or in the dugouts.
5. Do not resume activities until the weather has safely passed. Because electrical charges can linger in the clouds after a thunderstorm has passed, experts agree that people should wait at least 30 minutes after the storm or after the last lightning strike before resuming activities.

Managers and Coaches are responsible for player safety at practices...DO NOT RISK SAFETY!

FIELD MAINTENANCE and STORAGE SHED PROCEDURES

1. All individuals using the equipment sheds (i.e., Managers, coaches, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.
2. Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
3. All chemicals or organic materials stored in Tulpehocken Little League sheds shall be properly marked and labeled as to its contents.
4. 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 puncturing storage containers.
5. Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.
6. No one under the age of 18 is permitted to operate any power or electrical equipment or handle any chemicals.
7. When using equipment such as weed whackers, proper eye protection should be used.

BATTING CAGE PROCEDURES

1. A maximum of two children are allowed in the batting cage at a time... a batter with proper batting helmet, and catcher in full gear, if desired.
2. The pitching machine must be set up, put away and operated by an adult only.
3. No children are allowed to stay behind the screen with the adult feeding the machine.
4. The pitching machine shall not be operated during rain. It must be switched off and at least covered or put away.
5. No players should be swinging a bat outside the cages unless in a designated caged, warm-up area.
6. Throwing balls in the area around the cages is not allowed.

HEAT STRESS AWARENESS

Make sure to allow practice breaks that provide fluid consumption and shade from the sun. Be aware of the following

Signs and Symptoms:

- Mild – sweating, irritability, heat cramps
- Moderate (Heat Exhaustion) – excessive sweating, weakness, dizziness, cold skin, pale/clammy
- Severe (Heat Stroke) – lack of sweat (hot dry skin), headache, nausea, confused/dizzy, rapid pulse

Remember to get help immediately if moderate or severe cases are suspected.

CONCUSSION INFORMATION

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by bump, blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Even a “ding” or what seems to be a mild bump or blow to the head can be serious.

Did you Know...

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.

Signs and symptoms of concussion can show up right after injury or may not appear or be noticed until days or weeks after the injury.

If a player reports one or more symptoms of concussion listed below after a bump, blow or jolt to the head or body, he/she should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says he/she is symptom-free and is cleared to return to play.

Young children and teens are more likely to get a concussion and take longer to recover than adults.

Concussion Danger Signs:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A player should receive immediate medical attention if after a bump, blow or jolt to the head or body, he/she exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache or pressure that not only does not diminish, but gets worse
- Weakness, numbness or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions
- Cannot recognize people or places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

What should you do if you think a player has a concussion?

If you suspect that a player has a concussion, remove them from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the player out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says he/she is symptom-free and is OK to return to play.

ACCIDENT REPORTING PROCEDURE

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, appropriate Player Agent, and league President. 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, appropriate Player Agent, and the league President within 24 hours of the incident. (See contact info).

How to make the report - Reporting incidents can come in a variety of forms. It is recommended to use Appendix 1, Incident/Injury Report. Most typically, they are telephone conversations. 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.

Safety Officer's Responsibilities - Within 24 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; (3) check on the status of the injured party; and (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 Tulpehocken Little League's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries is 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).

If any league office reporting is required, the Safety Officer shall be responsible to ensure process is completed in a timely manner.

7. First Aid Training

First Aid training is scheduled for coaches and managers to be held in February and March. Training is intended for ALL team coaches/managers. A minimum of one participant per team must attend training annually. Training qualifies volunteer for 3 years, but one team representative is still required to attend each year.

8. Coaches Clinic/Fundamentals Training

Coaches and managers are required to have training in Fundamentals. Tulpehocken Little League offers a comprehensive training program for managers and coaches. This includes training in skills, positive coaching and in rules and league operations. The coaches clinics are scheduled for each league in February and March. Training qualifies a volunteer for 3 years, but one team representative is still required each year to attend the training.

9. Resource Materials

Each head coach/manager shall be issued the following resources and instructed to follow all rules and guidelines therein.

- Current official Little League rulebook
- District Rules (if available)
- League Safety Plan

For Local League Use Only

Activities/Reporting

**A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) Baseball Softball Challenger TAD
B.) Challenger T-Ball Minor Major Intermediate (50/70)
 Junior Senior Big League
C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.) Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

- A.) On Primary Playing Field Base Path: Running or Sliding
 Hit by Ball: Pitched or Thrown or Batted
 Collision with: Player or Structure
 Grounds Defect
 Other: _____
- B.) Adjacent to Playing Field Seating Area
 Parking Area
C.) Concession Area Volunteer Worker
 Customer/Bystander
- D.) Off Ball Field Travel:
 Car or Bike or
 Walking
 League Activity
 Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: (____) _____

Signature: _____ Date: _____

10. Concession Stand Safety

The Concession Coordinator of the league will be knowledgeable of the following:

- Agents that cause food-borne illnesses
- Personal Hygiene
- Safe practices for handling and preparing food
- Cleaning and sanitation of food service equipment and utensils
- Food stand facilities

Our league has the following safety rules in place regarding the concession stand:

- No person under the age of eighteen will be allowed to work the hot dog roller.
- No child under the age of 18 will be allowed to work the registers.
- People working in the concession stands will follow **Safe Food Preparation** measures.
- Cooking equipment will be inspected periodically and repaired or replaced, if needed.
- Propane tanks are turned off between seasons. They are located outside of the concession and are kept on during the season because of the pilot light.
- Cleaning chemicals will be safely stored in a separate area and away from where food is prepared.
- A Certified Fire Extinguisher must be placed in plain sight at all times. Fire Extinguishers are checked by the County Fire Chief every year.
- The Concession Coordinator is instructed in the use of fire extinguishers.
- A fully stocked First Aid Kit will be placed in each Concession Stand.
- The Concession Stand main entrance door will not be locked or blocked while people are inside.
- Hand washing will be followed by all volunteers on a frequent basis when handling food.
- Use the Concession Stand Weekly Checklist at the end of this chapter to keep track of any safety issues.

Safe Food Preparation

CLEAN – WASH HANDS AND SURFACES

OFTEN!

- Wash hands with hot soapy water before handling food.
- Wash cutting boards, dishes, utensils and counters with hot soapy water after preparing each food item.
- All wiping cloths must be stored in a sanitizing solution made up of bleach and water at approximately 1 capful of bleach per 1 gallon of water.
- A supply of disposable towels and hand soap must be available.
- Use the thin plastic-type gloves when preparing/handling any type of food.

SEPARATE – DON'T CONTAMINATE

- Keep raw meat separate from ready-to eat foods.
- Use a clean plate for cooked foods. Never place cooked food on a plate that previously held raw food.
- All food items should be covered, whenever possible.
- Wash fruits and vegetables under running water, especially those that will not be cooked. Be aware that bacteria are sticky, so even thorough washing may not remove all contamination. Remove the outer leaves of leafy vegetables.
- Store food at least six inches off the floor to minimize contamination and allow proper floor cleaning.
- Wash hands frequently!

COOK – COOK FOOD TO PROPER

TEMPERATURES

- When cooking in a microwave oven, cover food, stir and rotate for even cooking.
- Keep hot foods hot, and cold foods cold! Hot foods must be kept at 140°F or above, and cold foods must be kept at 41°F or below.
- Hamburgers should be cooked to 160°F; or by not having patties that are pink in the middle.
- Use a clean metal stemmed thermometer to measure the internal temperature of cooked food to ensure it is thoroughly done.

CHILL – REFRIGERATE PROMPTLY

- Refrigerate foods quickly. Cold temperatures keep harmful bacteria from growing and multiplying.
- Refrigerator temperature must be set at 40°F or lower, and freezer at 00°F or lower. Check these temperatures often.
- Thaw food in the refrigerator.
- Divide large amounts of food into small, shallow containers for quick cooling.
- Don't over-pack the refrigerator.
- Keep the freezer and refrigerator closed when not in use. This keeps the cold air inside.

11. Coronavirus Pandemic Safety

As Tulpehocken Little League considers returning to play after the Coronavirus pandemic, members of the league will continue to evaluate and update safety guidelines throughout the practice and playing season. The league has adopted the following guidelines and will update coaches, players and families when necessary:

- CDC Recommendations
- State Government/Health Guidelines
- Local Government/Health Guidelines