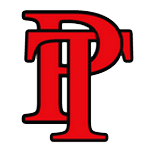
Port Townsend Little League Safety Manual



2018



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Port Townsend Little League Statement

Our mission for the 2018 Little League season is to assist the youth community in developing and strengthening qualities that we feel are very important to the up and coming. Team work, leadership, camaraderie, good sportsmanship, following and understanding directions, accepting both criticism as we as praise, and most important, coming together as a community. We are fully prepared to enhance skilled players, as well as working with beginners.

League Officers/Emergency Contacts

**League Officers**

President: Camron Jevne (360)301-0453

Vice President: Rachel Brannigan (360)821-2101

Treasurer: Galadriel Nichols (831)566-5946

Secretary: Janeen Hollingsworth (360)301-4596

Player Agent: Kyle Nichols (831)566-5945

Assistant Player Agent: Paula Wakefield (360)643-3560

Safety Officer: James Fenton (360)633-0071

Umpire in Chief:

Coaching Coordinator:

Field maintenance/equipment: James Fenton (360)633-0071

Information Officer/Webmaster: Heather Nollette (206)387-9846

Sponsorship/Fundraising contact Rachel Brannigan

Emergency 911

Port Townsend Police Dept (360)385-2322 Jefferson County Sheriff Dept (360)385-3836

East Jefferson Fire & Rescue(PT) (360)385-4721 East Jefferson Fire & Rescue(PH)(360)732-4533

Jefferson General Hospital (360)385-2200 Jefferson County Animal Shelter (360)385-3153

Poison Center (800)222-1222

* This list will be posted in the concessions stands and all dug outs

Code Of Conduct

The following Code of Conduct for parents is intended to promote the belief that everyone has a responsibility to follow principles of good sportsmanship. The emphasis is that respectful relationships between people sends a clear message to everyone participating that what is important is not who wins or loses, but how the game is played and observed. The purpose of the code is to assure parents understand and behave always in a positive and supporting manner.

1. Exemplify good sportsmanship always
2. Embrace the importance to respect all coaches, umpires and players
3. Do not ridicule/yell at your child or others for mistakes made
4. Set a good example
5. Encourage your child to do their best
6. No inappropriate language
7. Ensure that players are on time, and equipped for practices and games
8. Do not argue with Umpires calls
9. Let players play, Coaches coach, and Umpires officiate

* Any complaint regarding an individual’s behavior may be directed to the President of the district in which the altercation to place.

Safety Plan

**What is First Aid?**

First Aid is the first care given to an individual who has sustained an injury. It is performed by someone on scene and continued until Paramedics arrive if needed. At no time should anyone administer First Aid beyond his/her capabilities. The average response time on 9-1-1 calls are 5-7 minutes. En-route Paramedics are in constant communication with the local hospital always preparing them for whatever emergency actions might need to be taken. Please do not try to transport someone who is injured for further injury could occur.

**First Aid Training**

All PTLL League Officers will be required to have a basic certified First Aid and CPR training. Please contact League President for more details. **Camron Jevne (360)301-0453**

**Safety Manuals and First Aid Kit**

**Safety Manual**

The Safety Manual will include phone number to hospitals, non-emergency services, and all League Officers. It will also include Code of Conduct, Safety Plan, 2018 Volunteer Application, Medical Release form, PTLL Rules, and an Accident Notification form. Each League Officer is responsible for the information contained in the Safety Manual. A copy will also be given to each coach, as well as a copy left in the concessions. Additional copies upon request, contact **Safety Officer James Fenton (360)633-0071**

**First Aid Kits**

All First Aid kits will be accessed and made sure that each one contains all items that are needed to provide basic Aid. Each coach will be required to have a First Aid kit on hand at **ALL** games and practices. Any in noncompliance could be subject to disciplinary actions. Additional First Aid kits, as well as additional ice-packs, will be kept in the concession stand. Contact the League Safety Officer to obtain any items, or replace lost Kits.

KEEP YOUR PLAYER’S MEDICAL RELEASE FORMS WITH YOU AT ALL TIMES

1. **Emergency Procedure/Injury Protocol:** 
   * + 1. Phone 911 or send a responsible person for help. Be sure to give your address or location.
       2. Assess the situation (i.e., Is there any bleeding? Is there shortness of breath? Etc) Do not move the individual for any reason. Wait for the Paramedics and try to keep the individual calm.
       3. Administer First Aid. Each Team is issued a First Aid kit. Also a kit can be located inside the concession stand.
       4. Notify Parents or Emergency contact on the medical release forms.
       5. Notify League Safety Officer as promptly as the situation allows, but no later than 24 hours of the incident.
       6. Fill out an Accident Notification form to be returned to League Safety Officer no later than 48 hours from the time of the incident. File Accident Notification forms for both serious and minor injuries which are as followed, but not limited

**Serious Injury**

Head or Neck Injury

Broken or suspected broken bones

Severe bleeding or lacerations requiring stitches

Unnatural loss of teeth

Blurred vision, disorientation or lack of consciousness

Animal bites or allergic reaction (i.e., bee sting)

Any seizure, diabetic, asthma or like episodes

Severe burns

Any incident which requires medical attention

**Minor Injury**

Severe sprains or dislocations

Bloody nose

Swelling or discoloration

Pulled, strained, or torn muscles, tendons, and or ligaments

Injury inflicted head aches

Minor burns

Injuries which do not need to be reported are: Minor cuts, scrapes or “raspberries”, minor bumps or bruises, sore muscles, minor sprains, un reactive bee stings, sunburns, ect.

Be cautious with any child who make mention of having a sore throwing arm

**Always notify parents after practice of games of any injury, ailment, or complaint their child may have no matter how small is may be**

1. **Communicable and Infectious Disease Policy:**

Baseball, as is the case in many sports, can be a dangerous and injuries will occur. In the interest of health and safety, it is logical that we take steps to prevent the spread or contraction of sickness or disease, no matter how small the likelihood or becoming infected may be.

* + - 1. Any time it is necessary to encounter an individual’s bodily fluids (i.e., blood, saliva), the use of protective gloves is highly recommended. Gloves are found in the First Aid kits. Safety glasses should be worn also
      2. Control any bleeding immediately
      3. Always wash or disinfect your hands after rendering aid, even if gloves are worn
      4. Immediately disinfect or dispose of any clothing, medical supplies, any gear or instruments that encountered bodily fluids. Placing articles in a plastic bag for further disposal is acceptable
      5. Any individuals with open wounds should take steps to prevent further contact using band-aids, gloves, or sterile dressing.
      6. No individual shall enter the field of play or resume play until excessive blood has been removed from their gear, clothing, and body.
      7. Individuals with a cough, runny nose, sore throats, or sneezing will be refrained from working in the concessions
      8. Always wash your hands after using the restroom
      9. Spitting is discouraged

1. **Parking, Traffic and Bicycle Safety Code:**
   * 1. **Parking**
        1. Maintain all pedestrian and parking barriers in their proper positions
        2. Be cautious and look out for other vehicles before opening your door
        3. No playing in the parking lot
        4. Discourage children from chasing stray pets or baseballs hit into the parking lot
        5. Do not block or congest entries to the ball fields
     2. **Traffic**
        1. Pedestrians have the right of way always
        2. Obey warning signs
        3. Keep traffic and warning signs visible
        4. Be patient and courteous to all motorists and foot traffic
        5. Drive Slow
        6. Be alert
     3. **Bicycle**
        1. Obey all traffic laws
        2. Wear a helmet at all times
        3. Any bikes left unlocked are at the owners own risk
2. **Coaches Responsibilities and Duties**
   * + 1. Collect medical release forms for all the players on your team
       2. Never leave the practice fields or games until all players have been picked up by a parent or parent appointed individual. Exceptions are any players that have permission to walk or ride their bikes home
       3. Be aware of any special needs or conditions a player might have (i.e., seizures, asthma, diabetes, poor eye sight, allergies, ect)
       4. Adhere to the league’s Communicable and Infectious Disease Policy when dealing with injuries or bodily fluids.
       5. Recommended to attain first aid training
       6. Fill out an Accident Notification form for any qualifying incident and forward it to the League **Safety Officer James Fenton (360)633-0071**
       7. File a Field and Ground Safety Checklist form with the Safety Officer and notify him of any unsafe conditions
       8. Keep Safety Officer informed of practice locations and times
       9. Refer all equipment needs to the Equipment Manager
       10. Insure that players who wear eyeglasses, use glasses constructed with safety glass
       11. Use caution when using pitching machines. Be aware of your surroundings.
       12. Dedicate 5 minutes of every practice session as well as pre-game to the discussion of safety and response to an emergency.
       13. Players and Coaches are asked to dress appropriately for practice
       14. Insure that players stretch and warm up properly and safely
       15. Discourage horseplay, fighting, or cursing
       16. Inspect all gear for damage or malfunctions prior to games and practices
       17. Have catchers wear all protective gear when in play. This includes jock straps for males
       18. All players up to bat, or on base, must be wearing a NOCSAE approved helmets
       19. Practicing during extreme weather conditions or in inadequate lighting is prohibited due to being a safety hazard
       20. Practice away from moving traffic and roadways
       21. Make sure there is a phone on site in case of emergencies
       22. Be organized and prepared and always put safety first
       23. Disposal or repair of damaged gear shall be the responsibility of the League Equipment Manager
       24. A fully equipped first aid kit will be distributed to every team and be required to be on site at every practice and game. There will also be one in the concession stand
       25. The conditions of the playing field need to be inspected prior to practices and games. Any hazards are to be reported to League Safety Officer.
3. **Umpires**
   * + 1. Umpires are responsible for the safety of the players, coaches, and spectators of any game they umpire.
       2. Umpires decisions are final
       3. Insure that all players are wearing protective and appropriate gear
       4. Shall have the responsibility to cease play due to inadequate lighting, weather conditions or any other safety hazard conditions
       5. It is recommended that umpires have first aid training
       6. Report any unsafe conditions to League Safety Officer
       7. Umpires are required to wear safety gear (i.e, mask, chest protector, jock strap)
       8. Report and file any accidents on a Accident Notification Form with League Safety Officer within 24 hours of incident in which they witnessed
       9. In emergency situations, Umpires shall halt the game, secure the area, and then turn things over to a league officer or someone with first aid training. Please keep everyone off the field until the situation has been accessed
4. **League Rules**
   * + 1. There will not be an “on-deck” batter. Players must remain in the dugout until it is their turn to bat (except for the junior division)
       2. Players up to bat or on base shall be required to wear NOCSAE approved helmets during games, as well as practices
       3. Catchers must wear all their protective equipment while in play or warming up a pitcher. This includes jock straps for males.
       4. Background checks are required for all coaches, umpires and league officers
       5. Notify and file an Accident Notification Form with the League Safety Officer within 24 hours involving accidents or injuries
       6. Coaches, Umpires, and League Officers will be responsible for familiarizing themselves with PTLL’s Safety Plan.
       7. Team medical release forms, and first aid kits will be issued to coaches prior to first practice
       8. A mandatory field inspection will be performed prior to every game and practice

Responsibility

**President**

The President of PTLL is responsible for ensuring that the policies and regulations of the PTLL Safety Officer are carried out by the entire membership to the best of his abilities. The PTLL website at [www.ptll.org](http://www.ptll.org) will be check regularly and updated by the League President. He will also be responsible for delegation of Field Maintenance for the 2018 season. During board meetings it will be his duty to keep meetings in order and timelines are met. Our PTLL President for 2018 is Camron Jevne

**Safety Officer**

The main responsibility of the PTLL Safety Officer is to develop and implement the League’s Safety program. The PTLL Safety Officer is the direct link between the Board of Directors and the managers, coaches, umpires, parents, and players on the complex regarding safety matters, rules and regulations. Our PTLL Safety Officer for 2018 is James Fenton.

**Responsibilities Include**

1. Acting immediately in resolving unsafe or hazardous conditions
2. Making spot checks at practices to insure that first aid kits are present and that all safety instructions are being followed
3. Inspecting concession stand for first aid kit and fire extinguisher
4. Insuring teams receive Safety Manual, First Aid Kits, and medical release forms
5. Coordinating with Field Maintenance Officer on field repairs
6. Assisting parents with filing a claim with Little League
7. Making sure the information in the Safety Manual is accurate and up to date

**Player Agent**

The League Player Agent is in charge of the registration of all players in PTLL. He will be responsible for forwarding all information regarding each player to the District Office. He will also be responsible for all volunteer applications submitted and conducting a background check on the individual. Our Player Agent for 2018 is Kyle Nichols

**Concessions**

It will be at the responsibility of all League Officers to ensure the safety standards of the concession stand are met. That all postings and information available are correct and up to date with the 2018 Health Codes.

**Equipment Officer**

The PTLL Equipment Officer is responsible for the repairing or replacing of damaged equipment. All equipment will be check prior to issuing. Any gear that doesn’t fit is returned and new gear will be issued. At the end of the season all equipment is returned to PTLL Equipment Officer. Our PTLL Equipment Officer for 2018 is James Fenton.

Accident Reporting Procedure

**What to Report**

Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or First Aid. Incidents must be reported to the PTLL Safety Officer. This includes passive treatments such as the evaluation and diagnosis of the extent of the injury.

**When to Report**

All such incidents described above must be reported to the PTLL Safety Officer within 24 hours of the Incident. An Accident Notification Form is required to be turned in within 48 hours of the incident. The **Safety Officer James Fenton (360)633-0071**

**How to Report**

Accident Notification Forms will be given at the beginning of the season to coaches a long with the Medical Release Forms for the team and a First Aid Kit. If additional forms are need they will be located in the concession stand. You can also receive them from the Safety Officer or online [www.ptll.org](http://www.ptll.org)

**Insurance**

All players are insured under Little League Baseball. Players must only participate in Little League games and practices during the season. For complete insurance coverage and how to file a claim see the PTLL Safety Officer.

Concession Stand Safety

**Concession Health and Safety Policy**

1. All persons involved with the handling or preparation of food should be familiar with the Jefferson County Health Department literature of food service. This information is available through our Concession’s Director at the concession stand
2. Health cards are required for any persons handling hot food. A minimum of one person with a health card is required at all times while the concession is open
3. Always wash your hands after using restroom or re-entering the kitchen
4. If you are sick (i.e. cough, runny nose, sore throat, ect.) should refrain from working in the kitchen area
5. Any open wounds or skin conditions on their hands should not handle food, unless they are wearing some form of protective gloves
6. No smoking within 25 ft of the concession stand
7. All areas on the kitchen floor must be kept dry and free of grease. All rugs and mats be kept in their proper locations
8. Keep all electrical appliances away from water or potential hazards
9. Persons working in the kitchen should be at least 16 years of age. Small children should be kept out of the kitchen
10. The concession stand is equipped with the proper fire extinguishers and be up to date on the service tag. Never put water on a grease or electrical fire
11. Notify the League Safety Officer immediately of any accidents, injuries, or hazards
12. An Accident Notification Form must be filed with League Safety Officer within 48 hours of any incident
13. Persons working the window should refrain from physically touching and exposed food. Conversely, food preparers should avoid handling money.

There should be no more than six volunteers in the kitchen at any given time. No loitering

Weather

**Rain**

Evaluate the strength of the rain (i.e. drizzle, pouring), as well as the playing field. If you feel at any time that the conditions are unsafe stop the game or practice immediately. It is import to not sacrifice safety for the love of the game. If the field is muddy, please stay off it. This could damage the field and require maintenance. If lightning is present, stop all activities immediately.

**Hot Weather**

Although we don’t get much of this in the Northwest, it is important to understand precautions and hazards involved with potential hot weather conditions. Preparation for hot weather should start long before practice or games begin. This could begin as early as the night before with hydrating yourself. Keeping either bottled water or a canister of some sort is suggested so that players can continue to stay hydrated during games. Please make sure that all players are dressed appropriate. It is important to be aware of all players during this weather condition. Any players that look distressed should be substituted immediately. Signs of mild heat stoke could be headaches, cramping, dizziness, vomiting, lack of sweating despite the heat.

**Hydration**

Good nutrition is important for children. Sometimes, the most important nutrient children need is water. When children are physically active, their muscles generate heat thereby increasing their body temperature. As their body temperature rises, their cooling mechanism, sweat, kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body’s cooling mechanism is not as efficient as adults. If fluids aren’t replaced, children can become subjective to heat stroke. We often think of heat stoke as something that can only happen during hot summer months. Heat stroke can occur anytime that the body is not properly hydrated and body temperature in on the rise. Excessive clothing worn during colder weather actually makes it difficult for sweat to evaporate, which helps the body cool.

It is important to keep your child hydrated even if he/she is not thirty. Thirst is not an indicator of which fluids are needed.

2018 Volunteer Application

All Leagues – not just those operating a safety plan – must have applicable volunteers fill out the 2018 Volunteer Application Form as well as conduct a nationwide background check on all applicable volunteers (Reg. I(b), Reg. I(c)8 and Reg. I(c)9)

**Reg. I(b)**

As a condition of services to the league, all managers, coaches, Board of Directors members and any others persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official Little League Volunteer Application to the local league president. Annual background screening must be completed prior to the applicant assuming his/her duties for the current season. Refusal to annually submit a fully completed Volunteer Application must result in the immediate dismissal of the individual for the local league.

**Reg. I(c)8**

Require that all of the following personnel have annually submitted a fully completed official Little League Volunteer Application to the local league president, prior to the applicant assuming his/her duties for the current season: Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams.

**Reg. I(c)9**

Conduct an annual background check on all personnel that are required to complete a Little League Volunteer Application prior to the applicant assuming his/her duties for the current season. No local league shall permit any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor. A local league may prohibit any individual from participating as a volunteer or hired worker, if the league deems the individual unfit to work with minors. The Volunteer Application must be maintained by the president of the local league’s Board of Directors for all personnel named above, for a minimum of the duration of the applicant’s service to the league for that year. Failure to comply with this regulation may result in the suspension or revocation of the tournament privileges and/or the local league’s charter by actions of the Charter or Tournament Committee in Williamsport.

Concussion

*On May 14, 2009, Governor Gregoire signed into law HB 1824, the Zachery Lystedt Law, directing the education of coaches, players, and parents on the recognition and management of concussions as well as establishing return to play protocol for all youth athletes suspected of or having a concussion or brain injury. We see this legislation as a great tool for managing and prevention injuries to student athletes, and dramatically lowering the risk of a catastrophic injury.*

**What Is a Concussion?**

A concussion is a mild traumatic brain injury. It can occur after an impact to your head or after a whiplash-type injury that causes your head and brain to shake quickly back and forth. Concussions are usually not life threatening, but they can cause serious symptoms that require medical treatment.

Anyone can become injured during a fall, car accident, or any other daily activity. If you participate in impact sports—such as football or boxing—you have an increased risk of getting a concussion.

The University of Michigan Health System estimates that approximately 3.8 million people in the United States get concussions from sports injuries every year ([UMHS](http://www.uofmhealth.org/neurosport)).

**Recognizing the Signs and Symptoms of a Concussion**

It’s not true that a loss of consciousness always occurs with a concussion. Some people do experience a loss of consciousness, but others do not. Symptoms of a concussion vary depending on the severity of the injury and the person.

The symptoms may begin immediately, or they may not develop for hours, days, weeks, or even months following the injury. The signs of a concussion may include:

* brief loss of consciousness after the injury
* memory problems
* confusion
* drowsiness or feeling sluggish
* dizziness
* double vision or blurred vision
* headache
* nausea or vomiting
* sensitivity to light or noise
* balance problems
* slowed reaction to stimuli

During the recovery period after a concussion, you may experience the following symptoms:

* irritability
* sensitivity to light or noise
* difficulty concentrating
* mild headaches

**Emergency Symptoms: When to See a Doctor**

If you suspect that you or someone else has a concussion, you should see a doctor. If a concussion occurs during a sports practice or game, tell the athletic coach or go to a doctor. Call 911 if the symptoms are severe.

Concussions may be accompanied by injuries to the spine. If you suspect that the person has a neck or back injury, avoid moving them and then call an ambulance for help. If you must move the person, do so very carefully. You should try to move the person’s neck and back as little as possible. This will avoid causing further damage to the spine.

If you, or someone you know, experience any of the following severe symptoms after an injury, you should seek immediate emergency medical treatment:

* inability to wake up (also called a coma)
* seizures
* draining of blood or clear fluid from the ears or nose
* unequal pupil size (one pupil is larger than the other)
* eyes moving abnormally
* lasting confusion
* slurred speech
* repeated vomiting
* weak muscles
* problems walking

**Is a Concussion Diagnosed?**

When you see a doctor, he or she might ask you questions about your injury and its symptoms. The doctor might then perform a physical examination to determine if you have symptoms of a concussion.

If you are experiencing serious symptoms, your doctor may request an MRI or CT scan of your brain to see if you have any serious injuries. If you are having seizures, your doctor may also perform an EEG test, which monitors your brain waves.

**How Is a Concussion Treated?**

Treatment for a concussion depends on the severity of your symptoms. Surgery or other medical procedures may be required if you have bleeding in the brain, swelling of the brain, or a serious injury to the brain. However, most concussions do not require surgery or any major medical treatment.

During the first 24 hours after the injury, your doctor may suggest that you have someone wake you up every two to three hours. This ensures that you have not gone into a coma and also allows someone to check whether you are experiencing signs of severe confusion or abnormal behavior.

If you experience headaches, your doctor may tell you to take over-the-counter pain relievers such as ibuprofen (Advil) or acetaminophen (Tylenol). Your doctor may also tell you to get plenty of rest, avoid sports and other strenuous activities, and avoid driving a vehicle or riding a bike for 24 hours or a few months, depending on the severity of your injury. Alcohol might slow your recovery, so discuss with your doctor whether you should stop drinking alcoholic beverages and for how long.

**Warning: Multiple Concussions**

A Warning Regarding the Long-Term Effects of Multiple Concussions

Do not participate in sports or strenuous activities after a concussion without your doctor’s permission. You are more at risk for a second concussion while you are recovering.

Getting a second concussion before you are fully healed from a first concussion can cause a condition known as second impact syndrome (SIS). Second impact syndrome can increase the chances of severe brain swelling, which may be fatal.

Remember, it is important to take time to rest after any concussion. This allows the brain to heal. If your doctor has given you permission to begin sports again, do so gradually. Don’t start up as active as you were before the concussion.

How to Prevent Concussions

You can reduce your risk of getting a concussion by wearing the correct helmet and other athletic safety gear during sports activities. Always make sure your helmet and other gear fits properly and is worn appropriately.

Ask your coach or another sports professional about safe playing techniques, and make sure to follow his or her advice.

**Long-Term Outlook After a Concussion**

Most people completely recover from their concussions, but it may take months for the symptoms to disappear. In rare instances, you may experience permanent physical, emotional, neurological, or intellectual changes. Repeat concussions should be avoided, since they can increase your chances of getting permanent brain damage and may even result in death.

Before our youth athletes can participate in any way with PTLL, concussion law information and consent forms must be acknowledged. A copy of the current information can be obtained from the league Safety Officer or online at <http://www.healthline.com/health/concussion#Symptoms2> . If you have any additional question about the concussion policy of PTLL please direct them to Safety Officer James Fenton (360) 633-0071