



**BRIDGE OF THE GODS
LITTLE LEAGUE**

**SAFETY MANUAL
For Managers and Coaches**

**LEAGUE ID NUMBER
00076019**

BRIDGE OF THE GODS LITTLE LEAGUE

P.O. BOX 143
STEVENSON, WA 98648

LEAGUE ID

00076019



LEAGUE EMERGENCY CONTACT

In the event of an emergency call 9-1-1

President - Mike Engel (360) 910-8373 Email mike@wkoinc.com

Safety Officer - Kaylyn Shields (360) 784-4278 Email info@bogll.com

Board of Directors

President of Baseball- Mike Engel

Vice President of Baseball- Steve Gunn

Vice President of Softball- Misty Cosens

Treasurer- Rachel Townsend

Player Agent - Julie Engel

Secretary - Bethany Myers

Equipment Manager - BreAnne Cameron

Safety Officer- Kaylyn Shields

Fields Maintenance Manager - Stephen Cameron

Fundraising Coordinator - Lisa Newell

Umpire Coordinator -TBD

Board Member - Matt Newell

Board Member - Dustin Shields

Board Member - Greg Robertson

SAFETY CODE

1. This manual will be distributed to all league officers, coaches and volunteers.
2. Responsibility for Safety procedures should be that of an adult member of BRIDGE OF THE GODS Little League
3. All managers, coaches and umpires MUST fill out the Little League Volunteer Form and be subjected to a Criminal Background Check.
4. BRIDGE OF THE GODS Little League will complete the annual Little League Facility Survey.
5. Managers and Coaches shall attend a first-aid training session on **March 11, 2024**. First-aid Kits are issued to each team manager and are located at each concession stand.
6. A first-aid kit is required to be at each practice and game.
7. Managers and Coaches shall attend a fundamentals training class on **March 11, 2024**.
8. No game or practices should be held when weather or field conditions are not safe or conducive to playing.
9. Play area should be inspected for holes, damage, stones, glass or other foreign objects before each game and practice.
10. All team equipment should be stored within the team dugout or behind screens.
11. Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
12. During practice and games, all players should be alert and watch the batter on each pitch.
13. During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
14. 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.
15. Equipment must be inspected regularly for the condition of the equipment as well as for fit.
16. Batters must wear Little League approved protective helmets during batting practice and games.
17. Catcher must wear catcher's helmet (No Skull Caps), mask, throat guard, long model chest protector (not required for juniors and above), and shin guards. Male catchers must wear a protective cup with athletic supporter at all times for all practices and games. **NO EXCEPTIONS.**
18. When catching infield practice the catcher must wear a catcher's helmet, mask and throat guard.
19. The catcher must wear a catcher's helmet and mask with a throat guard when warming up pitchers. This applies between innings and in the bullpen for games and practices.
20. Players must not wear watches, rings, pins or metallic items during games and practices.
21. Managers and Coaches may not warm up pitchers before or during a game or practice. **NO EXCEPTIONS.**
22. Additional information regarding policies can be found on the Little League website. www.littleleague.org

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 play.
2. Routinely use gloves to prevent exposure when potential contact with blood or other body fluids is anticipated (gloves in aid kit).
3. Immediately wash hands, and other exposed skin surfaces if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment with provided disinfectant wipes.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow guidelines during the immediate control of bleeding, handling and/or disposal of bloody dressings, mouth guards and other articles containing body fluids.

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 the manager and coach’s fingertips.

Important Do’s and Don’ts

DO.....

1. Reassure and aid children who are injured, frightened, or lost.
2. Provide or assist in obtaining medical attention for those who require it.
3. Know your limitations.
4. First aid kits are mandatory at every practice and game. If any kit needs replacement contact Bridge of the Gods Little League at info@bogll.com
5. Coaches are required to have their entire roster’s completed Medical Release forms along with Emergency contact information with them at all practices and games. Both of these forms are on our website at www.bogll.com
6. 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.....

1. Administer any medication.
2. Provide any food or beverages (other than water).
3. Hesitate in giving aid when needed.
4. Be afraid to ask for help if you’re not sure of the proper procedures.
5. Transport injured individuals except in extreme emergencies.
6. Leave an unattended child at a practice or game.
7. Hesitate to report any present or potential safety hazard to the League Safety Officer immediately

EXPECTATIONS

What do I Expect From My Players?

1. To be on time for all practices and games.
2. To always do their best whether in the field or on the bench.
3. To be cooperative at all times and share team duties. 4. To respect not only others, but themselves as well. 5. To be positive with teammates at all times.
6. To try not to become upset at their own mistakes or those of others...we will all make our share this year and we must support one another.
7. To understand that winning is only important if you can accept losing, as both are important parts of any sport.

What Can You And Your Child Expect From Me?

1. To be on time for all practices and games.
2. To be as fair as possible in giving playing time to all players
3. To do my best to teach the fundamentals of the game.
4. To set reasonable expectations for each child and for the season.
5. To teach the players the value of winning and losing. 6. To be open to ideas, suggestions or help.
7. To never holler at any member of my team, the opposing team or umpires.

The Little League Rule Book is to be used in all games and practices. BRIDGE OF THE GODS Little League uses only Little League Approved equipment for games and practices.

Mandatory Managers and coaches meeting for fundamentals training is in March

Reminder.... Managers and coaches are to walk fields prior to game time and inspect for hazards.

What Do I Expect From You As Parents and Family?

1. To come out and enjoy the game. Cheer to make all players feel important.
2. To allow me to coach and run the team.
3. To try not to question my leadership. All players will make mistakes and so will I.
4. Do not holler at the players, the umpires or me. We are all responsible for setting good examples.
5. If you wish to question my strategies or leadership, please do not do so in front of the players or fans.

Finally, don't expect the majority of children playing Little League to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits.

Some gentle reminders:

Remember, Safety is Everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the League Safety Officer or other Board Member immediately. Do not play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And check your team's equipment often.

CONCESSION STAND PROCEDURES

1. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing.

2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41* F or below (if cold) or 140* F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155* F, poultry parts should be cooked to 165*F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating.

Rapidly reheat potentially hazardous foods to 165* F. Do not attempt to heat foods in crock pots, steam tables, over Sterno units or other devices. Slow cooking mechanisms may activate bacteria and never reach killing temperatures.

4. Cooling and cold storage.

Foods that require refrigeration must be cooled to 41* F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow no more than 4 inches in depth and refrigerate.

5. Health and Hygiene

Only healthy workers shall prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands shall not be allowed in the food concession area. Workers will wear clean outer garments and shall not smoke in the concession area.

6. Food Handling.

Avoid hand contact with raw, ready to eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands is not acceptable as this can transfer germs to food.

7. Dish washing.

Wash in a four-step process: 1. Wash in hot soapy water; 2. Rinsing in clean water; 3. Chemical or heat sanitizing; 4. Air Drying

8. Ice.

Ice used to cool cans/bottles shall not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use your hands.

9. Wiping Cloths

Rinse and store wiping cloths in a bucket of sanitizer (1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours.

10. Insect Control and Waste.

Keep foods covered to protect them from insects. Place garbage and paper in a refuse container with a tight fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

11. Food Storage and Cleanliness.

Keep food stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

12. Minimum Worker Age.

The minimum age for workers in this concession stand shall be 18 years of age. This is due to potential hazards with various equipment.

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 League Safety Officer

When to report – All such incidents described above must be reported to the League Safety Officer *within 48 hours* of the incident. The Safety Officer is **Kaylyn Shields** and can be reached at the following:

Cell: (360) 784-4278

Email: info@bogll.com

How to make the report – Reporting incidents can come in a variety of forms. Most typically, they are *telephone conversations*. At minimum, the following information must be provided:

1. Name and phone number of the person involved.
2. Date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. Preliminary estimation of the extent of any injuries
5. Name and phone number of the person reporting the incident.

Safety Officer's Responsibilities - Within 48 Hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and **(1)** verify the information received; **(2)** obtain any other information needed; **(3)** check on the status of the injured party; and **(4)** in the event that the injured party required other medical treatment will advise the parent or guardian of the BRIDGE OF THE GODS Little League's insurance coverage 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)** 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).