

Exton Little League



2011 Safety Manual *for* Managers and Coaches

League ID: 02382706

January 01, 2011
By: Chris McNulty
ELL Safety Director

Overview

Organization

Exton Little League has an appointed Safety Officer (Chris McNulty) along with a safety committee comprised of medical and insurance professional that enforce the existing safety code and review, recommend, amend, implement and enforce revisions to the safety code. Chris McNulty is on file in Williamsport as the Safety Director of the league. Since 2001 we have published a league safety policy and have distributed it, along with a list of emergency phone numbers and a list of our key league officials to each coach. Our Safety Director is a key member of Exton Little League and communicates on an “as needed basis” with the Exton LL Board. The members of the safety committee are coaches and parents of players and are frequently in attendance at many of our games. The league budgets a reasonable amount of its funds annually for the purchase of new equipment that includes Little League approved batting helmets and catching gear with throat protectors. Funds were also allocated for coach’s first aid training sessions and upgrades to our medical supply kits. Exton Little League relies heavily on its volunteers. During signups there are volunteer forms to be filled out by all volunteers. These volunteers are primarily used as *team* parents, for field cleanup, the concession stand and as tournament volunteers. All coaches go through an interview process conducted by a committee comprised of three Board members.

Training

Exton Little League will conduct a mandatory coach’s clinic on March 06, 2011 at *West Whiteland township building*. Highly qualified private instructors will conduct this clinic. The clinic will be attended by a coach, or manager, from each team and will cover proper hitting, throwing, base running, and sliding techniques. In addition to the fundamental skills training, the clinic will include a session on proper warm up, and how to conduct a practice. All members of the Little League Board of Directors will also be in attendance at this clinic. A

copy of the safety plan will be given to each coach at this meeting with copies also posted in the equipment/maintenance facility at all fields.

Each team must send a representative to a first-aid training clinic conducted by the safety committee. Our Safety Committee includes two Registered nurses that provide training on basic first aid. This year's first aid training session will also take place on March 06, 2011 in conjunction with the coaches' clinic.

Facilities

Exton Little League facilities include five fields. Ship Road Park is a West Whiteland Township facility that houses two little league fields and a Tee-Ball field. The fields are owned by the township but almost solely maintained by league members. The township has posted speed limits of 5 mph within the facility and handles the maintenance and cleanup of the general area. Exton Little League owns a structure at the park location that serves as a Concession Stand and equipment storage facility. The two areas are separated by a block wall and have separate entrances. There are no field lights at this facility.

The second facility is a community-owned park that houses two little league fields. These fields are leased to Exton Little League. Exton Little League maintains the fields but private contractors maintain the common areas. There are neither lights nor a concession stand at this facility. Both facilities feature dugouts that provide a fenced front to protect players from stray balls. Players are separated from the common areas and contained within the field area; only players and coaches are permitted in the field area.

In addition to new dugouts, in 2006 the league allocated funds for new infields to be constructed. In 2007, two more infields were constructed on the remaining fields. These infields included underground piping for drainage along with new infield sod and dirt. The infield dirt at each complex is a Williamsport recommended mixture that provides good drainage and reduces hardening of the surface. The dugouts and the field renovations were contracted to licensed carpentry and landscaping professionals. The league performed a reconstruction project on the

infields with new dirt and sod being added to maintain the league's high standards. In 2007, a formal field maintenance program was added and administered by our Facilities and Equipment Officer and contracted with a local maintenance company. During 2009, one field at this facility was converted to a softball only field.

The league also uses a facility almost adjacent to Ship Road facility called Exton Station. The league works with the Management company from Exton Station to perform maintenance and up-keep on the fields similar to what has been aforementioned on the other fields. This is a field which is used exclusively for the league's minor league teams and tee-ball program.

Prior to and after each practice or game, the infields are raked and dragged and routinely inspected for stones, ruts and holes. Stones are removed and ruts and holes are filled in with *mixture* available at each complex. Coaches and Umpire(s) are also required to walk the infield before game play commences to ensure that there are no impediments that might interfere with play or cause injury to any participants. The umpire(s) are also requested to verify that all gates are closed before play begins.

Fencing is periodically reviewed for any sharp edges or loose straps. The tops of the fencing have protective 6" yellow corrugated plastic tubing running along the entire outfield and along the baselines in the outfield.

A Concession Committee runs the concession stand at the Ship Road Park complex. Each volunteer is given written guidelines covering food handling, preparation and service. The concession stand is in compliance with the pertinent policies of West Whiteland Township.

Equipment is inspected prior to, and after, each season by the league's Facilities and Equipment Officer. This is a board position of Exton Little League. The Facilities and Equipment Officer is responsible for the upkeep, maintenance and replacement of equipment and identifying facilities' needs as they arise. In addition, coaches and umpires are

asked to inspect their equipment before each game and practice and to report any damaged equipment to the league Facilities and Equipment Officer.

Background Checks

In accordance with the established Little League policy of requiring all managers, coaches, board members and others who come in regular contact with players to submit to an approved state agency for sexual abuse background checks, Exton Little League has developed a process enabling all required persons to submit their pertinent personal information to the Commonwealth. Exton Little League President Robert Herman will receive and maintain the reports for a period of one year. It is the policy of Exton Little League that anyone who is requested to submit this information for a report, and refuses, will not be allowed to participate in any capacity in any sanctioned practices or games at Exton Little League. In accordance with Little League policy, the Volunteer Application form is filled out by all volunteers within the League.

Activities

During the 2001 Safety Committee Meeting a published *Accident Reporting Procedure* was established. This procedure is outlined in the formal *League Safety Procedures* and includes a process for reporting and tracking accidents and injuries during practices and games. This process will continue in place for the 2011 season.

Also, part of the League Safety Procedures is a policy to equip each team with adequate medical supplies to administer basic first aid. The first aid kits include band-aids, ice packs, Triple Ointment, Ace wraps, antiseptic wipes, scissors, gauze pads, ammonia inhalants, and a triangular sling. There are additional supplies in storage sheds at each field. Additional supplies are also stored at the concession stand at Ship Field. Coaches can replenish first-aid supplies on an as-needed basis.

Exton Little League enforces the use of athletic supporters for all leagues other than Tee-ball. Parents are informed of this rule and expected to help us keep their children protected.

Exton Little League

Safety Guidelines

- The Exton Little League accepts and enforces the rules and safety guidelines established by Little League Baseball.
- Responsibility for Safety Procedures will be that of the league Safety Director and the Safety Committee.
- Managers, coaches and umpires should have basic training in first-aid. First-aid kits are issued to each team with additional supplies available in storage sheds at each field. A first-aid kit must be accessible at each practice and game.
- Field of play should be inspected for holes, ruts, stones and glass prior to each practice and game.
- Players, managers, coaches and umpires listed with Exton Little League are the only individuals permitted on the playing field or dugout areas during games and practices. Your league director can provide a list of authorized individuals.
- All team equipment shall be stored in the dugout area and kept clear of the field of play area during games and practices. Umpires will define the field of play area for games.
- No games or practices shall be held if weather or field conditions are not deemed acceptable. Games should be stopped if adequate daylight is not available. Managers and umpires will also be cognizant of weather conditions. Games will immediately cease upon the first sign of thunder or lightning. At that time everyone should go to their cars and remain there until the threat is over.
- Players are not permitted to leave the field area to retrieve balls hit out of the field of play. A coach or spectator should retrieve loose balls and return them to the umpire.
- Players should be reminded to remain alert at all times during practices and games. Managers and coaches should enforce proper codes of conduct and eliminate horseplay on the playing field and in dugout areas.
- During warm-ups, players should be properly spaced so that no one is in danger of being hit by errant throws or missed catches.

- It is league policy to conduct warm ups away from the spectator areas and in the outfield areas with players lined up on the left or right field lines, throwing to an adjacent player positioned in left or right center field.
- During games and practices no player other than the player at bat shall be permitted to have a bat in hand.
 - No player is permitted to have any food substance in his or her mouth while on the field of play. Any player found with food (gum, seeds, candy, etc.) will be asked to immediately remove and properly dispose of it.
 - Batters will use only *Little League*-approved helmets and bats during practices and games. Bat donuts (weights) are not permitted to be used at ANY time by any player. (Bat sleeves are permitted.) Only the player who is at bat is permitted to be swinging a bat during game play.
 - Catchers must wear a catcher's mask with dangle (throat guard), chest protector, shin guards, and protective cup with athletic protector at all times during games and practices. Catchers are required to use an approved catcher's mitt during games. Anyone warming up a pitcher, whether on the sidelines or the playing field must use an approved catcher's mitt; wear a catcher's mask with dangle and a protective cup. No one other than a rostered player may warm up ANY pitcher, before or during a game, either on the sidelines or the field of play. Additionally, Exton Little League encourages the use of protective cups and athletic supporters for all players during games and practices.
 - Base runners are not permitted to use headfirst slides while attempting to advance on the base paths. Base runners attempting to come home must make every effort to avoid contact with the catcher or other player attempting to tag the runner out.
 - Parents of players who wear glasses are encouraged to provide safety glasses for use during practices and games.
 - Safety forms and flyers are listed on the website.

Exton Little League Emergency Contact List

Main Number610-363-8667
Web site.....www.extonlittleleague.org
Ship Field Concession Stand610-363-8667

West Whiteland Police

Emergency.....911
Non-Emergency.....610-363-0200

Chester County Emergency610-344-5000
Chester County Hospital610-431-5150
Paoli Memorial Hospital610-648-1043
Poison Control Center800-722-7112

Exton Little League Safety Committee

Terry Campbell (Board Member)610-701-4240
Chris McNulty (Safety Director)610-329-9073
Kathy Cotruffello, RN.....610-692-8376
Andre Cotruffello610-692-8376
Kim Guyer, RN, MSN610-431-3703
Dave Ernay (Director of Umpires) 610-350-8790

Exton Little League Board of Directors

President Bob Herman..... 610-524-2722
VP Baseball..... Brian McGinley 610-594-0914
VP Softball..... Jeff Baldyga 484-875-1450
Director of Communications..... Mark Ronayne 610-656-8362
Webmaster Greg Pfeifer 610-425-1925
VP Operations & Fundraising ... Terry Campbell..... 610-701-4240

Accident Reporting Procedures

Reportable incident- When a player, manager, coach, umpire or volunteer receives medical treatment and/or first aid it is considered a reportable incident and an accident report must be filed with the League Safety Director. Accident Reports are located in the safety kits, concession stand (Ship Road) and job boxes at each field.

Reporting an accident - All such incidents must be reported within 24 hours of the occurrence. The Safety Director for 2011 is Chris McNulty and can be contacted as follows:

Work215-836-5600
Home610-280-7280
Cell610-329-9073
eMail.....tuggyfb@verizon.net

Safety Director Responsibility – Within 24 hours of receiving notification of a reportable incident, the Safety Director will contact the parents of the injured player or the injured party if not a player. The Safety Director will verify the information received, obtain other information as necessary, check on the status of the injured party and in the event that additional treatment is required, will advise the parents of Exton Little League's insurance coverage and procedures for filing claims.

The Safety Director will continue to follow-up with the injured party until the incident is considered *closed*. An incident is considered *closed* when it is determined that no further claim is expected to be filed.

Concession Stand Guidelines

There is a concession stand manager who is familiar with the practices of safe food handling and supervises league volunteers. There are written procedures in the concession area and the following serves as some general guidelines:

- Frequent and thorough hand washing is the best defense in preventing the transfer of contaminants. When washing hands, please use soap and warm water, rubbing hands vigorously. Wash entire hand including back of hand, between fingers and under fingernails. Rinse well and dry with a paper towel. Use paper towel to turn water off.
- Avoid hand contact with raw, ready-to-eat foods. Keep food from contacting serving surfaces whenever possible. Use proper utensils to handle and serve food.
- Keep children out of concession serving and cooking areas.
- Use disposable utensils for serving food and drinks
- Keep all foods stored at least 12” off the floor.
- Keep all perishables stored in adequate containers and refrigerated, as necessary
- After each event, clean the concession area and dispose of any unusable food.

The *U.S. Center for Disease Control and Prevention* lists the following as most likely to lead to illness: *(Please use this list to keep our concession stand free of incidence)*

1. Inadequate cooling and cold holding
2. Preparing food too far in advance for service
3. Poor personal hygiene and infected personnel
4. Inadequate reheating
5. Inadequate hot holding
6. Contaminated raw foods and ingredients