



Media Little League

Safety Plan

2007

Peter McGough
President

Gary Gross
Safety Officer

League ID: 238-19-18

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1. INTRODUCTION

The purpose of the Media Little League (MLL) Safety Plan is to provide a systematic approach to promote the safety of all players, volunteers, and spectators. It focuses primarily on injury prevention through education of coaches and managers, player conditioning, health awareness, and proper maintenance of fields and equipment. When injuries do occur, this plan provides guidance on treatment and reporting procedures.


This Safety Plan was prepared by the Director of Safety with assistance of other members of the MLL Board of Directors. It will be posted on the MLL web site at www.medialittleleague.net and distributed to all board members, managers, coaches, and umpire coordinators. A reference copy will also be placed in the snack bar.

Safety is everyone's responsibility. Parents are urged to discuss any practice or game-related safety concerns with their child's team manager or the commissioner of their child's league. (See Appendix A for a complete list of all MLL Board Members, including league commissioners.) Any issues that cannot be readily resolved should be raised to the attention of the Board of Directors through the Director of Safety.

Managers and coaches—please review this plan carefully and follow it closely. If you have any questions, concerns, or suggestions, please discuss them with your league commissioner or the Director of Safety, as appropriate. Complete contact information is included in Appendix A.

Let's all have a safe 2007 season!

2. EMERGENCY CONTACTS

1. **In any police, fire, or medical emergency, dial 911 first.** Do NOT use the non-emergency numbers listed below. Identify your location as the Media Little League complex adjacent to Springton Lake Middle School in Upper Providence Township. In the unlikely event that no cell phone is available, a land line telephone is located inside the snack bar at the MLL complex. 
2. **Notify a parent or guardian.** For medical emergencies involving a player or other child, notify their parent(s) or guardian. Each team manager must maintain a list of emergency telephone contacts for every player on his/her team and have it readily available during all team games and practices. It is recommended that these numbers be added to each manager/coach's cell phone contact list.
3. **Notify the League President or the Director of Safety.** Every emergency resulting in a 911 call or any other event that could reasonably result in filing an insurance claim, must be reported to either the League President (Pete McGough) or Safety Officer (Gary Gross) as soon as practicable but not later than 48 hours after the incident occurs. An incident reporting form is included in Appendix 3 of this Safety Plan.

Additional Safety-Related Telephone Numbers

Upper Providence Township Police	610-566-8445
Rose Tree Fire and Rescue Company	610-566-5891
Riddle Memorial Hospital	610-566-9400
Crozer Chester Medical Center	610-447-2000
MLL President–Pete McGough	610-892-9992
MLL Safety Officer–Gary Gross	610-558-6980 (h) 484-832-0148 (c)

3. EMERGENCY PROCEDURES



In any medical emergency involving a player, volunteer or spectator **dial 911 immediately**. Medical emergencies include, but are not limited to, incidents involving loss of consciousness or severe head trauma, paralysis or an injury that could reasonably include spinal injury, signs of heart attack or stroke, or compound fractures (broken bone penetrating the skin). For serious injuries that do not constitute emergencies, the team manager should consult with the parent or guardian, if possible, to determine the preferred course of treatment. If no parent or guardian is available, err on the side of caution by calling 911 for professional assistance.

SIGNS OF HEART ATTACK:	SIGNS OF STROKE:
<ul style="list-style-type: none">• An uncomfortable feeling of pressure, squeezing, fullness, or pain in the center of the chest that lasts more than a few minutes, or comes and goes• Discomfort in the left or both arms, the back, neck, jaw, or stomach• Shortness of breath, which often occurs with or before chest discomfort• A feeling of nausea, light-headedness, fatigue, or a sudden, cold sweat	<ul style="list-style-type: none">• Sudden numbness or weakness of the face, arm or leg, especially on one side of the body• Sudden confusion, trouble speaking or understanding• Sudden trouble seeing in one or both eyes• Sudden trouble walking, dizziness, loss of balance or coordination• Sudden, severe headache with no known cause

Any incident involving a call to 911, or any other incident requiring professional medical care that could result in filing an insurance claim, must be reported to the League President or Safety Officer as soon as practicable, but no later than 48 hours after the incident. See Section 5 of this plan for details.

4. FIRST AID

TRAINING

Media Little League provides annual first aid training for managers and coaches. Attendance by at least one manager or coach from each team is **MANDATORY**. In addition, each manager or coach must attend the training at least once every three years.



This year's training focuses on proper stretching, warm-up, and baseball mechanics to prevent athletic injuries. It will be provided in conjunction with the Baseball Fundamentals Clinic (see Section 8 of this plan) on March 18 at the All-Star Baseball Academy facility in Broomall.

FIRST AID KITS

Basic first aid kits have been purchased and distributed to every team. First aid kits must be on hand for all practices and games. It is particularly important that team managers comply with this requirement when conducting practices at sites other than the Media Little League complex. When at the MLL complex additional first aid supplies are available inside the concession stand and will soon be available in the T-ball/Continental League storage shed. The league maintains a large supply of chemical ice packs in the concession stand. Team managers should never begin a practice without at least two ice packs on hand.

FIRST AID TIPS

FOR MINOR CUTS/ABRASIONS:

- Place clean absorbent bandage over wound and apply light pressure to control bleeding.
- Clean with warm, soapy water. If water is not available use antiseptic wipe from first aid kit.
- Apply antibiotic ointment and a clean dry bandage
- Make sure that the injured person has current tetanus vaccination (10 yrs. for minor wounds)

FOR BEE STINGS:

Difficulty breathing and swallowing, swelling of the tongue, dizziness and fainting are all signs of a severe allergic reaction—**call 911 immediately if these symptoms occur**

If no allergic reaction:

- Remove the stinger by pulling it straight out with clean tweezers
- Apply ice pack for 20 minutes
- Apply hydrocortisone cream to relieve itching

FOR MINOR SPRAINS AND CONTUSIONS, FOLLOW THE R.I.C.E. FORMULA:

REST: Do not allow player to return to activity unless s/he can do so without noticeable pain or favoring the injured area

ICE: Ice the injured area for 20 min.

COMPRESSION: Apply light compression to reduce swelling and internal bleeding. Wrap the area with an elastic bandage. (May wrap over ice pack.)

ELEVATION: Elevate area above the heart to minimize pooling of blood.

5. ACCIDENT REPORTING PROCEDURES

WHAT TO REPORT

Report any incident that requires first-aid or professional medical treatment, whether rendered on- or offsite, to the Safety Officer. For injuries to players, the team manager is responsible for filing the report. For injuries to volunteers or spectators, any league official who renders assistance should file the report.

HOW AND WHEN TO REPORT

Incidents should be reported to the Director of Safety as soon as possible but ***no later than 48 hours after they occur***. The Director of Safety for 2007 is Gary Gross. He can be reached at (610) 558-6980 (home) or (484) 832-0148 (cell) or via email at g144@comcast.net.

INFORMATION TO INCLUDE IN INCIDENT REPORT

- name and phone number of individual involved
- date, time, and location of incident
- description of incident
- preliminary estimate of the extent of injuries
- medical care provided onsite and (if known) offsite
- your name and contact information

INCIDENT FOLLOW-UP BY THE DIRECTOR OF SAFETY

Within 48 hours of receiving an incident report, the Director of Safety will contact the injured party or his/her parents to: 1.) check on the status of the injured party, 2.) verify the information received in the incident report, 3.) obtain supplemental information as necessary, and 4.) in the event that the injured party required professional medical treatment, advise the parent of Media Little League's insurance coverage and the procedures for submitting claims. The Director of Safety will make periodic follow-up calls, as necessary, until the incident can be considered closed.

6. VOLUNTEER BACKGROUND CHECK



All Media Little League volunteers whose duties include working with or supervising the activities of children must complete the volunteer application form shown in Appendix 2. That form, along with a photocopy of a valid driver's license, must be provided to the Director of Volunteers. The Director of Volunteers will complete a national criminal and sex offender background check for each volunteer. Any person who has been convicted of any sex crime, appears on any list of sex offenders, or has been convicted of any felony offense shall be prohibited from serving in any volunteer capacity with the league. Any person who refuses to submit a complete volunteer form for any reason shall also be prohibited from volunteering.

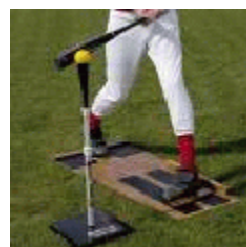
Volunteers who must undergo background checks include all members of the Board of Directors, managers, coaches, team parents, and umpires. Other volunteers (including snack bar workers, and field maintenance personnel) will not routinely be required to submit the volunteer application. However, the MLL Board of Directors reserves the right to request a completed application and to run a background check on any volunteer.

The League Commissioners shall provide a complete list of managers and coaches in their league to the Director of Volunteers for verification that background checks have been completed. Until the Director of Volunteers certifies that a background check has been completed for a given volunteer, that person may not serve as a manager or coach in any MLL practice or game. There are no exceptions to this rule.

7. TRAINING

BASEBALL FUNDAMENTALS

Teaching proper baseball skills and techniques to young players enhances their enjoyment of the game while promoting player safety. Toward that goal, Media Little League provides mandatory training for all coaches and managers. For 2007, training will be provided on March 18 at the All-Star Baseball Academy facility in Broomall. The training will be led by Shawn Pender, Head Baseball Coach at Saint Joseph's University and will cover all aspects of running an effective practice, including proper stretching and warm-up. All coaches and managers are encouraged to attend this excellent clinic. **Attendance by at least one manager or coach for each team is MANDATORY.** In addition, each manager or coach must attend this training at least once every 3 years.



The Directors of Baseball will also prepare and distribute coaching manuals that are geared toward each age group. The manuals will outline appropriate training goals and techniques. Coaching manuals will be distributed prior to the start of spring practices.

UMPIRES



Media Little League continues the long Little League tradition of using an all-volunteer umpire group. Safety equipment, including chest protectors, shin guards, and masks (with and without helmet), is provided in the umpire equipment room at the MLL clubhouse. Male umpires must wear a protective cup.

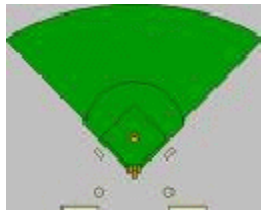
Introductory training will be provided at a date and time to be announced by the Director of Umpires. In addition, instructional DVDs have been ordered and will soon be made available to be borrowed by any volunteer umpire.

8. EQUIPMENT

The league's equipment manager will inspect all helmets, catcher's gear, and bats prior to the start of the season. After that, managers and/or coaches should inspect equipment prior to each game. **Never allow a player to use defective equipment.** Repair damaged equipment if possible. If you are not able to complete the repair, return the equipment to the Equipment Manager for repair or replacement. Damaged equipment that cannot be repaired (e.g., cracked helmets or bats) shall be immediately removed from service and, if possible, physically destroyed to prevent their subsequent reuse by others.



9. FACILITY SURVEY



An electronic copy of the 2007 Little League Facility Survey has already been transmitted to the Little League Data Center. A hard copy is provided for informational purposes only in Appendix D. If anyone becomes aware of any deterioration in facility conditions during the season that could pose a safety hazard, they should raise those concerns to the Director of Facilities (see Appendix A).

10. MANAGERS AND COACHES

Managers and coaches are the individuals primarily responsible for ensuring the safety of the players. The following procedures should be practiced until they become a routine part of your practice and game day activities.



GAME AND PRACTICE DAY ACTIVITIES

Prior to each game or practice, managers and coaches should walk the

field looking for unsafe conditions. This might include broken glass or other foreign objects, holes in the ground, damaged fences, etc. Necessary repairs should be completed before allowing a game or practice to begin. If repairs are not possible prior to a scheduled game, that game must be postponed and the Director of Facilities (see Appendix A) notified immediately. All dirt surfaces should be reasonably smooth and free of holes or other conditions likely to cause "bad hops." If necessary, rake or drag the dirt to level the surface. (This should have been done after the preceding game.)

Do not allow players to throw baseballs or swing bats in any off-the-field locations that could endanger other players or spectators. Such warm-ups, when necessary, should be conducted away from pedestrian and spectator areas. Be especially aware of the potential consequences of an overthrown ball.

Inspect equipment for signs of damage that would make it unsafe. Each team should have at least 6 helmets of various sizes on hand. Inspect the helmets for cracks or inadequate padding. Unsafe helmets should be destroyed. Notify the equipment manager so that replacements may be obtained as necessary.

Ensure that catcher's equipment is in good condition and that all male catchers are wearing protective athletic cups. Catcher's mask must include a dangling throat protector. Ensure that the catcher wears the mask during pre-game batting practice and when warming up pitchers, as well as during the game.

Ensure that all jewelry is removed by players. No jewelry of any kind may be worn during games or practices. This includes neck chains and plastic "Livestrong"-type wristbands. Encourage players to leave all jewelry at home.

Include at least 10 minutes of progressive warm-up time prior to each practice or game. Players arriving late should be required to warm up properly before participating in practice or game activities. Suggested warm-up activities include light jogging followed light throwing at progressively greater distances.

Ensure that a first-aid kit and a list of emergency telephone numbers for each player are on hand. MLL recommends that a complete list of emergency contact telephone numbers be stored in each manager and coach's cell phone for the duration of the season.

Keep players well hydrated. Especially in hot weather, give the players frequent "water breaks" during practices. During games, encourage players to drink plenty of fluids while in the dugout during the offensive half of the inning. Fluid intake should be limited to water or sports drinks for proper hydration.

After the game, the home team must drag and rake all infield dirt areas. The visiting team must pick up any trash left behind in the area of the field, empty trash containers, and place clean trash bags in the containers. Both teams must clean all trash from their dugout/bench area.

BAT SAFETY



Little League regulations (section 3.09) prohibit practice swings by "on-deck" batters during all games. Managers and umpires must strictly enforce this requirement. This prohibition includes the fenced-in areas adjacent to the dugouts where bats, helmets, and other equipment are typically stored. When not in use, bats belong in the bat rack or other designated storage area. Bats should never be allowed in the dugout while a game is in progress.

At no time should bats ever be swung in any area other than the playing field, batting cage, or other area set up by and directly supervised by a manager or coach for instructional purposes (e.g., batting tee or “soft toss” station).

BATTING CAGES

Only managers, coaches or other responsible adults designated by the manager may pitch batting practice in the batting cages. All batters must wear helmets. Only one player may be in the batting cage at a time (except when picking up balls). At the American League cages, do not allow anyone to “hang on” to the fence such that fingers could be injured by a batted ball. At the Major League cage which uses soft netting sides, ensure that those outside of the cage remain a safe distance back from the nets. Remember, batted balls may move the side nets several feet. No horseplay of any kind should be tolerated when using the batting cages.

PITCHING MACHINES

Under no circumstances may anyone other than a manager or coach operate pitching machines. Deliver at least 5 pitches with the machine to verify proper alignment prior to allowing players to bat.

LIGHTNING SAFETY

No practice or game should begin if lightning “bolts” can be seen or if thunder is plainly heard. Once the game is underway, responsibility for suspending play rests with the umpire-in-chief. However, both managers must remain acutely aware of an approaching storm and should notify the umpire immediately if lightning is seen or thunder is heard. **If lightning is seen or heard, suspend activities immediately and direct all players to seek safe shelter.** When in doubt as to whether conditions are safe, the game should be suspended and the field and dugout areas should be cleared of all players and volunteers. Play may not resume until at least 20 minutes after lightning was last seen or thunder was last heard.

Since permanent shelter space is limited at the MLL complex, everyone should take shelter in a hard-top vehicle with the windows up. Those for whom that is not possible should take shelter in the MLL clubhouse. No one should remain in the dugouts or any open area.

Lightning is highly unpredictable and can spread rapidly. If you are within 10 miles of lightning, you are in danger. Ten miles is about the distance at which thunder can be heard under most atmospheric conditions. Therefore, if you hear thunder, you must suspend play. Note, however, that unusual atmospheric conditions can reduce the distance that thunder is heard to as little as 4 miles. Consequently, the absence of thunder cannot guarantee your safety. If there are other signs (e.g., rapidly darkening sky and strong wind gusts) that a thunderstorm has approached to within 10 miles, you should suspend play.

All lightning produces thunder. However, lightning can be seen over much greater distances than thunder is heard. So-called “heat lightning” (non-distinct flashes near the horizon that are not accompanied by any audible thunder) is simply lightning striking at a sufficient distance that the distinctive lightning bolt cannot be seen and no accompanying thunder is heard. This indicates that a thunderstorm is active in the region and should promote increased vigilance for signs that the storm is approaching. However, it does not indicate that storm is close enough to pose an immediate threat. Distant “heat lightning” alone, in the absence of other signs that the storm has approached within 10 miles, should not result in an immediate suspension of play.

Lightning Fact Sheet



IMPORTANT FACTS:

- All thunderstorms produce lightning and are dangerous.
- Lightning often strikes outside the area of heavy rain and may strike as far as 10 miles from any rainfall. It is important to seek shelter well before the storm is upon you.
- **If you hear thunder, you are in danger.** Anytime thunder is heard, the thunderstorm is close enough to pose an immediate lightning threat.

WHAT TO DO IN CASE OF LIGHTNING:

- If thunder is heard or lightning bolts are seen, suspend all activities immediately.
- Avoid open areas. Stay away from trees, towers, and utility poles.
- Stay away from metal bleachers, backstops and fences. Lightning can travel long distances through metal.
- **Do not allow players to remain in dugouts or any open area.** Players, volunteers, and spectators should be directed to seek shelter in hard-topped vehicles with windows rolled up. Those for whom that is not possible should take shelter in the MLL clubhouse building, avoiding corded phone lines, electrical wiring and plumbing.
- Activities should not resume until at least 20 minutes after lightning was last seen or thunder was last heard.

WHAT TO DO IF LIGHTNING DOES STRIKE SOMEONE:

- Lightning victims do not carry an electrical charge. They are safe to touch. Move the victim to a safe area as soon as possible. Lightning can and does strike twice in the same spot.
- **Call 911 immediately.**
- Give first aid. Cardiac arrest is the immediate cause of death in most lightning fatalities. If the victim is not breathing or does not have a pulse, an appropriately-trained person should begin CPR until an ambulance arrives. An automatic external defibrillator (AED) is also available in the MLL clubhouse for anyone trained in its use.

11. SNACK BAR SAFETY

GENERAL SNACK BAR SAFETY

- Children under the age of 16 are not permitted in areas around the grill or fryer when they are in operation or in a warm-up or cool-down mode. Children under the age of 10 should not be in any area of the snack bar. Snack bar volunteers should make other arrangements for supervising their children.
- A first-aid kit and ice packs are available in the snack bar at all times.
- The snack bar supervisor on duty should familiarize all volunteers with the location and operation of the fire extinguisher.

AT CLOSING:

- Clean counter tops with antibacterial cleanser.
- Clean all cooking utensils in hot soapy water and place in rack to air dry
- Discard any leftover cooked food.
- Empty trash cans to outside dumpster. Place clean trash bags in all cans.

COUNTER WORKERS

- Wash hands before beginning work. Dry hands with paper towels, not dishtowels.
- Clean up spills as they occur to prevent accidents. Re-wash hands after using any cleaning product.
- Place all trash in the trash cans. Do not allow clutter to build up.

COOKS

- Wash hands before touching food or food containers
- Do not take more meat out of the freezer than what will be cooked within 15 minutes.
- Cook all hamburgers to well-done.
- Be careful when putting food into the fryer. Splashed or splattered grease can cause serious burns.
- Cooks should wear a clean, white apron.
- Make sure the fryer, grill, and coffee pot are turned off before closing the snack bar.

Appendix A:

<http://www.medialittleleague.net/2007season/boardinfo/2007Board.htm>

Appendix B:

<http://www.littleleague.org/common/forms/Volunteerapp.pdf>

Appendix C:

<http://www.littleleague.org/programs/asap/2007safetymanual/InjuryTracking.pdf>