

# **Clifton American Little League 2010 Safety Manual**



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February 12, 2010

Dear Managers and Coaches:

Welcome to another fun and exciting season of Clifton American Division Little League Baseball!

This is American Division's 2010 Safety Manual. Please read it carefully, from cover to cover, as it will familiarize you with safety fundamentals. Then use the manual as a powerful reference guide throughout the season. Clifton American Division Little League's Board of Directors is committed to the safety and well being of every player, volunteer coach and spectator that participates in the program.

The following are some of the highlights of American Division's safety initiatives for 2010:

- The attached comprehensive 2010 Safety Manual has been developed and will be available on-line on the American Division website (<http://www.cliftonAmerican.com>).
- The first-aid kits that have been installed in the field boxes at all American fields have been checked and replenished.
- All volunteers have or will complete the 2010 Little League Volunteer Application form and background checks have and will be conducted. Anyone **refusing** to fill out the Volunteer Application is ineligible to be a league member. The form is available at either field house or can be downloaded at <http://www.littleleague.org/common/forms/volunteerapp1.pdf> and submitted to Jack Houston.
- A Parent's/Coaches Code of Conduct was included in the registration package. All parents or guardians have acknowledged it. The Code of Conduct is included in this Safety Manual.
- Accident reporting procedures have been established to track how and where accidents are occurring. This information will be used to look for opportunities to improve our policies and make safety improvements to our facilities.
- An equipment audit has been performed and any worn out or damaged baseball equipment, including catchers gear and batting helmets have been repaired and/or replaced.
- Rutgers S.A.F.E.T.Y. Clinic - Sports Awareness For Educating Today's Youth - for everyone that will be involved with the children in any aspect of any game or practice. **NO EXCEPTIONS!** The clinic will be held at the Clifton Recreation Center and it is mandatory for anyone who will have direct contact with the children and has not previously attended. Pre-registration is required. Date will be announced.
- The Clifton Recreation Department will arrange a First-Aid clinic at the Clifton Recreation Center. Little League has mandated in 2010 that that **at least one** representative (manager, coach, team parent) from each team attend this valuable training at least every three years. American Division encourages everyone in the American family to attend this valuable training and will incur the costs associated with this training. Date will be announced.

In closing, remember that safety rests with all of us, the volunteers of Clifton American Division Little League. Always use common sense, never doubt what children tell you, and report all accidents or safety infractions when they occur. Now, play ball and play it safe!

Very truly yours,

Jack Houston, Safety Officer American Division – Clifton, New Jersey

## Clifton American Phone Numbers

**973-779-4676 (Mount Prospect Field House)**

**973-471-6621 (Sperling Park Field House)**

**973-772-0058 (Curie Park Field House)**

## Clifton Police – Emergency 911

**Clifton Police Non-emergency 973- 470-5911**

### League Officers

League Position	Officer	Phone
President	Joe Casperino	(973) 772-1624 Cell (973)931-2359
Vice President Baseball	Ed Machovsky	(973) 778-9291 Cell:(201)312-2079
Vice President Softball	Paul Jakimec Fran Finkler	(973) 473-6583 (973) 473-5360
Secretary	Brad Chupick	(973) 715-8225
Equipment/Uniform Manager	Joe Sjosward	(973) 815-1876
Treasurer	Brian Keenan	(973) 340-1929
Safety Director	Jack Houston	(973) 472-5326
Scheduling Coordinator	Tony Tudda	(973) 777-7008
Player Agent	Carol Casperino	(973) 772-1624 Cell: (973) 931-1670
Clubhouse Coordinator	Joanne Berthold	(973) 777-9630 Cell: (973) 819-6965

# Clifton American Little League

## Code of Conduct

- **No Alcohol allowed** in any parking lot, field, or common areas
- **No Profanity.**
- **No horse play.**
- **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.**
- **More than one adult** should be present at all practices.
- **No Smoking** in or around dugouts.
- **During game,** players must remain in the dugout area in an orderly fashion at all times.
- **After each game, each team must clean up trash** in dugout and around stands.
- **All gates to the field must remain closed** at all times. 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 Snack Bars.
- **Failure to comply with the above may result in expulsion from the Clifton American Little League fields.**

# SAFETY CODE

## Dedicated to Injury Prevention

- ❑ Responsibility for Safety procedures is always that of an adult member of Clifton American Little League.
- ❑ All managers and coaches must have Rutgers S.A.F.E.T.Y training.
- ❑ Managers, coaches and umpires must have training in first-aid. First-aid kits are located in the equipment boxes at each field and at each field house. First-aid kits are also included in each equipment bag for away games and practices.
- ❑ No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- ❑ Field must be inspected before each game/practice.
- ❑ Holes, rough or uneven spots must be addressed and corrected.
- ❑ Foreign objects such as stones, glass etc. must be removed prior to all games/practices.
- ❑ 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”.
- ❑ All equipment must be inspected by the coach before each game/practice.
- ❑ All equipment must be in good working order.
- ❑ Any damaged equipment must be returned to the Equipment Manager for disposal and replacement.
- ❑ 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.
- ❑ During practice and games, all players should be alert and watching the batter on each pitch.
- ❑ It is recommended that players do warm up stretches before each game/practice. See Michele Smith Training Ideas attached.

## Batting Cage Rules

- ❑ **Adult supervision** is required at all times when the batting cage is in use.
- ❑ **Only an adult** may operate the pitching machine.
- ❑ Only **one batter and one pitcher/pitching machine operator** are allowed in the cage at one time.
- ❑ The pitcher/pitching machine operator **must use** an “L” fence protector.

- ❑ 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.).
- ❑ All players must leave bats down until up to the plate.
- ❑ Batters must wear Little League approved protective helmets during batting practice and games.
- ❑ All T-Ball players must wear batting helmets with cage when batting **and** playing the outfield.
- ❑ Catcher must wear catcher’s helmet, mask, throat guard, chest protector and shin guards for all practices and games. **NO EXCEPTIONS.**
- ❑ All male players must 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.
- ❑ At no time should “horse play” be permitted on the playing field.
- ❑ Parents of players who wear glasses should be encouraged to provide “safety glasses”.
- ❑ A flat jacket will be used to protect any player who is uncomfortable at the plate when batting.
- ❑ Player must not wear watches, rings, pins, necklaces or metallic items during games and practices.
- ❑ The Catcher must wear catcher’s helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices.
- ❑ The pitch count rule must be enforced. See page 13 for details.

No food shall be permitted in the dug out.

- ❑ All batting cages must be **locked/secure** at all times when not being used by the league.
- ❑ **Batters and pitchers** must use a helmet when using the batting cage.
- ❑ Keep all fingers out of the chain link fence when the batting cage is in use

# Parent/Coach/League Official Code of Conduct

I agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for every child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice, or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child, and/or players on my team, to play by the rules and to resolve conflicts without resorting to violence or hostility
9. I will demand that my child, and/or players on my team, treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child, and/or players on my team, that doing one's best is more important than winning, so that every child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child, and/or players on my team, for competing fairly and trying hard, and make all children feel like a winner every time.
12. I will never ridicule or yell at any child for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit every child, over winning. I will also deemphasize games and competitions in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for anyone to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for every child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action

# Emergency Procedures

- All players must fill out a Little League Medical Release Form. A copy of each player’s Medical Release Form shall remain with the coach at each game/practice and a copy will remain in the Club House office.
- All coaches are requires to carry a properly equipped First Aid Kit at all games/practices.
- An Incident/Injury Tracking Report **must** be completed for any and all injuries. Coaches will carry a blank Incident/Injury Tracking Report to all games/practices. **Reports must be completed and turned into the Club House office within 24 hours of occurrence.**
- A Medical Release after said injury is required from players Doctor to play ball.
- Emergency phone numbers, i.e., police, ambulance, hospital, shall be posted in all Club Houses in clear view.
- Coaches must have emergency contact phone number of players guardian at all games/practices.

## Some Important Do’s and Don’ts

Do	Don’t
<ul style="list-style-type: none"> <li>• Reassure and aid children who are injured, frightened, or lost.</li> <li>• Provide, or assist in obtaining, medical attention for those who require it.</li> <li>• Know your limitations.</li> <li>• Assist those who require medical attention - and when administering aid, remember to:</li> <li>• <b><u>LOOK</u></b> for signs of injury (Blood, Black-and-blue deformity of joint etc.);</li> <li>• <b><u>LISTEN</u></b> to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child;</li> <li>• <b><u>FEEL</u></b> gently and carefully the injured area for signs of swelling, or grating of broken bone.</li> <li>• Have your players’ <u>Medical Clearance Forms</u> with you at all games and practices.</li> <li>• Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.</li> </ul>	<ul style="list-style-type: none"> <li>• Administer any medications.</li> <li>• Provide any food or beverages (other than water).</li> <li>• Hesitate in giving aid when needed.</li> <li>• Be afraid to ask for help if you’re not sure of the proper procedures (i.e., CPR, etc.).</li> <li>• Transport injured individuals except in extreme emergencies.</li> <li>• Leave an unattended child at a practice or game.</li> <li>• Hesitate to report any present or potential safety hazard to the Director of Safety immediately.</li> </ul>

## **Accident Reporting Procedures:**

**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 Director of Safety. 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 Director of Safety **within 48 hours of the incident**. The Director of Safety for 2010 is Jack Houston, and he can be reached at the following: Phone: 973-472-5326  
Email: jhouston@fordham.edu

**How to make the report** - reporting incidents can come in a variety of forms. 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.

### **Director of Safety's Responsibilities**

Within 48 hours of receiving the incident report, the Director of Safety will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; and (3) check on the status of the injured party.

If the extent of the injuries are more than minor in nature, the Director of Safety 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 again).

**Remember, safety is everyone's job.  
Prevention is the key to reducing accidents to a minimum.**

**Don't play on a field that is not safe or with unsafe playing equipment.**

**Report all hazardous conditions to the Director of Safety or another Board member immediately.**

**Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often.**

# Lightning Facts and Safety Procedures

## Consider the following facts:

The average lightning stroke is 6 - 8 miles long.

The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK stadium occurred while it was sunny and dry).

On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors.

This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

## “Flash-Bang” Method

One way of determining how close a recent lightning strike is to you is called the “flash-bang” method. With the “flash bang” method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it.

Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

## Rule of Thumb

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety or if the “flash-bang” proximity measure applies. When in doubt, the following rule of thumb should be applied:

***WHEN YOU HEAR IT - CLEAR IT  
WHEN YOU SEE IT - FLEE IT***

## Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others.

Large enclosed shelters (substantially constructed buildings) are the safest (like our snack bars and press boxes).

For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

## Where NOT to Go!!

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

## First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack.

In addition to calling 911, the rescuer should consider the following:

The first tenet of emergency care is “make no more casualties”. If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.

If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.

Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

**Note: CPR should only be administered by a person knowledgeable and trained in the technique.**

## Concession Stand Guidelines

**1. No one under the age of 18 will be allowed in the kitchen area at any time. NO Exceptions!**

**2. Health and Hygiene.** Only healthy workers should 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 should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

All kitchen workers must wash their hands when beginning their shift and when returning from the restroom.

**3. 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 can transfer germs to food.*

All perishable foods must be wrapped and refrigerated at all times.

**4. Dishwashing.** Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. *Ideally*, dishes and utensils should be washed in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

**5. Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. *Well-sanitized work surfaces prevent cross contamination and discourage flies.*

**6. Insect Control and Waste.** Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes 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.

**7. Food Storage and Cleanliness.** Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

# The Heimlich Maneuver

*The Heimlich Maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation.*

*When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak? If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.*

## **To perform the Heimlich:**

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person's breastbone (sternum), but above the naval;
- Wrap second hand firmly over this fist;
- Pull the fist firmly and abruptly into the top of the stomach.
- It is important to keep the fist below the chest bones and above the naval (belly button).
- The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).
- These will be violent thrusts, as many times as it takes.

## **For a child:**

- Place your hands at the top of the pelvis;
- Put the thumb of you hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child before she/he becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought.

If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought by calling 911 or going to the local emergency room.

## LITTLE LEAGUE PITCHING REGULATIONS

The following are important pitching regulations made by Little League in the 2007 season. Please read them thoroughly to become familiar with the new changes before the season starts. These new rules must be followed; **no exceptions**.

### Baseball Divisions

#### **Pitchers:**

- Any player on a regular season team may pitch. (**Note:** There is no limit to the number of pitchers a team may use in a game)
- **Junior, Senior, and Big League Divisions only:** A pitcher remaining in the game, but moving to a different position, can return as a pitcher anytime in the remainder of the game, but only once per game.
- The manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below, but the pitcher may remain in the game at another position.

<b>League Age:</b>	17-18	105 pitches per day
	13-16	95 pitches per day
	11-12	85 pitches per day
	10 and under	75 pitches per day

**Exception:** If a pitcher reaches the limit imposed for his/her league age while facing a batter, the pitcher may continue to pitch until that batter reaches base or is put out.

**Intentional Walk:** Before a pitch is delivered to the batter, the catcher must inform the umpire-in-chief that the defensive team wishes to give the batter an intentional base-on-balls. The umpire-in-chief waves the batter to first base. The ball is dead.

- Pitchers league age 16 and under must adhere to the following rest requirements:
  - If a player pitches 61 or more pitches in a day, three (3) calendar days of rest must be observed.
  - If a player pitches 41-60 pitches in a day, two (2) calendar days of rest must be observed.
  - If a player pitches 21-40 pitches in a day, one (1) calendar day of rest must be observed.
  - If a player pitches 1-20 pitches in a day, no (0) calendar day of rest must be observed.
- Each team must designate an official pitch count recorder to record the pitches from their team and the opposing team.
- After each inning managers must confirm the pitch count with the opposing manager.
- The provided Baseball Game Pitch Log must be filled out and turned in at all bi-monthly coach's meeting.
- The pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or any umpire. However, the manager is responsible for knowing when his/her pitcher must be removed.
- The official pitch count recorder must inform the umpire-in-chief when a pitcher has delivered his/her maximum limit of pitches for the game. The umpire-in-chief will inform the pitcher's manager that the pitcher must be removed in accordance with the regulation. However, the failure by the pitch count recorder to notify the umpire-in-chief, and/or failure of the umpire-in-chief to notify the manager, does not relieve the manager of his/her responsibility to remove a pitcher when that pitcher is no longer eligible.
- The provided Baseball Pitch Eligibility Tracking Form must be filled out after each game and turned in at all bi-monthly coach's meetings.
- A player who has attained the league age of twelve (12) is not eligible to pitch in the Minor League.
- A player may not pitch more than one game in a day.

**Notes:**

1. The withdrawal of an eligible pitcher after that pitcher is announced, or after a warm-up pitch is delivered, but before that player has pitched a ball to a batter, shall not be considered a violation. Little League officials are urged to take precautions to prevent protests. When a protest situation is imminent, the potential offender should be notified immediately.
2. Pitches delivered in games declared (Regulation Tie Games” or “Suspended Games” shall be charged against pitcher’s eligibility.
3. In suspended games resumed on another day, the pitchers of record at the time the game was halted may continue to pitch to the extent of their eligibility for that day, provided said pitcher has observed the required days of rest.

**Example 1:** A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on the following Thursday. The pitcher is not eligible to pitch in the resumption of the game because he/she has not observed the required three days of rest.

**Example 2:** A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes on Saturday. The pitcher is eligible to pitch up to 85 pitches in the resumption of the game because he/she has observed the required three days of rest.

**Example 3:** A league age 12 pitcher delivers 70 pitches in a game on Monday when the game is suspended. The game resumes two weeks later. The pitcher is eligible to pitch up to 85 more pitches in the resumption of the game, provided he/she is eligible based on his/her record during the previous three days.

**Note:** The use of this regulation negates the concept of the “calendar week” with regard to pitching eligibility.

- **Violation of any section of this regulation will result in manager suspension.**