



Southwest Ada Little League
BOISE, IDAHO

Safety Manual
2017 Season

www.swadall.com

League President
Todd VanDehey..... (208) 861-9079

League Safety Director
Williams, Chris (208) 867-3660

Table of Contents

Introduction	3
Emergency Contacts	4
Other Important Contacts	4
Board and Committee members	5
Safety Officer Defined.....	7
Volunteer Applications/Background Checks	8
Code of Conduct.....	9
Important Do's and Don'ts	10
Fields & Grounds Safety.....	11
Field Layout	11
Field Condition	12
Field Safety (per Little League Official Regulations and Playing Rules)	13
Pre-Game Inspection Checklist.....	13
Safety at Southwest Ada Little League Maintained Fields	14
Batting Cages	14
Field Preparation.....	14
Storage Sheds	14
Alterations to Field or Equipment.....	15
Equipment.....	16
Little League Rules.....	16
General	16
Balls	16
Bats	16
Wearable Items (Uniforms, shoes, etc.).....	17
Southwest Ada Little League Rules	18
General	18
Powered Equipment.....	19
Ball Machines.....	19
Batting Cages	19
Fundamentals Training.....	20
General.....	20
Player Safety Awareness	22
Safe Ball Handling.....	22
Collisions	22
Retrieving Balls	23
Sliding Safety	23
Batter Safety.....	23
Safe Handling of Bats.....	24
Catcher Safety.....	24
General Inattention	25
Emergency Plan	26
Evacuation.....	28
Violent Situations.....	28
First Aid Procedures	29
First Aid Kits	29
Communicable Disease Procedure.....	29
Handout in Coaches Manual.....	30
SWADALL FIRST AID KIT LIST	31
Lightning Safety	32
Lightning Detector Rules And Operating Procedures	32
SWADALL Main Complex.....	32
Lake Hazel Elementary and Lake Hazel Middle School Fields	33
Concession Stand Safety	33
Accident Reporting Procedures.....	35
Incident/Injury Tracking Report	35
SWADALL Child Protection Program	38

Introduction

ASAP: Making an Impact for Little League
A Safety Awareness Program
of Little League Baseball® and Softball

According to the U.S. Consumer Product Safety Commission, baseball, softball, and tee ball are among the most popular sports in the United States, with an estimated 6 million children ages 5 to 14 participating in organized leagues and 13 million children participating in non-league play. In 1995, hospital emergency rooms treated an estimated 162,100 children for baseball-related injuries.

In 1994 Little League began ASAP from focus groups. It was recognized that awareness, not mandated rules, were needed, so leagues could create their own approaches to safety issues. The founders wanted to create a safer playing environment for all, and felt the program would have a positive impact. It was adopted in 1995, and has been reaffirmed at each Congress since.

The ASAP Mission:

To increase awareness of the opportunities
to provide a safer environment for kids
and all Little League participants.

Since ASAP began in 1995, injuries in all of Little League have **decreased by over 77 percent annually**. We need everyone to get involved; not just for one year, but to maintain an effective safety program in our league year after year.

Southwest Ada Little League (SWADALL) is committed to the safety and well being of all our little league participants. Board members, managers, coaches and parents need to ensure that our players have a safe environment in which to play baseball.

This manual is intended to familiarize all coaches, managers, league officers, umpires, players and parents with the basic safety policies and procedures of both Little League and SWADLL. It is to be distributed to each team manager, key league officers, and umpires and is available in the concession stand and various storage sheds for all volunteers, parents and players. It will also be made available online at www.swadall.com.

The focus of this manual, and the league, is on the child and how we as a league can make the little league experience both safe and enjoyable.

Emergency Contacts

<u>Emergency Police – Fire – Rescue</u>	<u>911</u>
Boise Police & Sheriff Office dispatch (Non-Emergency).....	377-6790
Fire dept dispatch non-emergency.....	208-377-7351
St. Luke's Meridian.....	706-5000
St. Luke's Boise.....	381-2222
St. Alphonsus.....	367-8787
Poison Control Center Idaho.....	800-632-8000
at St. Al's local number	208-378-2707
Ada Co. Emergency Management-Disaster Services.....	208-577-4750

The above numbers are also found taped to the inside lid of your First Aid Kit

Other Important Contacts

Electric Idaho Power Company.....	208-388-2200
Intermountain Gas Company.....	208-377-6840
United Water Idaho.....	208-362-7304
after hours.....	208-362-1300
Before Digging National number to locate underground utilities.....	811
or call Dig Line, Inc.....	800-342-1585
Animal Control.....	208-343-3166
Sheriff's office.....	208-577-3306
animal & dog calls.....	208-343-3166

All phone included lists, with a full Board Members list, are also posted in the concession stand, dugouts and equipment sheds.

Southwest Ada Little League Board of Directors 2017

Name	Phone	Email	Position
VanDehey, Todd	(208) 861-9079	govland@gmail.com	President
Wilson, Derek	208-850-1001	Derek@pitcherpropertymgt.com	Vice-President (Softball)
Kubena, Jamie	(208) 870-2855	jamiekubena@gmail.com	Vice-President (Baseball)
Knoll, JJ	(208) 866-8596	Jknoll34@gmail.com	Treasurer
Kuglin, Jason	(208) 794-3392	Kuglin@gmail.com	Information Officer
Cole, Kelsea	(208) 899-1453	Pagent@swadall.com	Player Agent
Williams, Chris	(208) 867-3660	christiandwilliams@clearwire.net	Safety Officer
Hackney, Mike	(208) 378-7439	uic@swadall.com	Umpire-in-Chief
Detwiler, Mike	(208) 631-5913	Detfam5@gmail.com	Coaching Coordinator
McCarney, Eric	(208) 608-2295	emccarney@hotmail.com	Fields Director
Costello, Teresa	(208) 283-0215	teresac0725@gmail.com	Fundraising Director

Southwest Ada Little League Committee Members 2017

Knoll, Jana	208-559-6504	sponsorship@swadall.com	Sponsorship
Walters, David	(208) 914-5775	minors@swadall.com	Minors Baseball Director
Kuglin, Jason	(208) 794-3392	fallball@swadall.com	Fall Ball Director
Kubena, Jamie	(208) 870-2855	uniforms@swadall.com	Uniforms
Williams, Chris	(208) 867-366	pictures@swadall.com	Picture Day
Marquardt, Bryan	(208) 870-2004	equipment@swadall.com	Equipment

Booker, Adrian	(910) 729-5706	softball@swadall.com	Softball Director
Gibson, Bianca	(208) ###-####	t-ball@swadall.com	T-Ball Director
Teresa Costello	(208) 283-0215	teresac0725@gmail.com	Concessions
Stephenson, Damon	(208) ###-####	intermediate@swadall.com	Intermediate/Juniors Director
	(208) ###-###	Prep-minor@swadall.com	Prep-Minor Baseball Director
	(208) ###-####	Juniors@swadall.com	Juniors Baseball Director

Safety Officer Defined

The Safety Officer position is a part of SWADALL Elected Board Members which is reported to Little League Headquarters. The Safety Officer is responsible for the communication, application, and enforcement of the safety code rests in the hands of the Safety Officer.

The goal is to create awareness, through education and information:

- Submit a qualified safety plan registration form with your ASAP plan.
- Provide opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- Work in conjunction with the Equipment Manager to ensure that all equipment is in safe condition.
- Instruct all managers and umpires to inspect equipment before and during each game for good working and safe condition.
- Responsible for filing and following through on accident reports with Little League Headquarters. Record accidents and near miss reports.
- Submit league player registration data or player Roster data and coach and manager data.

Volunteer Applications/Background Checks

Volunteers are the backbone of Little League Baseball and Softball. It takes many dedicated people to coach the teams, umpire the games, work in the concession stands, serve on the local board of directors, and serve at the District level.

We know that the greatest treasure we have is children. As adults, we must ensure that these young people are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them.

The Little League Child Protection Program seeks to educate children and volunteers in ways to prevent child abusers from becoming involved in the local league. Little League regulations now say: "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." (Reg. I[c] 9.)

Local Little League programs are now **required** to annually conduct a background check of 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 [b], Reg. I [c] 9.)

The purpose of these background checks is, first and foremost, to protect children. Second, they maintain Little League as a hostile environment for those who would seek to harm children. Third, they will help to protect individuals and leagues from possible loss of personal or league assets because of litigation.

Parents have a right to know that the leadership of their child's local Little League conducted the mandatory background check on everyone required and compliance is a condition of membership in Little League. The league president must retain these confidential forms for the year of service.

Southwest Ada Little League requires that all persons that come in frequent and intimate contact with minor (less than 17 years of age) players fill out a background check form and be screened by appropriate agencies prior to their being allowed to have contact with the players.

Any person whose background check reveals a conviction for any crime involving or against a minor and anyone refusing to fill out a Volunteer application is ineligible to participate in the league in any way.

Code of Conduct

"Character, Courage, and Loyalty" this is the cornerstone of the Little League organization. Southwest Ada Little League is dedicated to emphasizing these values throughout each baseball season.

Coaches, umpires, and parents form a trio of role models from which these young boys and girls learn behaviors that they will carry into adulthood. SWADLL has a Code of Conduct for both the coaches and umpires, and we feel it is equally important that the parents also have a Code of Conduct. Cooperation, respect, and maturity among all the adults in the league will encourage those qualities in the players themselves.

- Speed limit is 5 mph in roadways and parking lots while attending a Southwest Ada Little League function.
- Watch for small children around parked cars.
- No alcohol, smoking, or pets are allowed in any parking lot, field, or common areas within the Southwest Ada Little League complex.
- No playing in parking lots at any time.
- No playing on or around lawn equipment.
- Use cross walks when crossing roadways.
- Always be alert for traffic.
- No profanity.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the Southwest Ada Little League complex.
- No rock throwing.
- No horseplay in walkways or common areas at any time.
- No climbing fences.
- During a game, only a player on the field or 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.

- During games, players must remain in the dugout at all times.

Important Do's and Don'ts

DO.....

- Reassure and aid children who are injured, frightened, or lost.
- Provide or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.
- Assist those who require medical attention and when administering aid.
Remember to LOOK for signs of injury (blood, deformity of the joint, etc.)
LISTEN to the injured to describe what happened and what hurts if conscious.
Before questions, you may have to calm and soothe an excited child.
- Have a cellular phone available at games and practices.

DON'T.....

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate when giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures.
- Transport an injured individual except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report or present a potential safety hazard to the Safety Director immediately.

Fields & Grounds Safety

Southwest Ada Little League teams play on a number of fields and locations throughout the Boise area. Coaches and managers are responsible for ensuring there are no field or facilities conditions present that may present a hazard to their players before their team takes the field of play. No matter where you play the game, be it at the home field complex or at an away location, both Little League and the SWADALL have published minimum standards for fields and facilities. These are no substitute for a pair of eyeballs and a brain, i.e. you the manager/coach. All coaches and/or managers must walk the field upon arrival and prior to practicing on a new field. It is a good idea to have your players do this as well. Any major discrepancies, which you feel may jeopardize your player's safety, should be immediately fixed. If you feel the field is not safe for play, cancel the game and notify the League President immediately. Remember, **you** are the first line of defense in preventing player injuries.

Field Layout (per Little League Official Regulations and Playing Rules)

Certain field dimensions, if not correct, could lead to a situation that increases the likelihood of a player being injured. If you suspect a field may not be in accordance with league rules, notify the league President immediately so corrective action can be initiated.

Issues to be mindful of are:

1. Distance from home plate to pitchers plate. (Insufficient distance can lead to an increase both in the number and severity of a pitcher's injury from a batted ball)
2. Location and protection of the dugouts. (Fencing and benches must be provided and must be a minimum of 25 feet from base lines)
3. On-deck position is not allowed in Tee Ball, Rookies, Minors, AAA or Majors.
4. Bases. (Breakaway recommended, how high, how wide, how anchored)
5. Proximity of backstop. (Minimum of 25 or 45 feet recommended)
6. Catchers box layouts and distances.
7. Location, composition and condition of fences.

Field Condition (from Facility Safety Survey)

Each league is required to submit a Facility Safety Survey each year. This requirement is intended to ensure that the leagues that host Little League play are aware of and focus on the material condition of their facilities. Here are some the more relevant considerations:

1. Is there a backstop behind home plate?
2. Is field completely fenced? If so, what type of fencing material is used?
3. Are there protective fences in front of the dugouts? (required)
4. Is there a protected, on-deck batter's area? (for ages 13 and above only)
5. What is the infield surface?
6. What base path material is used?
7. What is used to mark the baseline? (Lime or other chemical marking substances may cause irritation to players eyes)
8. Is there an outfield-warning track? (especially important if there is a fence)
9. What types of bases are used? (breakaway recommended)

In addition to these, some other considerations would include:

1. Rise from the infield to where the edge of the grass starts. If a ball were to roll across this transition would it cause an unusual bounce or hop?
2. Dips or low spots in the base paths which could cause a runner or fielder to stumble or fall or a ball to hop or bounce erratically.
3. Uneven turf or clumps in the grass that may cause erratic ball bounces or hops.
4. Are dogs allowed in the ballpark area? Are they near the field of play? Dogs may chase players, balls, coaches, etc.
5. Is there water available for the players?
6. Is the parking area safe for player transit? Some things to watch for are a safe drop off area, proximity of parking to field of play in case a player chases a foul ball, anything else you may think of when onsite.
7. Proximity of canals, drainage ditches and other natural obstacles (sticker bushes, woods, hornet nests, etc.) to the field of play.
8. Anything that would lead you or your players to feel unsafe playing on the field. Ask your players to walk the field with you.

If in doubt, stop, think and if not satisfied with the safe condition of the field, don't put your players at risk. Forfeit the game and notify the League President immediately.

Field Safety (per Little League Official Regulations and Playing Rules)

1. Uniformed players, managers, coaches and umpires only shall be permitted within the confines of the playing field just prior to and during games. This includes the dugout areas. Southwest Ada Little League policy further states that only 3 total adults are allowed in the dugout during the game.
2. Except for the batter, base runners, and base coaches at first and third bases, all players shall be on their benches in their dugouts or in the bull pen (if applicable) when the team is at bat.
3. Only the first batter of each half-inning can be out of the dugout between half-innings. Letting the next batter(s) swing bats outside the dugout before play starts for that inning is prohibited.
4. On-deck position is not allowed in Tee Ball, Rookies, Minors, AAA or Majors.
5. Two adult base coaches are permitted. If a player is used as a base coach they must wear a batting helmet. The adult does not have to wear a helmet.
6. When the team is on defense, all reserve players shall be on their benches or in the bullpen. This means not out throwing the ball, swinging bats, etc.
7. Prior to and during a game, managers and coaches shall not warm up pitchers.
8. Except when a runner is returning to a base, headfirst slides are not permitted. This applies only to Majors, Minors, AAA, Rookies, and Tee Ball play.
9. The use of tobacco and alcoholic beverages in any form is prohibited on the playing field, benches or dugouts. Leave the chew at home.

Pre-Game Inspection Checklist

Prior to the start of each game the manager/coach or their appointed representative will walk and inspect the field and their equipment for hazards. Hazards include glass, holes, and rock, use common sense as to what could be a hazard, and correct if possible. SWADALL is in the process of making a form for the pre-game inspection. This form will be completed and submitted to the home plate umpire along with their line-up. The umpire will verify that each manager/coach has properly completed the checklist. The umpire will complete the form and

following the game submit both checklists to the League Safety Officer. If any facility issues are found they should be noted on the checklist.

Safety at Southwest Ada LL Maintained Fields

In addition to those considerations noted above, while at any SWADALL maintained field the following also applies:

Batting Cages

1. Use will only be allowed under the direct supervision of an adult.
2. The batting cages shall be locked when not in use.
3. Some form of shield must be used for the ball machine operator/pitcher to stand behind to protect that person from batted balls.
4. Batters must wear a helmet while in the cage.
5. Only the batter and the person pitching or operating the ball machine shall be in the cage at one time. Coaches, spectators and other batters waiting their turn shall remain outside of the cage.

Field Preparation

1. Field preparation shall be done only under the direct supervision of an adult.
2. All tools or implements shall be properly stored back in the tool shed after completion of field preparation.
3. Care should be taken when tools or implements are temporarily not being used such that they are placed upright against a fence or other sturdy object out of the path of travel of others working in the area.

Storage Sheds

1. No flammable, toxic or hazardous material may be stored in any shed without the express permission and knowledge of the Director of Fields.
2. All items stored in the shed shall be done so neatly and with concern for those who may have to enter or work therein.
3. No gasoline-powered equipment shall be refueled in any shed.
4. All spills shall be cleaned up immediately.

Alterations to Field or Equipment

No one may make any alterations or changes to any of the SWADALL fields without the permission of the SWADALL board of directors. This includes but is not limited to:

1. Hanging any banner, sign or other form of message or advertising from any structure, pole, or stick.
2. Altering the playing surface of any field, except for mowing of grass, raking of base paths, or removal of weeds.
3. Moving or altering any bleachers or benches.
4. Installing or using any sound amplification device which might distract the players, coaches or other spectators.
5. Installing or using any lighting system, which would project light onto or towards any playing field while the field, is in use.
6. Allowing motor vehicles, except the golf cart or emergency vehicles, to drive near or upon any field.

Equipment

Statistics show that Little League's record on safety is outstanding. In fact, fewer than 2% of children who play each year receive injuries that require medical attention. These impressive safety statistics are due, in part, to Little League's development and assurance of equipment that minimizes injuries among players. Particularly in the area of playing equipment, Little League Baseball has clear and comprehensive specifications both in the Little League Rule Book and in its established equipment specifications.

Little League Rules

Below are excerpts from the Little League Official Regulations and Playing Rules and are not meant to be all-inclusive.

General

1. Members of the offensive team shall carry all gloves and other equipment off the field and to their dugout while their team is at bat. No equipment shall be left lying on the field, either in fair or foul territory.
2. Bat racks should be positioned behind the dugout screens.
3. A player so designated by the manager shall only retrieve foul balls batted out of the playing area.
4. Helmets should not be painted or adorned in any manner.
5. Players who wear glasses should be encouraged to wear "safety" glasses or some form of glasses protector.

Balls

1. The ball should say "Little League" or "Little League Approved".
2. For Tee-ball and Rookie League play, only softer balls which are designed to reduce the severity of ball impacts will be used. The ball should say "Little League Tee-Ball", "Little League Minor League ", "RIF" or some other indication differentiating them from "hard" balls.

Bats

1. Bats must meet Little League specifications and standards.
2. Shall not be more than 33 inches (34 for Jr/Sr League; 38 for Big League) in length.

3. A non-wood bat must have a grip of cork tape or composition material and must extend a minimum of 10 inches from the small end.
4. Batting donuts are not permitted.

Wearable Items (**Uniforms, shoes, etc.**)

1. Any part of the pitcher's undershirt exposed to view shall be of a uniform solid color, not white or gray.
2. Glass buttons and polished metal shall not be used on a uniform.
3. No player may attach anything to the heel or toe of the shoe other than a toe plate.
4. Shoes with metal spikes or cleats are not permitted except for Jr./Sr. division play.
5. Managers and coaches must not wear conventional baseball/softball uniforms or shoes with metal spikes but may wear cap, slacks and shirt. They may not wear shoes with metal spikes. **Exception:** Sr./Jr. division coaches and managers may wear conventional baseball/softball uniforms and shoes with metal spikes.
6. Players must not wear watches, rings, pins, jewelry or other metallic items. Medic Alert items are permitted.
7. Casts may not be worn during the game.
8. All male players must wear athletic supporter with metal, fibre or plastic type cup for Prep-minor division and above. Tee-ball divisions are encouraged to adhere as well.
9. Catchers must wear/use Little League approved:
 - a. Catchers mitt (not a first baseman's or fielder's)
 - b. (Males) An athletic supporter with metal, fibre or plastic type cup
 - c. Long or short model chest protector with neck collar
 - d. Mask with dangling style throat guard
 - e. Shin guards
 - f. Catchers helmet that meets NOCSAE specifications.
 - g. Helmet, mask with throat guard must be worn during infield/outfield practice and pitcher warm-up. Skullcaps are not permitted.
10. Use of a NOCSAE (indicated by a stamp and warning label on the exterior of the helmet) helmet by the batter, all base runners and player base coaches is mandatory. Use of a helmet by an adult base coach is optional.
11. Pitchers may not wear sweatbands on their wrists.

12. Pitcher's glove shall be uniform in color, including stitching, lacing and webbing. The glove may not be white or gray. No pitcher shall attach to the glove any foreign material of a color different from the glove.

Southwest Ada Little League Rules

The correct equipment, which is in proper condition, is essential for safety. The League Equipment Director will inspect the leagues equipment prior to the beginning of each season. Only equipment in proper condition will be issued to teams. Damaged or un-serviceable equipment will be removed from service and disposed of.

Mangers/coaches have the responsibility throughout the season to ensure that the equipment in their position continues to be serviceable. Additionally managers/coaches should ensure that a player's personal equipment is proper and serviceable. If you have any questions or concerns about the condition, quantity or use of any equipment, please contact the Equipment Director. In addition to the rules and policies promulgated by Little League baseball, the following policies shall apply to all SWADALL members.

General

1. Managers will ensure that equipment bags contain a fully stocked first-aid kit and have it present at both practices and games. See the Safety Director if your equipment bag does not contain one or if you need to restock it.
2. Managers or coaches will have the medical contact form for each player present so as to have the emergency contact information and the parental permission and should determine whether there is a cell phone present, either in their possession or available from a spectator, in case of a medical emergency.
3. Equipment storage will be behind the dugout fencing. During games, no equipment will be allowed onto the field of play unless it is in use.
4. Field prep equipment will be kept in the appropriate storage sheds unless actually in use. No equipment will be left out and lying around when not being used.
5. Only adults (18 years of age or older) may operate any league owned powered equipment to include but not limited to:
 - a. Lawn mowers

- b. Golf cart
 - c. Ball machines
 - d. Gasoline or electric powered tools or implements
6. No one may make any alterations or changes to any of the SWADALL Complex fields without the permission of the SWADALL board of directors.

Powered Equipment

1. Ensure that you understand the safe and proper operating functionality of all mechanical equipment prior to using it. If in doubt please contact the Fields Director prior to operating the equipment.
2. Only electrical connections that have a GFI attached or installed will be used.
3. Gasoline powered equipment or tools may only be refueled outdoors and only after stopping the engine.
4. Only adults (18 years of age or older) may operate league owned powered equipment.

Ball Machines

1. No person under the age of 18 will assemble, setup or operate any ball machine.
2. Care must be taken to ensure that all published safety precautions are observed when using the machine.
3. All batters will wear all safety equipment previously published in this policy.
4. If used for fielding practice, due consideration of field conditions and player skill level must be exercised.
5. When used for batting practice, some form of shield should be provided for the machine operator to stand behind to protect that person from batted balls.
6. Ball machines will not be left unattended. When finished with them they should be stored in their appropriate shed.

Batting Cages

1. Use will only be allowed under the direct supervision of an adult.
2. Only the batter and the person pitching or operating the ball machine shall be in the cage at one time. Coaches, spectators and other batters waiting their turn shall remain outside of the cage.
3. Some form of shield must be used for the ball machine operator/pitcher to stand behind to protect that person from batted balls.

4. All entrants shall observe all rules and policies the same as they would for a game.

Fundamentals/First Aid Training

As part of SWADALL's commitment to safety, fundamentals training for all coaches and managers is required and is provided by the league. Care and thought need to be taken, in respect to safety, before the start of and during each game or practice. Proper training of the correct basic playing fundamentals, will create a safe condition for our players.

The league will conduct a fundamentals/first aid training class on Saturday, Feb 7th, 2017 at Borah High School. In regards to fundamentals, a local high school baseball coach and some of his players will be on hand to demonstrate fundamentals. This will include managing a youth athletic team, and techniques for hitting, fielding and pitching. First aid training will be administered by the safety director in a classroom format.

It is required that each manager/coach attend this training at least once each three years. Additionally it is required that at least one manager/coach from each team attend each year. Training will be modified annually to meet the needs of the players and the facilities. As a follow up to this years class, it will be determined if any teams were not able to meet the above requirements, and those teams will be notified of one available make up session.

General

1. Warm-Up Drills - Extensive studies have demonstrated that conditioning, commonly known as "warm-up" just before an athletic activity improves general control of movements, coordination, alertness and also leads to a reduction in player injuries.
2. No horseplay, fooling around, or unsafe practices shall be permitted. Coaches and managers are responsible for the direct supervision of their players at all times.
3. During games, players should not be allowed to have a bat in their hands until just before they go out of the dugout. Banging the bats on the ground, against poles and posts ruins them and swinging them in confined areas is not safe.
4. After practices and games, players should be encouraged not to loiter at the fields without adult supervision, especially after dark.
5. Parents should be encouraged to make arrangements for the drop-off and pick-up of their children and make these arrangements known to their child's coach or manager. It

is ultimately up to the parent to ensure for the safety of their children both before and after official league functions.

6. No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
7. The use of tobacco and alcoholic beverages in any form is prohibited anywhere on any of the properties that Southwest Ada Little League utilizes. This includes bleachers, restrooms, parking lots, and all contiguous field areas. This prohibition is in effect for any function Southwest Ada Little League conducts at these properties to include games, practices and other league sponsored function or activity.
8. Except when a runner is returning to a base, headfirst slides are not permitted.
9. During practice on any Southwest Ada Little League field, all players, coaches and managers shall observe all rules, regulations and policies the same as they would for a game.
10. All players should be encouraged to wear appropriate safety equipment when traveling to and from the field complex. The wearing of helmets, padding and bright or reflective clothing should be encouraged for those using bicycles, skateboards, roller blades, etc.
11. Any player warming up a pitcher must wear a facemask and helmet.
12. All players (batters, pitchers especially) should be encouraged to wear protective mouthpieces

Player Safety Awareness

Safe Ball Handling

Misjudging the flight of a batted ball may be corrected by drilling with fly's that begin easy and are made more difficult as a player's judgment and skill improves. Everyone should eventually be able to handle balls that go overhead.

1. In addition to a player never losing sight of a ball from the time it leaves the bat, the player should keep the glove positioned and the body relaxed for a last split-second move.
2. An infielder can best be protected from an aggressive short-hop fielding play by always keeping the "nose pointed at the ball" and the eyes glued on it. Also, if moving forward, the player is in a better position to make a throw.
3. It is safer for the player to knock a ball down and re-handle it then to let the ball determine the play.

Collisions

Collisions result in more injuries than is the case with most other types of accidents. They are usually caused by errors of judgment or lack of teamwork between fielders. It is important to establish zones of defense to avoid collisions between players. It is particularly important when players are chasing high fly balls. Once the zones are established, play situation drills should be held until these zones and patterns become familiar to the players. The responsible player should call out the intentions in a loud void to warn others away. Here are some general rules to follow:

1. The fielder at third base should catch all balls that are reachable and are hit between third and the catcher.
2. The fielder at first base should catch all balls reachable that are hit between first base and the catcher.
3. The shortstop should call all balls reachable that are hit behind third base.
4. The fielder at second base should catch all balls reachable that are hit behind first base.
5. The shortstop has the responsibility for fly balls hit in the center of the diamond and in the area of second base. Since the glove is on the left hand it is easier for the shortstop than the fielder at second to catch fly balls over second base.
6. The centerfielder has the right of way in the outfield and should catch all balls that are reachable. Another player should take the ball if it is seen that it is not reachable by the centerfielder.
7. Outfielders should have priority over infielders for fly balls hit between them.

8. Priorities are not so easy to establish on ground balls, but most managers expect their base player to field all ground balls they can reach, cutting in front of the shortstop on slow hit grounders.
9. The catcher is expected to field all topped and bunted balls that can be reached except when there is a force play or squeeze play at home plate.

Retrieving Balls

Persons who have been specifically assigned to that duty should retrieve balls that go out of the park. Such persons should be youngsters who can be relied on not to endanger themselves by climbing fences or getting into a scramble for possession of a ball.

Sliding Safety

As is the case with other baseball fundamentals, a correct slide is also a safe one. It is well, too, to guard against the accident of a collision and the possibility of a player being struck by a thrown ball as that player “hits the dirt.” It goes without saying that steel spikes are not being worn (except for Juniors & Seniors). The following can make the learning period safer:

1. Long grass has been found to be better than a sand or sawdust pit to teach sliding.
2. The base must not be anchored down.
3. The player should make approaches at half speed and keep constantly in mind that hands and feet should be in the air. Once committed to slide, the player must not change strategy. Last minute hesitation causes most sliding injuries.
4. Tennis shoes are suggested for beginning sliding and tagging practice to avoid injury to the defensive player.
5. It should be kept in mind that headfirst sliding is not recommended except when returning to a base.

Batter Safety

A batter’s greatest accident exposure is from the unsafe acts of others, namely wild pitches, which account for a major portion of all accidents. Again, the best defense is an alert, confident concentration on the ball. Since the danger is increased as pitchers learn to throw with greater force and as more games are played, it is doubly important to take whatever counter measures necessary to offset this exposure.

1. A well fitted, NOCSAE approved helmet is the first requirement.
2. The development of the novice batter’s ability to take evasive action can be improved by getting the player to relax and concentrate on the ball from the time the pitcher starts delivery until it lands in the catcher’s mitt. Players with slow reflexes can also be helped by simulated batting and ducking practice with a tennis ball.

3. The un-sportsmanlike practice of crowding the plate or jumping around to rattle the pitcher must not be tolerated. This could endanger the batter if it causes the pitcher to lose control. Managers should stop such actions.
4. Making sure the batter holds the bat correctly when bunting can reduce painful finger and hand injuries. Youngsters have a tendency to lean too far over the plate and not keep the ball well out toward the end of the bat. This should be corrected.
5. When the batter becomes a base runner, that player should be taught to run outside the foul lines when going from home plate to first and from third to home, to reduce the chance of being hit by a thrown ball.

Safe Handling of Bats

The most easily prevented type of accident is the too frequent fault of beginners throwing the bat while running to first base. This unthinking act may be corrected through individual instruction to drop the bat safely by:

1. Having the player hand the bat to the coach will serve as a reminder before each ball is pitched.
2. Having the player drop the bat in a marked-off circle near where running starts.
3. Counting the player "out" in practice whenever the player fails to drop the bat correctly.
4. Providing bats with grips that are not slippery.

Catcher Safety

The catcher, as might be expected from the amount of action involved has more accidents than any other player. Statistics bear out the fact that the more proficient the player, the less chance of injury.

1. Assuming that the catcher is wearing the required protection the greatest exposure is to the ungloved hand. The catcher must learn to:
 - a. Keep it relaxed.
 - b. Always have the back of the throwing hand toward the pitcher when in position to catch.
 - c. Hold all fingers in a cupped position near the mitt, ready to trap the ball and throw it.
2. The catcher should also be taught to throw the mask and catcher's helmet in the direction opposite the approach in going for a high fly.
3. As the catcher learns to play this difficult position, a good habit is to keep a safe distance back from the swinging bat. Estimate this as one foot farther from the batter than the ends of the outstretched fingers.
4. To repeat, the best protection is keeping the eye on the ball.

General Inattention

Going one step back to the “whys” of most ball handling accidents, it appears that inattention due to inaction or boredom is an underlying accident cause with which we must deal. This situation can be partly offset by using idle time to practice basics such as:

1. Otherwise idle fielders should be encouraged to “talk it up.” Plenty of chatter encourages hustle and enthusiasm.
2. Players waiting for a game or practice to start can pair off and play catch to improve their basic eye on-the ball technique.
3. Practice should include plenty of variety in the drill work.
4. Put a time limit on each drill and do not hold the total practice for more than two hours, or less if interest begins to lag.
5. Idle players along the sidelines can be given the job of studying the form of other players to improve their own techniques. They may then report on what they have learned to improve their own form on running, ball handling, throwing, batting and sliding.

Emergency Plan

SEE PAGE 4 FOR THE LIST OF EMERGENCY CONTACTS

An important consideration is to properly determine whether an injury requires the intervention of trained emergency medical services (EMS) personnel. The following guidelines will help, but the final determination is yours, or the parents if present, to make. Indications where EMS personnel should be summoned by calling **911**:

1. Loss of consciousness no matter how brief.
2. Altered level of consciousness. This includes dizziness, confusion, inability to focus or blurred vision, headache, etc.
3. Bleeding that does not stop upon application of a bandage, is spurting or flowing freely or continues for more than 10 minutes.
4. Seizure activity
5. Suspected cardiac related emergency
6. Injury to the head, neck or back with sufficient force to cause loss of consciousness, altered level of consciousness, difficulty of movement, or loss of control or function of an extremity or body part.
7. Ingestion or injection of a substance that causes other than localized redness and swelling, or that causes difficulty breathing or unconsciousness.
8. Difficulty breathing that is not relieved by resting or administration (by the person) of medication.
9. Any blow to the face or head sufficient to cause swelling or a bruise.
10. Obvious deformity of a limb or body part or feature.
11. Localized pain and swelling that prevents the person from using the limb after a few minutes of rest.

The above items are instances where the person is best attended to and/or transported by EMS personnel rather than the parent. Every effort should be made by you to convince the parent that EMS personnel should evaluate and/or transport the person to the nearest medical facility. If the parents remain unconvinced, it is recommended that EMS personnel at least evaluate the person and the parent should have the person checked at a medical facility as soon as possible.

Calming Parents, Controlling the Scene

After calling EMS to the scene one of the best things you can do is just console the parents of an injured player. Try and focus them on responding rationally to the incident, thinking beyond the injury and formulating a plan of action for the immediate future. Do they have transportation to the hospital, are there siblings to look after, anyone else that needs to be notified, etc. Don't offer any opinions as to the severity of the injuries or probable outcomes. Don't lie by saying

"everything will be alright", instead focus on the level of care being afforded their child and how they're in good hands.

In addition to working with the parents (if there), controlling the scene is very important as well. This means you, or some else in a position of authority, should ensure that EMS is called, someone is delegated to meet them and direct them to the scene, keep non-participants back and allow for unimpeded exit of the injured.

The most important help you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these steps.

1) First dial 9-1-1.

2) Give the dispatcher the necessary information. Answer any questions that he or she might ask. Most dispatchers will ask:

- **The exact location or address of the emergency?** Include the name of the city or town, nearby intersections, landmarks, etc. as well as the field name and location of the facility, if applicable.

Our address is:

Lake Hazel Middle School 11625 LaGrange Road Boise, ID 83709

Cloverdale Church 3755 S. Cloverdale Rd Boise, ID 83709

Amity Methodist 4464 S. Maple Grove Rd. Boise, ID 83709

Cross-streets are:

Lake Hazel Middle School: LaGrange between Five Mile and Cloverdale

Cloverdale Church: Cloverdale and Bott Ln

Amity Methodist: Maple Grove and Amity

- **The telephone number from which the call is being made?**
- **The caller's name?**
- **What happened —** i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
- **How many people are involved?**
- **The condition of the injured person —** i.e., unconscious, chest pains, or severe bleeding?
- **What help is being given** (first aid, CPR, etc.)?

3) Do not hang up until the dispatcher hangs up.

The dispatcher may be able to tell you how to best care for the victim.

4) Continue to care for the victim until professional help arrives.

5) Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.

Evacuation

In the case where evacuation of the SWADALL complex or fields used by SWADALL becomes necessary, the following procedures will be utilized:

1. Managers
 - a. Will take control of the players under their supervision.
 - b. Will move their team to a safe area indicated by a league official or other person in a position of authority (EMS, police, umpire, etc.).
 - c. Once at the safe area, managers may release the players under their control to the player's parent, guardian, authorized person or league official.
2. Coaches
 - a. Shall assist the manager as directed.
 - b. Assume the duties and responsibilities of the manager if the manager is absent.
3. League officers
 - a. The senior league officer will take charge of the situation and ensure that all players, league officials and spectators are evacuated in a safe and orderly manner

Violent Situations

Should violence occur on or near any field or area where SWADALL players are present, the following procedures will be utilized:

1. Managers
 - a. Will take control of the players under their supervision.
 - b. Will move their team to a safe area away from the area of violence
 - c. Will maintain their team together at the safe area.
 - d. Once at the safe area, managers may return to the field of play only after the situation has been completely resolved and the field of play is safe.
2. Coaches
 - a. Shall assist the manager as directed.
 - b. Assume the duties and responsibilities of the manager if the manager is absent
3. League officers
 - a. The senior league officer present will take charge of the situation and ensure that all players, league officials and spectators are evacuated in a safe and orderly manner.
 - b. Utilize those league officials and officers as necessary to accomplish it.
 - c. Call **911** if unable to peacefully resolve the situation
 - d. Immediately call the authorities if:
 - i. Any minor player is involved in any manner in a violent act with an adult.
 - ii. Any league officer or official is injured.
 - iii. It is obvious that the situation is beyond a reasonable resolution.

4. League officers, Managers, and Coaches must report what they witnessed and or their knowledge of the violent event to the league President or Safety Director.

First Aid Procedures

First Aid Kits

Each team is given a First Aid Kit. Managers/Coaches will have the kit at any time they are together with the team. See below in this section for a list of items included in the kits. There is an Emergency phone list taped to the inside lid of the kit.

There are also larger kits available for extra and additional items. These kits are located in the complex concession stand, and the storage sheds at the schools. If there are other first aid items you would like in your kit, please contact the Safety Officer. Also, if you need to restock your kit, please talk to your League Director, the Equipment Director or the Safety Officer.

Communicable Disease Procedure

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood-borne infectious diseases can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include but not be limited to the following:

1. Bleeding must be stopped, the open wound covered and, if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate. (Little League rule)
2. If reasonable, have the injured person apply any bandages. If not, see #3.
3. Anyone attempting to assist another where body fluids are present (blood, urine, saliva, etc.) will use gloves or other precautions to prevent exposure. Gloves can be found in all first aid kits, at SWADALL complex concession stand, Cloverdale equipment concessions and Lake Hazel Middle school equipment sheds.
4. If you suspect you may have come in contact with blood or other body fluids, Immediately decontaminate hands and other skin surfaces. Each first aid kit contains disinfectant hand cleaner for this purpose. Also wash hands immediately after removing gloves.
5. Remove and isolate any contaminated clothing, equipment or objects. Prior to reusing, clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before reusing.
6. Practice proper disposal procedures to prevent cross-contamination. Dispose of fluid soaked items by placing them in a plastic bag and sealing or tying it shut.
7. Managers, coaches or volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition resolves. (Little League rule)
8. If you suspect you may have come in contact with body fluids, please contact the Safety Director so a report may be submitted.

Handout in Coaches Manual

- ❖ Give the best available care to your player. Don't try to over do (setting dislocations, etc.) Call 911 when reasonable.
- ❖ Use good judgment – **these are children, not adults.** Remember that we practice twice as much as we actually spend time playing in a game. This means field safety. And safety while you are practicing is just as, or more important than during a game due to the fact you have fewer pairs of eyes helping and monitoring the kids at that time (i.e., umpires, base coaches, parents, etc).
- ❖ Remember it is often the unthought-of hazards that cause injuries to our kids and their siblings.
 - ✓ Climbing fences for balls
 - ✓ Children standing with fingers laced in chain-link fence behind the batter
 - ✓ Irrigation ditches near many of our fields that are dangerous
 - ✓ Sharp objects, rocks, divots, and gopher holes are hazards
 - ✓ Sun and over-exposure/dehydration is an insidious player health hazard
- ❖ Reinforce horseplay rules continually with your players. Sit them out for thinking time if necessary to get their attention. Horseplay and baseball leads to injuries, especially when **throwing, hitting, and around pitching machines.**

Minor injuries and cuts/scrapes/bruises

- Put on gloves; attempt to stop the bleeding by applying pressure and elevating if possible. Do not use tourniquets.
- Clean and bandage wound.

Bloody Noses

- Sit player down, put on gloves, and firmly pinch nostrils. If bleeding does not stop in 2-3 minutes, place a small nasal pack, if necessary, in nostril and place ice pack to nose to slow the bleeding.

Strains and Sprains (RICE)

- REST
- ICE
- COMPRESSION
- ELEVATE

Unconscious Player

- ❖ Call 911.
- ❖ Assess for ABC's – airway, breathing, circulation (pulse).
- ❖ Do Not Move Player!

Head Injuries

Treat all head injuries seriously, no matter how minor they may seem. Always advise the parent to have the player checked out by a healthcare professional. Observe for signs and symptoms

of nausea, light headedness, unsteady gait, headache, sleepiness, and visual changes. If this child is not acting at all the usual, take him to the nearest hospital.

SWADALL FIRST AID KIT LIST

- 2 4" x 5" Instant cold compresses.
- 1 2" x 4.5 yd. Conforming gauze roll bandage.
- 4 Large butterfly wound closures.
- 1 Sterile eye pad.
- 1 3" x 5 yd. Elastic bandage wrap, latex free.
- 10 3/4" x 3" Curad adhesive plastic bandages.
- 3 2" x 4" Curad elbow & knee plastic bandages.
- 5 1" x 3" Curad fabric bandages.
- 2 Curad knuckle fabric bandages.
- 2 Curad large fingertip fabric bandages.
- 1 5" x 9" Trauma pad.
- 4 2" x 2" Gauze dressing pads.
- 4 4" x 4" Gauze dressing pads.
- 1 1/2" x 5 yd. First aid tape.
- 1 3" x 4" Curad Telfa non-stick pad with adhesive edges.
- 1 1 1/2" x 10 yd. Porous cloth athletic tape.
- 1 2" x 2" Premium grade moleskin.
- 4 Antibiotic ointment packs.
- 9 Antiseptic cleansing wipes (sting free).
- 1 72 pg. AMA First Aid Guide.
- 2 Exam quality vinyl gloves.
- 1 Carry anywhere plastic case.
- 1 Scissors.
- 1 Tweezers.
- 2 6" Cotton tipped applicators.
- 2 6" x 3/4" Finger splints.

Supplies available at central location during games

First Aid instruction book
Triangular bandage
Blanket
Bandage scissors
Tweezers
Pocket Mask CPR barrier
Finger splints
Extremity splints
Eye irrigation

All band-aids and gloves should remain in plastic bag until needed.

To clean wounds, use antiseptic wipes then use antibiotic ointment and band-aids to dress wound.

No player shall continue to play with an uncovered wound or untreated blood on his or her uniform.

Standard precautions (Body Substance Isolation & Universal Precautions) which states all blood and body fluids are to be treated as infectious and proper personal protective equipment is to be used, are to be followed when treating all open wounds, or if there is a risk of coming into contact with any body fluid.

For additional supplies, contact your division director or league Safety Officer. Supplies are stored at the main SWADALL complex.

Lightning Safety

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 main concession stand). 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.

Lightning Detector Rules And Operating Procedures

- 1. No SWADALL sponsored game shall begin until the Home Plate Umpire has confirmed that the Sky Scan lightning detector is in operation and being monitored.**
2. The Home Plate Umpire of each and every game shall ensure that the lightning detector is in operation by one of the following:

SWADALL Main Complex

- ✓ If the concession stand is in operation, the umpire will confirm lightning detector is in operation and being monitored by a concession stand volunteer. Once this is confirmed, the umpire will sign the lightning detector logbook.
- ✓ If the concession stand is not in operation, the umpire will remove the lightning detector along with the logbook and air horn from the lockbox and move the unit to his/her field of play. (This should preferably be the field #2 umpire for ease of location and close proximity to concession stand.) The umpire will then direct the official scorekeeper to place the lightning detector in operation for the duration of all games. All of the other Home Plate Umpires will then need to come to this field to sign the logbook and confirm that the lightning detector is in operation and being monitored.

- ✓ The failure to sign the logbook by the Home Plate Umpires will result in an immediate suspension until the incident can be reviewed by the SWADALL Board of Directors.

Cloverdale Church, Amity Methodist and Lake Hazel Middle School Fields

- **The first arriving Home Plate Umpire will remove the lightning detector, logbook and air horn from the lockbox inside the storage shed.**
 - The umpire will then take the unit to his/her field of play and instruct the official scorekeeper to operate the lightning detector for the duration of all games.
 - The Home Plate Umpires of all other games must come to this field and sign the logbook to confirm that the lightning detector is in operation and is being monitored.
 - The failure to sign the logbook by the Home Plate Umpires will result in an immediate suspension until the incident can be reviewed by the SWADALL Board of Directors.
3. Once all games have been completed, the umpire who took control of the lightning detector will return the unit along with the logbook and air horn to the lockbox and determine that it is secure.

Concession Stand Safety

The concession stands provide the Southwest Ada Little League with a sizeable portion of its annual operating revenue and as such are an important contributor to its continued success. The following guidelines will ensure that the concession stands continue to provide this service to the league and also provide a safe and enjoyable experience to the fans, players and general public.

Concession Stand Safety

1. All volunteers will comply with the directions of the Concessions Directors as they apply to the safe and efficient operation of the concession stand.
2. Keep all appliances clean, all equipment is to be cleaned thoroughly at the end of each day.
3. Wear close fitting sleeves when involved with cooking.
4. Nothing is to be stored above any hot burners or cooking appliances.
5. Combustible objects are to be kept away from cooking appliances.
6. Check propane tanks for leaks prior to using.
7. Only volunteers 16 or older may operate the grill.

8. Keep floors clean and dry. Be sure to clean up spills immediately.
9. Never stand on chairs or equipment.
10. Use dry cloths, mitts etc., for handling of utensils.
11. Remove broken glass particles with a broom. Do not pick up by hand.
12. Unplug all electrical appliances after use and before cleaning.
13. Follow posted procedures for correct use of each appliance in concession stand.
14. Keep knives sharp, use properly, store safely.
15. Know where fire extinguishers and first aid kit are located.
16. Wear food handlers gloves whenever handling food.
17. Follow posted procedures for cleansing hands prior to touching food, dishes or utensils.
18. Do not prepare food and handle money at the same time.
19. Volunteers working in snack bar must be at least 16 years of age unless accompanied by a responsible adult.
20. Volunteers must be healthy and free of and skin infections and irritations.
21. Smoking in the concession area is prohibited.
22. Avoid hand contact with raw, ready-to-eat foods and food contact surfaces.
23. Bulk frozen food items will be broken down into ready-use containers for each day's use. Containers will either be placed in the refrigerator or in an ice chest where the temperature will be maintained at such a point as to retard the growth of harmful organisms. At no time are ready-use containers to be left out and allowed to achieve a temperature that would be conducive to the growth of harmful organisms.
24. Use disposable gloves when handling any raw or cooked food products that are not properly wrapped in paper or plastic.
25. Use disposable utensils for food service. Never reuse disposable dishware.
26. All reusable containers, which come in contact with raw or cooked food products, will be cleaned by:
 - ✓ Washing in hot soapy water
 - ✓ Rinsing in clean water
 - ✓ Chemical or heat sanitizing
 - ✓ Air-drying.
27. Ice used to cool cans/bottles will not be used in cup beverages and will be stored separately.

28. Use a scoop to dispense ice; never use the hands.
29. Rinse and store wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach).
30. Keep foods covered to protect them from insects.
31. Store pesticides away from foods.
32. Place garbage and paper wastes in a refuse container with a tight-fitting lid.
33. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.
34. Keep foods stored off the floor at least six inches.
35. After each shift, clean the concession area and discard unusable food.

Accident Reporting Procedures

Incident/Injury Tracking Report

The incident/injury tracking report will be completed by either the team manager or league safety officer for each incident/injury. (see attached form). The league President or Safety Officer will complete any required insurance/report required to be submitted to Little League International.

What should be reported? -

- An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Director. This includes even passive treatments such as evaluation and diagnosis as to the extent of an injury, application of an ice pack, or the need for extra periods of rest.
- **Near Misses should also be reported.**

When should this be reported? -

All such incidents described above *must* be reported to the Safety Officer *within 24 hours* of the incident. (Please see contact information)

How is this information reported? -

All accident reports are to be reported on the .injury reporting form. Located in a folder marked "Injury Reports" located in the club house. In some cases you may contact the safety officer directly. At a minimum, the following information must be provided.

1. The name and phone number of the individual(s) involved.
2. The date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. A preliminary estimate of the extent of the injury.
5. A description of any treatments given.

6. The name and phone number of the person reporting the incident.

Place completed Injury Report in the Safety Officers box located in the club house.

The Safety Officer will check injury reports daily.

When you encounter a near miss, please fill out the injury reporting form and identify at the top of the page that a near miss occurred.

You may contact the safety officer at anytime to discuss any injuries. (Please see contact information)

The Safety Director will:

1. Investigate the circumstances and particulars of the incident and make any corrective recommendations
2. Review the actions and response of all league members
3. Monitor the injured parties condition and make appropriate reports to the league directors
4. Follow-up with the injured parties to ensure they are properly informed of the leagues insurance coverage's and policies
5. Fill out and submit all forms required by the League
6. Render any assistance to the injured party as may be needed and which fall within the guidelines of SWADALL's policies and procedures
7. Retain reports on unsportsmanlike conduct actions

It's the responsibility of all Managers to notify the Safety Director of the following:

1. Any injury, no matter how slight, to any player, coach, manager, umpire, spectator. Reports should include:
 - a. Name of injured
 - b. Telephone number of injured
 - c. Date and time of the occurrence
 - d. Circumstances (i.e. was hit with batted ball, tripped over a base while running, etc.)
 - e. Extent of injury (cut, broken bone, major injury, etc.)
 - f. Action taken by league member (other player, coach, manager, umpire)
 - g. Any anticipated future action to be taken by injured (going to doctor after game, etc.)
 - h. Your name and contact number
 - i. Any unusual circumstances (injury occurred because of horsing around, spectator charged the field and punched the coach, etc.)
 - j. Any exposure to bodily fluids by any player, coach, manager, umpires*.
2. Any damage to the personal property of any player, coach, manager, umpire*, spectator*.

Reports should include:

- a. Name of person who sustained the loss or damage
- b. Telephone number of person who sustained the loss or damage

- c. Date and time of the occurrence
 - d. Circumstances (i.e. car was hit with batted ball, etc.)
 - e. Extent of damage
 - f. Action taken by league member, if any
 - g. Your name and contact number
3. Record in writing the pertinent facts involving the ejection from the game or field complex of any player, coach or parent, and that report shall be forwarded to the Safety Director.

It's the responsibility of all Umpires or League Officials to notify the Safety Director of the following:

1. Record in writing the pertinent facts involving the ejection from the game or field complex of any manager, coach or parent, and that report shall be forwarded to the Safety Director.

The Safety Director **Chris Williams** may be reached via telephone at 280-867-3660 (cell) for non-emergency situations and *for any incident involving injuries requiring immediate medical attention*. You should contact the Safety Officer within 24 hours of the incident for the routine and *immediately for those injuries requiring immediate medical attention*.

SWADALL Child Protection Program

The entire Little League family, from the headquarters staff to the volunteers, knows that the greatest treasure we have is our children. As adults, we want to insure that these young people are able to grow up happy, healthy and, above all, safe. Whether they are our children, or the children of others, each of us has a responsibility to protect them. They are our future, and an endless source of joy.

Unfortunately, there are those among us who would seek to do harm to these children, to rob them of their right to feel safe and grow up in a free and healthy environment. These are child abusers, and although it isn't an easy or pleasant topic for any of us to think about, the fact remains that child abuse happens. Like many national youth organizations, Little League Baseball seeks to attract the most qualified and enthusiastic volunteers to assist our programs. At the same time, we must be aware that this could make us a target for child abusers, since statistics show that the largest number of sexually abused children range in age from 8 to 11 years. Clearly, dealing with child abuse is a major concern for everyone involved in Little League Baseball. For a copy of the national Little League Child Protection Program document please go to <http://www.littleleague.org/allabout/childprotect.htm>

What is child abuse?

Defining child abuse is the first step in battling it. Child abuse can take several different forms, and it is important for us to make clear right at the start that prevention is the goal of the Child Protection Program. The National Center for Missing and Exploited Children, a leading national child protection advocacy group, defines child abuse as "the physical or emotional injury of a child (17 years old or younger) by a person who is responsible for the child's welfare." Although Little League Baseball recognizes emotional abuse as a serious offense that should never be tolerated within the organization, the primary objective of this program is more specific: the protection of Little Leaguers from child sexual abuse, as well as the protection of all adults in the organization from being placed in difficult or uncomfortable situations with the children in their care.

Definition of Child Sexual Abuse – Big Brothers/Big Sisters of America defines child sexual abuse as "the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual." This form of abuse could involve a range of sexual activities, from touching to non-touching offenses, and may also include acts that are considered non-sexual, but are done for the gratification of the abuser. This might include talking to a child in a sexually explicit way, voyeurism, or exposure of genitalia to a victim and/or victim's exposure of his or her genitalia.

Identifying the abuser

The second step in stopping child abuse before it happens is knowing who might be a child abuser, and where child abuse might happen. For better or worse, the answer to each question is simple. Where can it happen? Anywhere. Who could be a child abuser? Anyone. However, we needn't feel that this makes our task impossible.

Myths and Stereotypes – Child abuse knows no social, economic or geographic boundaries, but there are a number of statistics at our disposal to help us identify warning signals. Let's take a look at some of the fiction and fact, as compiled by Big Brothers/Big Sisters of America.

"Sex abusers are dirty old men."

Not true. While sex abusers cut across socioeconomic levels, educational levels and race, the average age of a sex offender has been established at 32.

"Strangers are responsible for most of the sexual abuse."

Not true again. Fact: 80 to 85 percent of all sexual abuse cases in the US are committed by an individual familiar to the victim.

"Most sex abusers suffer from some form of serious mental illness or psychosis."

Not true. The actual figure is more like 10 percent, almost exactly the same as the figure found in the general population of the United States.

"Children usually lie about sexual abuse, anyway."

Not true. In fact, children rarely lie about being sexually abused. If they say it, don't ignore it.

"It only happens to girls."

Again, not true. While females do comprise the largest number of sexual abuse victims, it is now believed that the number for male victims is much higher than reported.

This last item on our list points to one of the greatest obstacles in identifying sexual abuse cases: Sexual abuse is shrouded in secrecy. This is because often abusers scare children into silence by saying things like: "This must be our secret-if you tell, something awful will happen."

Child victims are made to feel as though they've brought the abuse upon themselves; they're made to feel guilty. For these reasons, sexual abuse victims seldom disclose the victimization. Consider this: Big Brothers/ Big Sisters of America contend that for every child abuse case reported, ten more go unreported.

Clearly, there's a need within our organization for education on the subject of child sexual abuse. Children need to understand that it's never their fault, and both children and adults need to know what they can do to keep it from happening.

Education and Prevention of Child Abuse

Education is the most important tool for both our children and our adults. It empowers them to recognize potentially compromising situations, and it places a barrier between abusers and their victims. Here are a few education and prevention suggestions for our Little League volunteers and children.

1. Meet with them. Since Little League Baseball operates with a number of volunteers, our membership changes from year to year. Thus, it's important to hold regular meetings in which both volunteers and parents can talk about child abuse, and ask questions.
2. Make our position clear. Little League Baseball has a clearly defined policy for dealing with child abuse, as spelled out in this policy statement. Make adults and kids aware that Little League Baseball will not tolerate child abuse in any form.

3. Stress the role of adults. Children should be encouraged to take an active role in protecting themselves, but ultimately the responsibility for ensuring their safety rests with us, the grown-ups. We are better able to identify potentially uncomfortable situations, for ourselves as well as for them. The welfare of our Little Leaguers is the highest priority in any situation.
4. Encourage the "Buddy system." It's an old maxim, but it's true: There is safety in numbers. Encourage our kids to move about in groups of two or more children of similar age, whether an adult is present or not. This includes travel, leaving the field, or using the rest room areas. It's far more difficult to victimize a child if they're not alone.
5. Provide additional information. There are a number of organizations that will gladly assist our efforts to protect our young people, several of which are listed below. Feel free to give these names, numbers and addresses to parents and volunteers, as well as kids.

National Center for Missing and Exploited Children - 800-843-5678

National Committee for Prevention of Child Abuse - 312-663-3520

Nonprofit Risk Management Center - 202-785-3891

6. Rides -- Children dropped off too early or picked up late are targets. Parents are encouraged to pick up and drop off on time. Children should be warned about strangers; about not riding with them, about telling someone if they're approached.
7. Access -- Controlling access to areas where children are present-such as the dugout or locker rooms-protects them from harm by outsiders.
8. Lighting -- Child sexual abuse is more likely to happen in the dark. Extra care needs to be taken when lighting conditions preclude participants from easily identifying individuals as they approach, or observers recognizing abnormal situations.
9. Toilet facilities -- Generally, Little Leaguers are capable of using toilet facilities on their own, so there should be no need for an adult to accompany a child into rest room areas. There can sometimes be special circumstances under which a child requires assistance to toilet facilities, for instance within the Tee-Ball and Challenger divisions, but there should still be adequate privacy for that child. Again, we can utilize the "buddy system" here.

SWADALL Child Abuse Program Requirements

Sadly, no matter how much education and prevention we put in place to stop child abuse, it can still happen. In the unfortunate instance that a case of child sexual abuse is suspected and/or reported, the Northwest Ada Little League has specific steps in place to deal with the situation. These include:

1. Screening Volunteers - The SWADALL requires that all persons that come in frequent and intimate contact with minor (less than 17 years of age) players fill out a background check form A government issued photo identification card is required for ID verification. Anyone refusing to fill out a volunteer application is ineligible to be a league member. The league President will see to it that the screening is accomplished and will retain these confidential forms for the year of service.

2. Reporting -- Child abuse reporting laws have as their general intent to encourage reporting suspected child abuse to child protective services, including law enforcement agencies. Within the NWA Little League, if an individual suspects a case of abuse within the league, they have a legal obligation to make their concerns known to the league president who will forward them to the proper law enforcement agency within 24 hours of notification. Reports of suspected abuse are to remain confidential and are not to be discussed with anyone other than the individual making the report, the minor child's parent or legal guardian, law enforcement or social service workers and the league president or league officer appointed by the league president to manage the incident.
3. Investigating -- League officials should not attempt to investigate suspected abuse on their own, rather, they should report the suspected abuse to proper law enforcement agency for investigative follow-up.
4. Suspending/Terminating -- When an allegation of abuse is made against a Little League volunteer, it is the duty of the organization to protect the children from any possible further abuse. Any person who is accused of abuse will be immediately removed from all contact with minor players until such time as the report has been determined to be false or competent authority substantiates the report. If the allegations are substantiated, the accused will be terminated from any participation in any league activity.
5. Immunity from liability -- According to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. Idaho provides immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.