

**OROVILLE LITTLE LEAGUE**  
**Inc.**

**Safety Manual**

**-2005-**

**League ID #: 405-47-07**

<b>League Phone #:</b>	<b>(530)533-5563</b>
<b>Emergency Number:</b>	<b>911</b>
<b>Fire Department:</b>	<b>538-2444</b>
<b>Police Department:</b>	<b>538-2448</b>

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# **OROVILLE LITTLE LEAGUE** **2004-2005 BOARD OF DIRECTORS**

<b>Position:</b>	<b>Name:</b>
<b>President</b>	<b>Joe Little*</b>
<b>Vice President-Baseball</b>	<b>Steve Harvey*</b>
<b>Vice President-Softball</b>	<b>Dean Hill Jr. *</b>
<b>Treasurer</b>	<b>Roger Soudan*</b>
<b>Secretary</b>	<b>Terry Edwards*</b>
<b>Safety Officer</b>	<b>Allen Jennings</b>
<b>Player Agent- Baseball</b>	<b>Wendy Campbell</b>
<b>Player Agent- Softball</b>	<b>Charity Berry</b>
<b>Umpire Coordinator</b>	<b>Greg Ruloph</b>
<b>Coaching Coordinator</b>	<b>Jamie McGuire</b>
<b>Field Maintenance</b>	<b>Jeff Kearney</b>
<b>Sponsorship Coordinator</b>	<b>Jim Szego</b>
<b>Snack Bar Coordinator</b>	<b>Danielle Little</b>
<b>Equipment Manager- Baseball</b>	<b>Mark McGinnis</b>
<b>Equipment Manager- Softball</b>	<b>Mark Kaylor</b>
<b>Fundraising Coordinator</b>	<b>Brad Cramer**</b>
<b>Information Officer</b>	<b>Rex Corkin</b>
<b>Softball Field Maintenance</b>	<b>Russ Watts</b>
<b>Duties as Assigned</b>	<b>Cheri Ruloph</b>
<b>Duties as Assigned</b>	<b>Junise McGinnis</b>

\* Executive Committee

\*\* Non Board Member

# **Emergency Procedures**

Procedures in the event that an emergency occurs at the **Mitchell Complex**:

- Stay calm.
- Locate and notify the on-duty board member (a designated board member will be on duty any time league sanctioned events are taking place within the Oroville Little League complex).
- Call 911:
  - Telephones are located in the snack bar, the score booth and the league office.
  - If using a cell phone dial either 538-2448 for Oroville Police or 538-2444 for Oroville Fire (cell phone calls to 911 go to the California Highway Patrol Dispatch Center in Chico).
- Complete an Oroville Little League accident/injury/incident report form.

Procedures in the event that an emergency occurs at an **off-site location**:

- Stay calm.
- Call 911:
  - If using a cell phone dial 538-7322 for the Butte County Sheriff's Department, 538-2448 for the Oroville Police Department, 533-6333 for the Butte County Fire Department or 538-2444 for the Oroville Fire Department.
- Call Safety Officer Allen Jennings at 532-1216 or 538-2013.
- Complete an Oroville Little League accident/injury/incident report form.

# **CODE OF CONDUCT**

**Speed limit** 5 mph in and about roadways and parking lots while attending Oroville Little League functions.

**No alcohol** is allowed in any parking lot, field, or common areas in or about any field at which Oroville Little League teams regularly play.

**No profanity** or criticism of umpires at any time.

**No playing in parking lots** at any time.

**No climbing of trees** at any time at any of the fields at which Oroville Little League teams are playing or preparing to play.

**Use crosswalks** when crossing roadways. Always be alert for traffic.

**No swinging of bat or throwing baseballs** at any time within the walkways and common places, at which Oroville Little League teams play, are playing or are preparing to play.

**No throwing balls against dugouts or against backstops.**

**Catchers must use full gear**, including masks with throat protectors and cups whenever warming up a pitcher.

**No rock throwing.**

**No horse play.**

**No fence climbing.**

**Be alert at all times** for foul balls and errant throws.

During games, players not in the game, coaching first base or in the bull pens must **remain in the dugout** area in an orderly fashion at all times.

**Prior to all games** the managers/coaches of the home team are responsible for raking around home plate, the pitcher's mound, each base and chalking the batter's boxes and baselines.

**Prior to all games** the managers/coaches of both teams and the umpire are responsible for inspecting the playing field and dugouts for potential hazards and taking appropriate action should a hazard be found.

**After the final game of the day**, the home team is responsible to return League Equipment to the storage areas, clean up the field, stands and dugouts and both teams are responsible for raking around home plate, each base and the pitcher's mound.

**After each game**, each team must remove all trash from its dugout.

**Gates** to fields must remain closed at all times.

**Yellow and Red Cards** have been given to all umpires. Any person, whether player, coach, manager, parent or fan, exhibiting belligerent, rude or insulting behavior toward players, coaches, umpires or other fans will be given a yellow or red card by the umpire. See section entitled "YELLOW AND RED CARDS" for detailed rules, procedures and effects of yellow and red cards.

**Failure to comply with the above rules may result in expulsion from the field.**

**Cases of repeated or flagrant violation may result in permanent exclusion from League games.**

# **YELLOW AND RED CARDS**

## **Policy:**

In order to avoid behavioral problems and provide umpires and league officials with an efficient and immediate solution for behavior problems the Oroville Little League has adopted Yellow and Red Cards.

## **Covered Persons:**

Yellow and/or red cards may be given to any manager, coach, player, parent or fan located within the Oroville Little League complex.

## **Covered Behavior:**

Any belligerent, rude, obnoxious, threatening or insulting behavior or language directed toward any umpire, manager, coach, player, league official, parent or fan.

## **Effect:**

Issuance of a yellow card will result in a formal warning to the offending person.

Issuance of a second yellow card during the same season will result in the issuance of a red card to the offending person.

Issuance of a red card will result in the immediate expulsion of the offending person from the Oroville Little League complex for the remainder of the calendar day.

Any manager or coach who receives a yellow card will be required to appear before the Executive Committee of the Oroville Little League (**President, Vice Presidents, Secretary and Treasurer**) for a hearing and the imposition of appropriate discipline (i.e....reprimand, suspension or removal).

Any manager or coach who receives a red card will immediately be removed from his/her position and banned from any further involvement as a coach or manager in the Oroville Little League for at least the rest of the current year and the following year.

**Procedure:**

Each umpire has been provided with yellow and red cards.

If any player, coach, parent or fan exhibits any belligerent, rude, obnoxious, threatening or insulting behavior or language directed toward any umpire, manager, coach, player, league official, parent or fan the umpire will present a yellow or red card to the manager of that team and identify the player, coach, parent or fan to the manager.

The manager must immediately present the player, coach, parent or fan with the yellow or red card and ask the player, coach, parent or fan to immediately leave the Oroville Little League Complex. Failure of the manager to do so will result in the issuance of a yellow card to the manager.

If the offending person is the team manager the umpire shall immediately contact the on duty Oroville Little League Board Member and have the board member serve the manager with the card.

The name of the offending person must be immediately reported to the on duty Oroville Little League Board member.

The on duty Oroville Little League Board member must provide the name of the person to whom the card was issued and a short description of the circumstances causing the issuance of the card to league president.



# **Communicable Disease Procedures**

1. Stop Bleeding. Cover open wounds. Change any blood covered or spattered uniform before resuming play.
2. Use gloves when blood or other bodily fluid contact is possible. Take every precaution to prevent contact between skin and blood or other bodily fluids.
3. Wash hands immediately after contact with any bodily fluid.
4. Clean and disinfect all blood-contaminated surfaces and equipment.
5. Properly and immediately dispose of dressings, gloves or other disposable articles after use in contact with blood or other bodily fluids.

# **SAFETY CODE**

## **Field Safety**

- Prior to games, Managers and Umpires must confirm and agree on safety & emergency procedures.
- Do not play games or practice when unsafe weather or field conditions exist. Lightning is a particular hazard to be avoided.
- Fields should be regularly inspected for holes, rocks, damage, glass or other hazards. Any hazards found must be removed or remedied prior to start of play.
- Equipment not in use must be stored in dugouts or the field storage area.
- A procedure for foul ball retrieval should be established and adhered to for all games and practices.

## **First Aid and CPR**

- Managers, Coaches and Umpires must have first-aid and/or CPR training. Oroville Hospital, Oroville, CA and the local Red Cross provide this training.
- Each team and each field storage area (including clubhouse, snack bar, score booths, etc.) must be equipped with a fully stocked first-aid kit, as supplied by the League prior to the commencement of League games each season.

## **Player Safety**

- All Managers and Coaches must participate in a Pre-Season Clinic on coaching fundamentals and rules. Umpires must participate in a Rules and Safety Clinic. This instruction is provided by District 47.
- Properly space and warm-up players to avoid injury.
- All warm-ups should be confined to playing fields, not common areas frequented by spectators.

- Inspect equipment regularly to identify damage. Dispose of or, if permissible, repair damaged equipment before further use and possible injury.
- Only Little League Approved batting helmets may be used in games or in practice.
- Below the Junior Division, headfirst sliding is not permitted except when returning to a previously occupied base.
- Catchers in warm-ups or in games must wear a catcher's helmet, equipped with mask and throat guard, plus chest protector, shin guards and protective cup and athletic supporter (males) AT ALL TIMES.
- All male players must wear athletic supporters during practices and games.
- Do not conduct sliding practice into a fixed base.
- Managers, Coaches and Umpires must immediately stop "horse play" if it erupts at a game or practice.
- Watches, rings, pins, necklaces or metallic items may not be worn at practices or games.
- Players only may warm up pitchers before or during a game.
- No "On-Deck" batter or warm-up swings in the dugouts are permitted below the Junior Division.

### **Snack Bar**

- All persons working in the snack bar are required to wash their hands immediately upon entering the snack bar, after using the restroom and immediately after handling any meat.
- All snack bar workers must be trained on the safe use of all snack bar equipment.
- Only authorized and on duty persons are allowed in the snack bar.

# **Snack Bar Safety Policy**

## **Personnel**

- A snack bar supervisor must be on duty any time the snack bar is open for business.
- All snack bar supervisors must complete training in the safe use of all appliances and machines in the snack bar and in the safe handling of food.
- Only authorized personnel may be in the snack bar.
  - Players and/or team representatives picking up post-game drinks must wait outside the snack bar.
- No person with a communicable disease or illness will be allowed to work in the snack bar.

## **Food Handling**

- All personnel must wash their hands with anti-bacterial soap prior to beginning work in the snack bar and any time they re-enter the snack bar after leaving.
- Prior to preparing food all counter tops and utensils must be cleaned.
- Prior to and after handling prepared foods (i.e....hotdogs and nachos) personnel must wash their hands with anti-bacterial soap.
- Utensils are food specific:
  - Hotdog tongs are to be use only for hotdogs; chip tongs are to be used only for chips.
- Hot dogs must be kept frozen until ready for use. Defrost in the microwave. Do not pre-defrost hot-dogs.

## **Equipment Safety**

- Prior to beginning food preparation all equipment must be inspected for hazards/defects/damage.
- Before plugging in the hot dog cooker be sure that there is water in the reservoir and the trap is dry and clean.
- Before plugging in the chili cooker be sure that the heating well is dry and clean.

- Before plugging in the bun warmer, be sure that there is water in the reservoir and the trap is dry and clean.
- Before plugging in the nacho cheese warmer, be sure the heating well is dry and clean.
- Do not place metal or foil in the microwave.

## **Clean-up**

- All counter-tops must be cleaned with a disinfecting cleanser.
- All equipment and utensils must be cleaned with dishwashing detergent.
  - Hot dog cooker, bun steamer, chili cooker and nacho cheese warmer must be unplugged and allowed to cool before cleaning.
- Floor must be swept and mopped with disinfecting cleanser.
- All unsold prepared food must be disposed of in trash receptacle outside the snack bar.
  - Unsold hot dogs may not be returned to the refrigerator.
  - The nacho cheese may be resealed and returned to the refrigerator.
- The soda machine traps must be cleaned each night.
- The water/Gatorade coolers must be empty and cleaned each night.
  - Any unsold water or Gatorade must be returned to the refrigerator.

## **Money**

- All money in the cash register must be counted, placed in an envelope and dropped into the safe.
  - Under no circumstances should a board member or snack bar supervisor take money for immediate deposit.

## **Injuries**

- Any injury must be reported to the board member on duty and an injury reporting form must be completed.
- A first aid kit is located in the pantry, near the phone.

- Any cuts or scrapes must be treated immediately and that person should be removed from the snack bar.

## **Hazards**

- Any known or discovered hazards or possible hazards must be reported to the snack bar coordinator and the safety officer immediately.
- Any equipment or appliance that appears to be defective or damaged must not be used.

# **A S A P**

## **[A SAFETY AWARENESS PROGRAM]**

*In 1995, ASAP (A Safety Awareness Program) was introduced by Little League Baseball with the goal of re-emphasizing the position of Safety Officer and "... to create awareness, through education information, of the opportunities to provide a safer and environment for kids and all participants of League Baseball".*

### **The following is a set of Safety Tools for Managers and Coaches. Please Use Them!**

#### **Reasonable and Consistent Expectations**

##### **WHAT DO I EXPECT FROM MY PLAYERS?**

- To be on time for practices and games.
- To always do they're best.
- To be cooperative and respectful at all times.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ... we will all make our share of mistakes this year.
- We must support one another.
- To understand that winning is only important if you can accept losing. Both are essential parts of any sport.

##### **WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?**

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.

- To do my best to teach the fundamentals of the game.
- To be positive and to respect each child as an individual.
- To set reasonable goals for each player and for the team.
- To teach players the values of winning and losing.
- To be open to ideas, suggestions and the help of others.
- Never holler at any member of the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

### **WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?**

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at me, the coaches, the players, or, the umpires. We are all responsible for setting examples for children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and to learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. I will also be available if you wish to offer your services at practice. A helping hand is always welcome.
- Finally, don't expect the majority children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift her spirits!



## **Standards and Requirements for Coaches/Umpires/Volunteers**

- All managers, coaches, umpires and volunteers must complete a standard Little League Volunteer application prior to be considered for a manager, coach, umpire or volunteer position.
- All applications will be forwarded to Safety Officer Allen Jennings for review and a "Megan's Law" check.
- All manager, coach, umpire and volunteer applications will be reviewed and voted upon by the Board.
- It is the policy of the Oroville Little League that the safety of the players and the trust of the parents/guardians are of the utmost importance. Based thereon, Oroville Little League reserves the right to reject any application without comment.
- A copy of this Safety Manual will be available to every manager, coach, umpire, volunteer and parent upon request. Copies of the Safety Code and Code of Conduct will be provided to every manager. Each manager must complete and sign a form stating that he/she has received, reviewed, understands and agrees to abide by the Safety Code and Code of Conduct prior to being considered for a manager or coach position.
- Any complaint or allegation against a manager, coach, volunteer or umpire will be referred to the Safety Officer for review and investigation. The Safety Officer will report the results of said investigation and any recommendation to the Safety Committee. The Safety Committee is authorized to take whatever action it deems necessary, including removal, without the approval or knowledge of the full board.
- Oroville Little League reserves the right to remove any manager or coach or to discontinue using any umpire or volunteer without comment.
- Every manager and coach will be required to attend and complete an approved coaching clinic prior to being considered for a manager or coach position. Oroville Little League will issue Coaching Certifications based upon the level of training received for each coach.

- Every umpire will be required to complete an approved District 47-umpire clinic.
- Every manager, coach and umpire will be required to attend a four-hour rules clinic prior to each season.
- Every manager, coach and umpire will be required to attend a safety and first aid clinic prior to each season.
- No manager, coach or umpire will allow any bat, helmet, or piece of catcher's equipment to be used in a practice or game until the item has been inspected and approved for use by the equipment manager.

# **Injuries: Important Do's and Don'ts**

## **Do's:**

- Reassure and aid injured, frightened, lost or disoriented persons.
- Get Medical Attention As Soon As Possible, and whenever it appears to be needed.
- Know your Limitations. When in doubt, Get Help.
- Be alert for signs of injury (blood, swelling, joint deformity, loss of consciousness, etc.)
- Listen to injured persons for a description of how the injury occurred and what and where it hurts. Calming the injured person may be the first required step.
- If a broken bone or torn tissue is suspected, feel the suspect area gently and carefully. Note signs of grating. Listen for clicking of joints. Note any joint or body part the injured person guards or does not wish to move.
- Bring each Player's Registration form to each game and practice. The form authorizes Medical Treatment if a player is injured and no parent or guardian is on hand to consent in case of an Emergency.
- Arrange for a cell-phone to be on-hand at any practice or game facility at which there is no public phone.

## **Don'ts:**

- Administer Medications unless you are licensed to do so.
- Give anything but water to an injured person.
- Hesitate to render aid if it is needed.
- Be afraid to ask for Help.
- Transport an injured person, except in case of extreme emergency.
- Leave children unattended at or after practices or games.
- Hesitate to report actual or potential safety hazards to the League Safety Officer, immediately.

# **Extreme Weather Procedures**

Most of our days are warm and sunny but there are those days when the weather turns bad and creates unsafe weather conditions.

Rain:

1. Evaluate the strength of the rain. Is it a light drizzle or is it pouring?
2. Evaluate the playing field as it becomes more and more saturated.
3. Stop practice if the playing conditions become unsafe – use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

Lightning:

If you can hear, see or feel a thunderstorm:

1. Stop Game/Practice immediately.
2. Maintain a safe distance from metal fencing and posts, including dugouts and bleachers.
3. Do not hold a metal bat.
4. Move to the safety of an enclosed car or truck until the umpires and coaches determine it is safe to continue play.

Hot Weather:

Precautions must be taken in order to make sure the players do not dehydrate or hyperventilate.

1. Ensure that players take drinks of water when coming on and going off the field between innings.
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.
3. If a player should collapse as a result of heat exhaustion, move them to a shaded area and get them to drink cool water.

Ultra-Violet Ray Exposure:

This kind of exposure increases an athlete's risk of developing a specific type of skin cancer known as melanoma. The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old.

Therefore, Oroville Little League recommends the use of sunscreen with a SPF of at least 15 as a means of protection from damaging ultra-violet light.

# **Reporting Accidents and Injuries**

Within 48 hours of any incident, report to the Safety Officer (or other members of the Safety Committee if the Safety Officer is unavailable) at the phone numbers listed above any incident that causes personal injury, requires medical attention, including first aid, or passive treatment such as evaluation and diagnosis of the nature or extent of injury, or requires a period of rest.

Include in your report all or as much of the following information as possible:

- The name and phone number of the person(s) involved;
- The date, time and location of the incident;
- As detailed description of the incident as possible;
- Your preliminary assessment of the nature and extent of the injury;
- Your name and phone number.

Within 48 hours of receipt of an Accident or Injury Report, the Safety Officer will:

- Contact the injured person or the person's parent or guardian;
- Obtain information missing from or supplementing the reported information;
- Check the status of the injured person(s);
- In the event medical treatment, including but not limited to ambulance or emergency room care, has been required, supply insurance coverage and claims information to the injured person(s), parent or guardian of the injured person(s), as appropriate.
- In case of serious injuries requiring extended medical or other care, the Safety Officer will check periodically with the injured person(s) or the parent or guardian on the status of the injury and to determine if other assistance is required. Such periodic checks will continue until the Safety Officer is advised the claim is "closed" or until the person, if a player, has returned to regular league play.

# **Safety is Everyone's Job.**

Prevention is the key to avoiding or reducing accidents and injury.

Report all hazardous conditions to a Safety Committee Member, immediately.

Don't play on unsafe fields or with unsafe equipment.

Be sure players are fully equipped with proper safety equipment at all times.

Check your team's equipment thoroughly and often.

# **Attachments**

- A. Little League Volunteer Application**
- B. Little League Baseball Medical Release**
- C. A Safety Awareness Programs Incident/Injury Tracking Report**
- D. Little League Baseball Accident Notification Form**
- E. Little League Baseball Claim Form Instructions**
- F. General Liability Claim Form**
- H. Little League National Facility Survey**

# OROVILLE LITTLE LEAGUE

## ACCIDENT REPORTING FORM

### PERSON INJURED

NAME	AGE	HOME ADDRESS	PHONE
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### PARENT INFORMATION

NAME	HOME ADDRESS	PHONE
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### LEAGUE INFORMATION

TEAM	DIVISION	MANAGER
LOCATION WHERE INJURY OCCURRED		
OPPOSING TEAM	OPPOSING MANAGER	UMPIRE
NAME OF ON DUTY BOARD MEMBER		UMPIRE

### INCIDENT

DESCRIPTION



