

***Northern Columbia Little League
2018 Safety Manual***

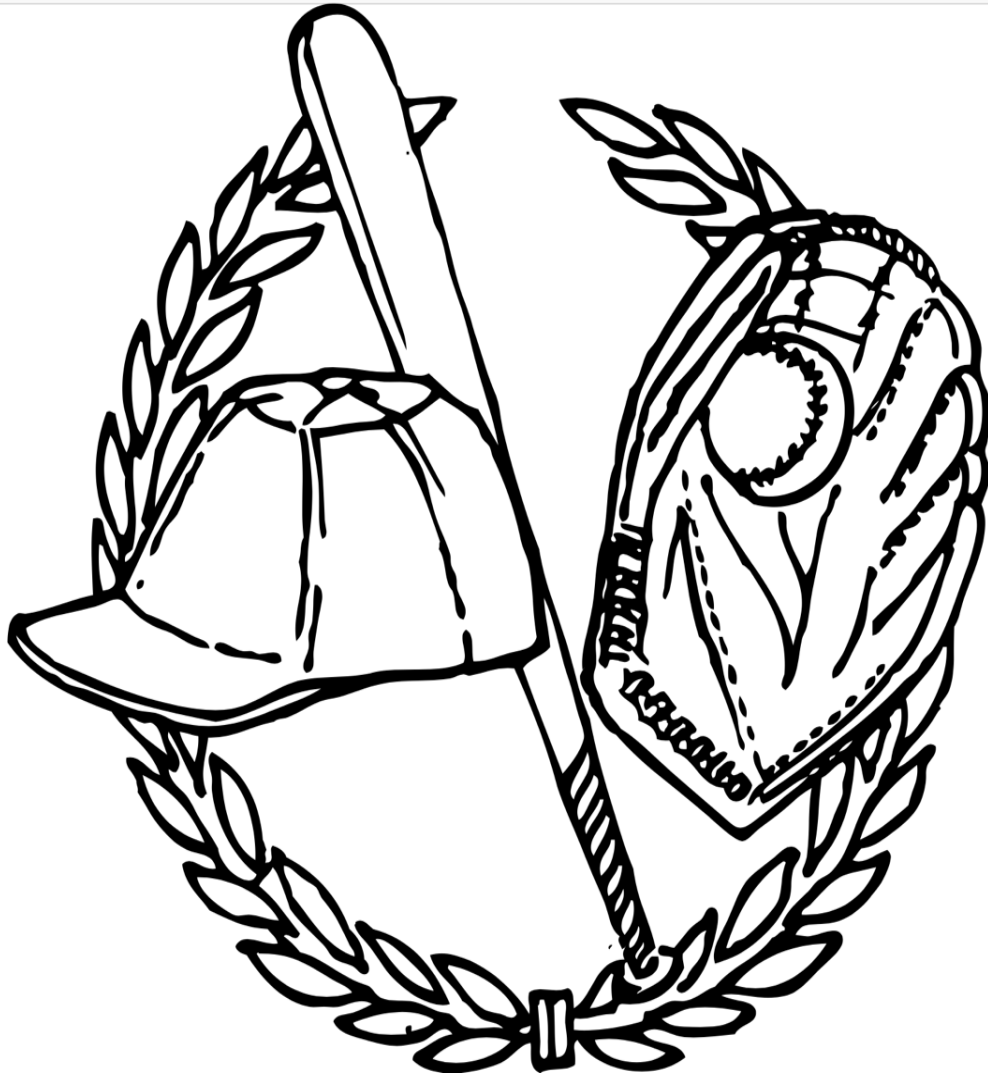


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Northern Columbia Little League

Pre-Season Training for Managers and Coaches

Preseason instructional seminars shall be given in accordance with mandatory Little League requirements. Two such seminars will be scheduled and posted accordingly. Safety Meetings to be held on March 21, 2018 at 7pm in MHG and April 4, 2018 at 9am at MHG.

These pre-season instructional seminars will include first aide training. Content will follow the Little League's Emergency Management Training Program. Instruction of Little League's philosophy, proper field maintenance, important program procedural rules, accident reporting procedures, etc. will be given by the appropriate members of our Little League organization. You may not 'take the field' without attending training and receiving First Aide kits. All teams MUST have first aid kits/medical kits on site at ALL TIMES!

Emergency Contacts

Columbia County Police, Fire and Ambulance	911
Columbia County Sheriff	828-3344
Rabies Information (Health Dept)	828-3358
National Grid(gas or electric emergency)	1-800-892-2345
Poison Control Center	1-800-222-1222

Officers for the 2017 Season

Position	Name	Phone	Email
Executive Committee			
President	Scott Holzhauer	567-2913	ncllpresident@outlook.com
VP Baseball	Pete Mullins	755-4750	pmm410@yahoo.com
VP Softball	Matt Konkle	378-4336	mkonkle81@yahoo.com
Secretary	Dave Dellehunt	229-5412	ldellehu@nycap.rr.com
Treasurer	Chris Papas	992-3388	chrispapas@lookbig.com
Trustee	Lee Norton	821-5320	leenorton@fairpoint.net
Trustee	Paul Strobel	378-6662	Paul.strobel@aol.com
BB Player agent	Francis Vecellio	929-0005	vecellio@nycap.rr.com
SB Player agent			
Voting Coordinators			
Major SB	Matt Konkle	378-4336	mkonkle81@yahoo.com
Major BB	Mike VanAllen	755-7709	mvanallen21@gmail.com
Minor SB	Valerie Spensieri	331-6843	spensieriv951@gmail.com
Minor BB	Jessica Berner	653-9313	jberner4621@gmail.com
Field Maint.	Dave Martino	365-1708	sdmartino1298@yahoo.com
Equip. Mgr.	Ron Dixon	369-7946	Ronidixon@hotmail.com
Safety Officer	Jeanne Sandagato	755-3875	jcpierce24@hotmail.com
NonVoting Positions			
Public Info.	Pat McConnell	929-7191	mcconnellpatrick@gmail.com
Registration	Francis Vecellio		
Concessions	Lee Norton.		

Accident Reporting Procedures

What to Report- An incident that causes any player, manager, coach, umpire or volunteer to receive medical treatment and/or first aid must be reported to the League Safety Officer within 48 hours of the incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. ***DO NOT REPORT** directly to Little League

When to Report- All such incidents described above must be reported to the Safety Officer:

Jeanne Pierce-Sandagato

(H) 518-610-8087

(C) 518-755-3875

How to Make the Report- Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be given:

- *Name and phone number of persons involved
- *Date, time and location of the incident
- *As detailed a description of the incident as possible
- *Preliminary estimation of the extent of any injuries
- *Name and phone number of person reporting incident

Safety Officers Responsibilities- Within 48 hours of receiving the incident report, The safety officer will contact injured party and:

1. Verify the information received
2. Obtain and other information deemed necessary
3. Check on the status of the injured party
4. In the event that the injured party requires other medical treatment (ER visit, Dr. Visit, etc) will advise the party of the Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) Check on the status for injuries, and (2) check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered 'closed' (i.e.-no further claims are expected and/or individual is participating in the league again)..

Introduction

This manual is offered to place some important information at Managers and Coaches fingertips. This training program supports the Little League ASAP (A Safety Awareness Program). Introduced in 1994, ASAP has increased Little leagues overall safety awareness and reduced insurance costs for participating leagues.

NCLL Safety Mission Statement

To create awareness, through education and information, of ways to provide a safer environment for all participants of Little League Baseball.

Child Protection Program Statement

Providing a safe atmosphere for kids to enjoy themselves is the top priority for any organization. Having parents know they can trust the people who are involved in training their children is central to any groups success. That's why all local Little Leagues are required to conduct background checks on managers, coaches, Board of Director 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. Individuals are also required to complete and submit a little league Volunteer application to their local league.

NCLL Injury Prevention and Safety Code

- Responsibility for Safety Procedures of each team should be that of an adult member of NCLL
- Make arrangements for emergency medical services in advance of all games and practices.
- Managers, coaches and umpires should have training in first aid
- First aid kits must be issued to each team manager and one must be located at concession stand
- No games or practices should be held when weather or field conditions are not good
- Inspect play area frequently for holes, damage, stones, glass or other foreign objects
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games or practice sessions
- During practice and/or games all players should be alert and watching the batter on each pitch
- During warm up drills players should be spaced so that no one is endangered by wild throws or missed catches
- Equipment should be inspected regularly for damage and fit
- Batters must wear Little league approved protective helmets during batting practice and games

- Catchers must wear catchers helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporters at all times for all practices and games. NO EXCEPTIONS
- Head-first slides are NOT permitted except when runner is returning to a base (this rule does not apply to Jr or Sr divisions)
- No 'horse-play' is permitted on the field
- Parents of players who wear glasses should be encouraged to provide "safety glasses"
- Players must not wear watches, rings, pins, or metallic items during practices and games
- Catchers must wear catchers helmet and mask with throat guard while warming up pitchers. This applies during practices, and between innings and in the bullpen during a game
- Managers and coaches may NOT warm up pitchers before or during a game
- On-deck batters are NOT permitted (except JR and SR divisions)
- All team equipment should be stored within the team dugout, or behind the screens and not within the area defined by the umpires as "in Play"

Weather Conditions

Before the Storm

- check the weather forecast before leaving for a game or practice
- Watch for signs of an approaching storm
- Postpone outdoor activities if storms are imminent

Approaching Thunderstorm

- take caution when you hear thunder, if you hear thunder you are close enough to get struck by lightening. During a game the umpire will clear the field in the event of approaching storm
 - move to a safe environment immediately. Do not go under a tree or stay in the dugout
 - if lightening is occurring and there is not a sturdy shelter near, get inside a hard top automobile and keep window up
 - stay away from water, metal pipes, and telephone lines. Unplug appliances not necessary for obtaining weather information
 - Avoid telephone except for emergency purposes
 - Find a low spot away from trees, fences, light poles and flag poles.
- Wait 30 minutes after the last observed lightening or thunder before you leave shelter. Officials will signal a resumption of activities.

First Aid Guidelines

Should an injury occur, follow these guidelines:

1. Take charge and stay calm
2. Keep other players away from injured party
3. Apply first aid as necessary
4. Have medical authorization forms available to review for any special conditions

If injury is serious:

1. Call 911 immediately
2. Do NOT move player unless safety is an issue
3. Notify parents/guardian if not present
4. Make person calm and comfortable

Err on the side of caution with any injury. Be prepared to react. Review the following outline and be familiar with the basic first aid procedures for the following

1. Head injuries
2. Extremity injury
3. Dental injury
4. Lacerations
5. Abrasions
6. Insect stings
7. Heat emergencies

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 kits and medical release forms to all games and practices
- Assist those who require medical attention and when administering aid remember to:
 - Look for signs of injury (blood, bruises, deformity, joint swelling)
 - Listen to the injured, describe what happened
 - Feel injured area gently and carefully

Do Not...

- Administer any medication
- Provide any food or beverage (other than water)
- Hesitate in giving first aid
- Be afraid to ask for help if you are not sure of the proper procedures
- Leave an unattended child at practice or game
- Hesitate to immediately report any present or potential safety hazard to safety officer
- Transport injured individuals except in extreme emergencies

Concession Stand

Proper Food Handling Procedures

1. Hand washing-frequent and thorough! Wear gloves when handling food.
2. Health and Hygiene-do not handle food if you are sick. All workers should wear clean clothes and hair to be tied back. Absolutely no smoking !
3. Food Handling- Avoid handling raw foods. Use acceptable dispensing utensils to serve food.
4. Dishwashing- wash in hot soapy water, rinse in clean water, use heat sanitizing, air dry
5. Wiping Cloths-Rinse and store in clean bucket with bleach solution (1g water, ½ tsp bleach)
6. Insect control and Waste-Keep foods covered. Store pesticides away from food. Garbage and waste must be in container with tight fitting lid
7. Food storage and cleanliness-keep foods stored off the floor at least 6 inches. Clean area and discard unusable food
8. Minimum worker age-League should determine minimum age for concession workers

