

Big Flats Little League
2014
Safety Manual

Mission Statement

Big Flats Little League is a non-profit organization run by volunteers whose mission is to provide an opportunity for our community's children to learn the game of baseball in a safe and friendly environment.

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Safety Responsibilities

The responsibility for safety procedures belong to every adult member of the league. Each player, manager, coach & umpire shall use proper judgment and care to prevent injuries to him/herself and others.

- Only approved coaches & managers are allowed to practice on the field or in the dugout, supervise batting cages, or enter the playing field for games.
- All pre-game warm-ups shall be conducted within the playing areas away from spectators.
- Coaches are discouraged from warming up pitchers or other players.
- Equipment shall be checked prior to practice and games to ensure proper fit as well as safety hazards. Any unsafe equipment should not be used until hazard is corrected or equipment is replaced.
- Managers shall walk the fields for the purpose of inspecting them BEFORE practice or games take place. The umpire reserves the right to cancel a game based on his perception of the playing field. Inspections should include fencing, backstop and base conditions.
- Loose equipment shall be secured in the respective dugouts.
- During warm-ups, players shall be spaced adequately so as not to injure each other when throwing, batting and catching.
- At NO time shall a player swing a bat in the dugout or in the batter's circle.
- No player shall slide headfirst to any base (except when returning to a base.)
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during practice and games.
- All catchers must wear all throat protectors, chest protectors, protective cup and catcher's glove when playing and practicing.
- Players will not wear any jewelry during games or practices. (Exception: medical ID Tags or bracelets)
- No player or coach will be allowed on the field with an open wound. Proper bandaging must take place before a player can interact with teammates.
- No metal cleats or spikes can be worn during practice or games.
- No alcohol or drugs are permitted on Community park property.
- No tobacco will be used within Community Park property.
- Managers shall be responsible for making arrangements to have a cellular phone at practices and games so that quick notification of proper law enforcement or EMS is possible.
- Managers shall not leave players unattended after games or practices.
- No Horseplay, throwing rocks, climbing fences or hanging on dugout roofs.
- Games or practices shall not be played if field or weather conditions are inadequate.
- Each manager MUST ensure that a first aid kit is available at all games/practices.
- Per Little League rules, managers and coaches are NOT allowed to catch pitchers for warm ups or stand behind batters in batting practice.
- Encourage all players from Minors, AAA, and Majors to wear protective cups.

Manager/Coach Code of Conduct

Big Flats Little League has implemented the following Manager/Coach Code of Conduct for the important message it holds about sportsmanship. Managers and coaches should read, understand and sign this form prior to participating in our league.

Coaches and managers should emphasize skill development and practices for players. All players should receive equivalent attention from coaches in their development as baseball athletes. Coaches and managers should embody good sportsmanship at all times during practices, games, and other Little League related events.

Any coach or manager guilty of improper conduct at any game or practice will be given a warning and possibly suspended from managing/coaching following a significant violation. Repeat violations may require more severe actions to be taken.

No Manager or coach shall:

- Endanger the welfare of any player.
- Direct verbal or physical abuse toward any official, player, coach or spectator.
- Display objectionable demonstration of dissent at an official's decision by throwing of equipment or use any other unsportsmanlike action.
- Use unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Use profane, obscene or vulgar language in any manner at any time.
- Use drugs, tobacco products, or alcohol at any game or practice.
- Challenge an umpire's authority; the umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.
- Encourage any person (player or adult) to perform any of the above.

Manager/Coach Signature

Date

Player / Parent Code of Conduct

Big Flats Little League has implemented the following Player and Parent Code of Conduct for the important message it holds about proper sportsmanship for players and the role of parents in supporting their child in sports. Players and parents should read, understand and sign this form prior to their children participating in our league.

Any player or parent guilty of improper conduct at any game or practice will be given a warning and possibly asked to leave the sports facility. Players may be suspended from playing in a game following an incident. Repeat violations may require more severe actions to be taken. Members of the Board of Directors may, upon evidence of league related misconduct of any child, notify the Manager of the team of which the child is a member in a timely manner after the act. Said manager will appear, in the capacity of an advisor, with the child's parents or guardian, before the Board of Directors. The Board will have full power to suspend or revoke such child's right to future participation by a two-thirds vote.

As a parent or guardian of a child participating in Big Flats Little League, I agree:

- I will not force my child to participate in baseball.
- I will remember that children participate to have fun and that the game is for youths, not adults.
- I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials, and spectators at every game, practice or other sporting event.
- I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing, and taunting; refusing to shake hands; or using profane language or gestures.
- I will not encourage any behaviors or practices that would endanger the players.
- I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child to treat other players, coaches, officials and spectators with respect.
- I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches privately.
- I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events and practices.
- I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

As a player participating in Big Flats Little League, I agree:

- I will not engage in any kind of unsportsmanlike conduct with any player, official, coach, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- I will treat umpires with respect at all times and will allow my manager to clarify rulings where appropriate.
- I will exhibit good sportsmanship by showing respect and courtesy, and demonstrate support of other players, coaches, officials and spectators at every game, practice or other sporting event.
- I will not participate in or encourage behaviors that could be harmful or discouraging to others; behaviors such as fighting or any form of physical or mental intimidation.


Parent/Guardian Signature

Player Signature

Date

Volunteer Applications and Background Checks

- Each coach, manager, team parent, board member or any volunteer having repetitive contact with players shall be required to fill out a volunteer application annually.
- The purpose of the volunteer application is to screen applicants for any criminal history involving children.
- Little League requires that a nationwide check be done and the Safety Officer conducts these checks.
- These background checks shall be completed BEFORE a person assumes any role to which he/she applied.
- BFLB will not permit any person to participate in any manner whose background check reveals a conviction or guilty plea for any crime involving or against a minor.



Little League. Volunteer Application -2014

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____ Business Phone _____

E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

Do you have children in the program? Yes ☐ No ☐ If yes, list full name and what level? _____

Special Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes ☐ No ☐

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor? Yes ☐ No ☐

If yes, describe each in full: _____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? Yes ☐ No ☐ If yes, describe each in full: _____

Have you ever been refused participation in any other youth programs? Yes ☐ No ☐

If yes, explain: _____

In which of the following would you like to participate? (Check one or more.)

League Official ☐ Coach ☐ Umpire ☐ Field Maintenance ☐

Manager ☐ Scorekeeper ☐ Concession Stand ☐ Other ☐

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):

Sex Offender Registry ☐ Criminal History Records ☐ *First Advantage ☐

*Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

This form is available from our web site: <http://www.bflb.org/downloads/2014Volunteer.pdf>

Mandatory Training

The mandatory Fundamentals & First Aid training will be conducted at the annual Coach's Dinner.

- One coach/manager from each team is required to attend each year.
- All coaches/managers must attend the training at least once every three years.
- New coaches in the league are encouraged to attend.
- First Aid Kits to be issued at this event. Extra ice packs will be in each shed and replenishment supplies are available through the Safety Officer, Steve Blitz.
- Provided by the league, Fundamentals training will include hitting, sliding, fielding, throwing, catching, and pitching.
- Safety training will include first aid training and treatment of injuries as well as reporting injuries and rules of conduct.
- A current Safety Manual will be issued to all teams and board members as well as having a copy accessible in all common areas and the concession stand, and on the web site.

Concession Stand Food Safety

- Obtain permit from the Chemung County Health Department to operate a Temporary Food Service Establishment.
- Protect your patrons against food poisoning by reviewing the following guidelines before opening concession stand.
- Cook raw meats to proper temperature - Chicken - 165°F, Sausage and Ground Beef - 158°F, other potentially hazardous foods - 140°
- Hot foods in should be held in holding at 140°F or greater.
- Cold foods must be colder than 41°F. Food, packed in an ice cooler, is acceptable if ice is drained.
- Must have a probe thermometer available for use in monitoring hot and cold foods.
- Store cleaning supplies, sanitizer, medications and other toxic items separately from foods, dishes, utensils, etc.
- Maintain facilities to wash hands. Facility should include soap, warm flowing water, and a wastewater collection basin, as well as clean paper towels.
- Use gloves, tongs, deli paper or utensils so that food workers do not touch ready-to-eat food with their bare hands.
- Exclude sick workers from handling or serving food. Those with respiratory disease, diarrhea, vomiting, boils, and infected cuts or sores should be excluded.
- Ensure workers practice good hygiene, such as wearing hair restraints, clean clothes, and practicing proper hand washing.
- Maintain on-site facilities for washing utensils, pans, etc. (3 plastic tubs acceptable to wash, rinse and sanitize).
- Ensure that food, water and ice is made from an approved source and protected from contamination. Do not bring food or ice prepared at home.
- Dispose of wastewater properly.
- Maintain a container for trash disposal?
- Protect food with an overhead covering for protection from weather.
- Keep all foods protected and stored off the ground or floor.

Emergency Contact Information

Posted at each field and concession stand.

POLICE DIAL 911

FIRE DIAL 911

AMBULANCE DIAL 911

POISON CONTROL..... 1-800-222-1222

Safety Officer – Steve Blitz 846-8663

BFLL President – Brandon Carlisle 742-1258

Accident Reporting

- Each coach will get an Incident / Injury Report form issued with the Safety Manual.
- The Incident / Injury Report will be filled out on all injuries.
- An injury shall be defined as anytime play has been stopped and the player is removed from the game.
- This form shall be filled out on all injuries, no matter how minor the incident may seem.
- Additional forms are available on the league website or through the safety officer.
- All injuries MUST be reported to the Safety Officer, Steve Blitz, within 24 hours and must be reported to the insurance company within 48 hours.
- Bring all “near misses” to the attention of the safety officer so that we might be proactive in avoiding future injuries.

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
- B.) ☐ Challenger ☐ T-Ball (4-7) ☐ Minor (7-11) ☐ Major (9-12) ☐ Intermediate (50/70) (11-13)
- ☐ Junior (12-14) ☐ Senior (13-16) ☐ Big League (15-18)
- C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
- ☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
- ☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
- ☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

- A.) On Primary Playing Field
- ☐ Base Path: ☐ Running or ☐ Sliding
- ☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted
- ☐ Collision with: ☐ Player or ☐ Structure
- ☐ Grounds Defect
- ☐ Other: _____
- B.) Adjacent to Playing Field
- ☐ Seating Area
- ☐ Parking Area
- C.) Concession Area
- ☐ Volunteer Worker
- ☐ Customer/Bystander
- D.) Off Ball Field
- ☐ Travel:
- ☐ Car or ☐ Bike or
- ☐ Walking
- ☐ League Activity
- ☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (____) _____

Signature: _____ Date: _____