

# COON RAPIDS CARDINAL LITTLE LEAGUE

## 2019 SAFETY MANUAL FOR COACHES & MANAGERS

**League ID Number: 012301**

**Last Revised: March 22, 2019**

A copy of this Safety Manual can be found in the concession stand located at our facility and in our score booths on all CRCLL fields.





# **EMERGENCY PROCEDURE PHONE NUMBERS**

**THE EMERGENCY PHONE NUMBERS LIST WILL BE  
POSTED IN A READILY VISIBLE LOCATION IN THE  
CONCESSION STAND AS WELL AS ALL DUGOUTS  
IN THE EVENT OF AN EMERGENCY USE THE PHONE  
NUMBERS LISTED BELOW**

**EMERGENCY.....911**

**COON RAPIDS POLICE.....(763) 767-6481**

**COON RAPIDS FIRE.....(763) 767-6429**





|                          |                     |              |
|--------------------------|---------------------|--------------|
| <b>President***</b>      | Brian Robideau      | 763-218-9605 |
| <b>Vice President***</b> | RJ Olson            | 763-350-5342 |
| League Secretary         | Darcie Williams     | 763-381-9929 |
| League Treasurer         | Mike Trymucha       | 763-222-8730 |
| LTP/T-Ball Director      | Chris Kielas        | 612-408-0384 |
| A Ball Director          | Mike George         | 612-269-9013 |
| AA Ball Director         | Rocky Otte          |              |
| AAA Ball Director        | Shawn Caron         | 763-370-7861 |
| Majors Director          | Justin Oldre        | 612-240-3361 |
| Concession Manager       | Rhonda Dillon       |              |
| Development Director     | Shawn Caron         | 763-370-7861 |
| Equipment Director       | Jake Sauve          | 763-350-4402 |
| Fundraising              | Amanda Oldre        | 763-228-8927 |
| Gambling Manager         | Janet Beckman       |              |
| Registration             | Jeff Olsen          | 612-655-8367 |
| Information Officer      | Christine Contreras | 612-719-4015 |
| <b>Player Agent***</b>   | Kari Jordan         | 612-280-1645 |
| <b>Safety Officer***</b> | Heather Matsche     | 763-458-3955 |
| Scheduling Coordinator   | Brittani Amborn     | 763-355-4867 |
| Sportswear Manager       | Christy Otte        | 763-670-5971 |
| Umpire Director          | Tony DeGrote        | 952-303-2158 |
| Volunteer Coordinator    | Kathy Boe           | 952-457-8700 |

**\*\*\*INDICATES SAFETY COMMITTEE MEMBERS**



# **ACCIDENT REPORTING PROCEDURES**

## **WHAT TO REPORT:**

Any incident that causes a player, manager, coach, umpire, volunteer, or spectator to receive medical treatment and/or first aid. Any and all incidents must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

## **WHEN TO REPORT:**

All incidents **MUST** be reported to the Safety Officer within 48 hours of the incident.

The Safety Officer for the 2019 Season is Heather Matsche

You can reach her at the following;

(763)458-3955

or

[hmatsche@gmail.com](mailto:hmatsche@gmail.com)

## **HOW TO MAKE REPORT:**

Report your incident via phone or email to the contact information above. The accident report must include the following information:

- The name and phone number of the victim
- Date, Time, and location of the incident
- Detailed description of the incident
- Preliminary estimation of the extent of the injuries
- Name and phone number of person reporting the incident



## **SAFETY OFFICER'S RESPONSIBILITIES:**

Within 48 Hours of receiving the incident report, the Safety Officer will contact the injured party or parties parents and verify the information received.

Check on the status of the injured party, and in the event that the injured party required medical treatment (i.e. Emergency Room visit, doctor's visit, etc.) advise the parent or guardian of the Coon Rapids Cardinal Little League's insurance coverage and the provisions for submitting any claims. If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically contact the injured party for the following purposes;

To check on the status of injuries

To check if any other assistance is necessary in areas such as submission of insurance forms until such time as the incident is considered closed.

## **VOLUNTEER BACKGROUND CHECK:**

All coaches, managers, league officers, and elected members MUST fill out a background check form.

NO EXCEPTIONS.

This form is used to gather background information associated with our volunteers.

Forms are available in the concession stand or online;

<https://www.littleleague.org/downloads/volunteer-application/>

If the forms are not available at the concession stand please contact the league President or Safety Officer.

Background checks will be conducted as outlined by the league.



# VOLUNTEER APPLICATION FORM (2019)

The 2019 voluntter application form will be completed by managers, coaches, tema parents, umpires, scorekeepers, board members, concession workers and any other volunteer postions that are needed as the season progresses.

All forms will be collected by the President of the Coon Rapids Little League and filed by the Safety Officer.



# Little League® Volunteer Application - 2019

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

11/18/18

---

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

Name Date

First Middle Name or Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Social Security # (mandatory)** \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Home 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): \_\_\_\_\_

1. Do you have children in the program? Yes ☐ No ☐

If yes, list full name and what level? \_\_\_\_\_

2. Special Certification (CPR, Medical, etc.): Yes ☐ No ☐

3. Do you have a valid driver's license? Yes ☐ No ☐

Driver's License #: \_\_\_\_\_ State \_\_\_\_\_

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

If yes, describe each in full: \_\_\_\_\_

5. Have you ever been convicted of or plead no contest or guilty to any crime(s) Yes ☐ No ☐

If yes, describe each in full: \_\_\_\_\_

(Answering yes to question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)? Yes ☐ No ☐

If yes, describe each in full: \_\_\_\_\_

(Answering yes to question 6, does not automatically disqualify you as a volunteer.)

7. 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

☐ Umpire

☐ Manager

☐ Concession Stand

☐ Coach

☐ Field Maintenance

☐ Scorekeeper

☐ Other \_\_\_\_\_

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

**Name/Phone**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: [littleleague.org/7to18StateLaws](http://littleleague.org/7to18StateLaws)**

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):

**Regulation I(c)(9) Mandates all checks include criminal records and sex offender registry records**

\* JDP ☐ Sex Offender Registry Data and National Criminal Records check, as mandated in the current season's official regulations

\*Please be advised that if you use JDP 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 or email directly from JDP 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.**



# CONCUSSION TRAINING

Coaches will be taking concussion training online in order to be certified.

**New in 2015, all managers, coaches, league officers and elected members/volunteers must go through Concussion Training as outlined by Little League International.**

**Each individual will present the Safety Officer proof of this training by printing the certificate earned upon completion of the course.**

**Go to;**

**[www.cdc.gov/concussion](http://www.cdc.gov/concussion)**





## HEADS UP CONCUSSION ACTION PLAN



**IF YOU SUSPECT THAT AN ATHLETE HAS A CONCUSSION, YOU SHOULD TAKE THE FOLLOWING STEPS:**

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.

### CONCUSSION SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

#### SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

#### SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall

**"IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON."**

JOIN THE CONVERSATION AT [www.facebook.com/CDCHeadsUp](https://www.facebook.com/CDCHeadsUp)



TO LEARN MORE GO TO [>> WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).







## **ALL CONCUSSIONS ARE SERIOUS.**

**IF YOU THINK YOU HAVE A CONCUSSION:**

- ✓ **DON'T HIDE IT.**
- ✓ **REPORT IT.**
- ✓ **TAKE TIME TO RECOVER.**



▶ **"IT'S BETTER TO MISS ONE GAME  
THAN THE WHOLE SEASON."**

[ INSERT YOUR LOGO ]

JOIN THE CONVERSATION AT ➡ [www.facebook.com/CDCHeadsUp](https://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO ➡ [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).



# **INCLEMENT WEATHER PROCEDURES**

## **Lightning Evacuation Procedures:**

The National Lightning Safety Institute says lightning's proximity can be measured by the "flash-bang" method: for every 5 seconds after a flash of lightning to the bang of thunder, the strike is about 1 mile away.

One strike to the next can be up to 1.5 miles, so NLSI recommends that you evacuate at a count of 15. In addition, there will be a lightning detector present in the concession stand. An alarm will sound in the event of lightning. The following procedures should be followed when lightning is within 3-8 miles of proximity:

**Stop game/practice;**

**Stay away from metal fencing;**

**Do not hold a metal bat; and**

**Seek shelter in a car or building until you decide if the game or practice will be resumed.**



## **Extreme Heat**

Heat-related illness is one of the most common forms of injury in summer sports. The three groups are heat cramps, heat exhaustion, and heat stroke. All of these injuries can be avoided by drinking higher amounts of water during hot weather. You should drink cool water every 15-20 minutes.

## **Heat Cramps**

**Symptoms:** Muscle tightening and spasm with intense pain, usually lower leg but maybe abdominal or rib cage.

**Treatment:** Rest in shaded area, gentle stretching. Drink ½ glass of water every 15 minutes for an hour.

## **Heat Exhaustion**

**Symptoms:** Severe fatigue, weakness, dizziness, nausea, pale or flushed complexion, sweating profusely.

**Treatment:** Lie in cool, shaded area with feet elevated. Drink ½ glass of water every 15 minutes for an hour. Call for medical assistance.

## **Heat Stroke: THIS IS A LIFE THREATENING EMERGENCY!**

**Symptoms:** Confusion, disorientation, agitation, no sweating, loss of consciousness, high body temperature

**Treatment:** Call for medical assistance. Move victim to a cool place. Cool victim quickly with fanning or a cool bath. Offer a conscious person ½ glass of water every 15 minutes.



# **Concession Stand Rules**

The following rules shall apply to applicable concession stand workers:

Concession stand workers must be a minimum age of 16:

Concession stand managers must be trained in safe food handling, preparation, and safety procedures; and

The concession stand procedure manual will be available to all volunteers.

Please see the next page for Concession Stand Tips.

# **Facility Survey**

Each year the Safety Officer will complete the Little League National facility survey. This survey will highlight any facility issues that need to be addressed.



# Concession Stand Tips

## SAFETY FIRST

### Requirement 9

*12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.*

#### 1. Menu.

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

#### 2. Cooking.

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

#### 3. Reheating.

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

#### 4. Cooling and Cold Storage.

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

#### 5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

#### 6. Health and Hygiene.

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

#### 7. Food Handling.

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

#### 8. Dishwashing.

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

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

#### 9. Ice.

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

#### 10. Wiping Cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

#### 11. Insect Control and Waste.

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

#### 12. Food Storage and Cleanliness.

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

#### 13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

*Safety plans must be postmarked no later than May 1st.*





# Volunteers Must Wash Hands

## HOW



## WHEN

**Wash your hands before you prepare food or as often as needed.**

**Wash after you:**

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.

Remove all jewelry, nail polish or false nails unless you wear gloves.

**Wear gloves.**

when you have a cut or sore on your hand  
when you can't remove your jewelry

**If you wear gloves:**

- ▶ wash your hands before you put on new gloves

**Change them:**

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education. United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.



# Equipment Safety

## Equipment Checks:

The following equipment checks procedures that will be adhered to during applicable practice/game activities:

Umpires should be trained to watch for proper equipment being used.

Coaches and managers should routinely check equipment. Cracked helmets and bats or helmets without all internal pads can be dangerous. Notify Equipment Manager of faulty or needed safety equipment.

Do not just discard bad equipment; destroy it or make it unusable to stop children from attempting to “save it” from waste.

**The safety committee will randomly check for the proper use of safety equipment.**

## Wearing Proper Equipment:

The following procedures associated with the wearing of proper equipment will be adhered to during applicable practice/game activities:

All catchers must wear an athletic supporter (protective cup). CRCLL encourages all players to wear a protective cup (especially infielders).

Catchers must wear all equipment when warming up new pitchers.

League will not allow shorts of any kind for practices or games.

CRCLL encourages that all players use mouth guards for concussion prevention.

CRCLL encourages the use of batting helmets with face guards.







## Safety Training

### Coaches:

Managers will be required to attend a mandatory Coaches Clinic that will be held before the start of the 2019 season (all umpires strongly recommended).

**The Coaches Clinic for 2019 will be held at Riverview Park on April 20, 2019.**

This pre-season clinic will include certified Safety Officers discussing and addressing safety issues and qualified volunteers providing training in the basic fundamentals listed below, including CPR training and treating emergency injuries; along with:

- Warm-up exercises
- Pitching
- Throwing
- Hitting
- Bunting
- In fielding / Out fielding
- Base Running
- Catching Behind the Plate
- Substitutions
- Game Strategies
- Philosophies of Coaching
- Umpiring of the bases and home plate.





## **Safety Training continued...**

In addition, each coach will be provided with the following informational documents from the National Institutes of Health, U.S. Department of Health and Human Services to assist them with the prevention, identification and first aid treatment of potential sports related injuries:

Childhood Sports Injuries and Their Prevention;

Questions and Answers about Shoulder Problems;

Questions and Answers about Growth Plate Injuries;

Questions and Answers about Sprains and Strains; and

Questions and Answers about Knee Problems.

## **Players:**

Coaches should conduct ongoing safety instruction related to warm-up exercises and on mechanics of the game. This training should include the topics covered at the coaches' clinic.





## **Practice and Game Safety Code**

The following outlines the Safety Code procedures that will be adhered to during applicable practice/game activities:

1. Little League rules will be enforced at all practices and games. Many of these rules have a basis in providing for the safety of the children.
2. The home coach must walk the fields checking for hazards such as rocks, glass, holes, etc. before use. There will be a form available in the concession stand to document any facility issues that need to be addressed.
3. Check conditions of fences, backstops, bases, and warning tracks.
4. Coaches must not leave the dugout or field during a practice or game. An adult must be in attendance at all times.
5. No swinging of bats or throwing of baseballs within common areas of the Little League complex.
6. Only a player on the field and at bat may swing a bat.
7. Spectators should be alert at all times for foul balls and errant throws.
8. During games, players must remain in the dugout area.
9. After each game, each team must clean up trash in dugout and around the stands.
10. After players have entered or left the playing field, gates should be closed and secured.





#### Practice/Safety Code, Continued...

11. All coaches are provided with a first aid kit with their equipment bags. A stocked first aid station is kept at all game fields.
12. No fewer than two coaches will be present for games and especially for practices.
13. Telephone access at all activities including practices – cell phones, neighbors, or onsite.
14. All team equipment should be stored within the team dugout and not within the area defined by the umpires as “in play”.
15. Only players, managers, coaches, and umpires are permitted on the playing field.
16. Batters must wear Little League approved protective helmets during all batting practices and games.
17. All players (male and female) must wear an athletic supporter
18. Players must not wear watches, pins, rings, earrings, or other metallic items during games and practices.
19. On deck batters are not permitted.



**\*\*\*Hang in dugouts as a reminder to coaches.**



## **HAVE YOU:**

---

- ☒ **Walked field for debris/foreign objects**
- ☒ **Inspected helmets, bats, catchers' gear**
- ☒ **Made sure a First Aid kit is available**
- ☒ **Checked conditions of fences, backstops, bases and warning track**
- ☒ **Made sure a working telephone is available**
- ☒ **Held a warm-up drill**



# First Aid Kits: What goes in them?

## Requirement 12

*"Hello, I need a list of what to put in a team first aid kit as well as the big first aid kits kept at the fields. I have a sponsor willing to fill this need. I just need to give them a list of what we need and how many."*

Thanks,  
Marc Paladino  
(via email)

A team's first aid kit should contain ice in bags; these will be used almost anytime you have an injury to help reduce the pain and potential swelling. If using chemical cold packs, be cautious using around the face in case of leaks. Also, bandages, both large and small, gauze, some kind of dressing material like an Ace wrap or elastic wrap to hold gauze in place, or athletic tape. You should also provide water or a cleanser (antiseptic wipes, etc.) to clean abrasions or cuts. Check local expectations for first aid kits, as some states do not allow these cleansers other than at home or by health care professionals.

Also, don't forget latex or rubber gloves and some kind of small bag to properly dispose of blood and blood-soiled items like wipes or towelettes; blood-borne pathogens should be an important part of your safety training, so people do not put their health and future safety at risk dealing with unknown risks.

Finally, each team should have some kind of emergency telephone (mobile or land-line) to call an ambulance as well as a map or written directions to the area medical facilities anyone evacuated by medical professionals would be taken to. In an emergency, people need all the help they can get. Check the November/December 2003 ASAP News for some examples of that kind of information.

**NOTE:** Individual leagues decide what they need in a first aid kit. These give a good idea of fully-stocked kits. Items any kit should contain: A good supply of ice, drinking water, and personal items

or medications; emergency phone numbers; coins for pay phones; and directions and/or a map to/from emergency medical facilities.

**ALSO:** Keep a list of original supplies in your first aid kit, so it can be stocked and replenished! If managers or coaches use any first aid supplies, replace them before the next time the team meets.

**Here are three good examples of a well-stocked first aid kit:**

### LLB's Emergency Management and Training Program

Little League's EMTP manual recommends your first aid kit include:

Ice bags  
- Plastic bags of crushed ice  
Elastic bandages  
- 3, 4 and 6 inch widths  
Sterile dressings  
- 3 by 3 inch individual gauze  
- 2 to 3, 5 by 9 inch pads  
- Telfa or non-stick dressings  
Eye patches  
Adhesive bandages  
- 3/4, 1 and 2 inch widths  
Bandages  
- Triangular shape and in rolls  
Adhesive tape  
- 1/2, 1 and 1 1/2 inch widths  
Eye shields  
Small flashlight  
Scissors  
Antiseptic soap  
Splints  
- Inflatable, cardboard or wooden, for arm and leg (large enough for your largest player)  
Petroleum jelly  
Safety pins  
First aid manual  
Towels  
Blanket  
Small pocket notebooks and pencils  
Water for drinking and plenty of paper cups. (Water and paper cups can also do double duty in some first aid applications.)

### Fyrst USA Sport Medical Kits

A new first aid kit, available both in a team size and a league size, is offered by Fyrst USA. It was developed specifically for sports injuries. A unique feature: resupplies can be ordered by phone and to you in 5-7 days. Call 800/782-1355 or go to [www.fyrstusa.com](http://www.fyrstusa.com) to order.

1 Reusable ice bag: 9 inches  
4 Instant cold packs: 6 by 10 inches  
1 Blister Kit  
20 Bandages: 1- by 3-inches  
6 Large bandages: 2 by 4 1/2 inches  
1 Elastic wrap  
1 Scissors  
20 Antimicrobial skin wipes  
10 Blood-off cloth towelettes  
20 Latex gloves  
1 Antiseptic hand cleaner: 4 ounces  
2 Rolls of athletic tape  
1 Roll of pre-wrap  
3 Sport wound care kits  
FYRST USA now carries the SAVE-A-TOOTH Preservation System (with ADA Seal of Acceptance)

### Little League First Aid Kit

**Recommended First Aid kit supplies are as follows:**

Bandages — sheer and flexible  
Non-stick pads — assorted sizes  
Soft-Gauze bandages  
Oval eye pads  
Triangular bandage  
Hypo-allergenic first aid tape in dispenser  
2-inch elastic bandage  
Antiseptic wipes  
First aid cream  
Instant cold pack  
Tylenol® extra-strength caplets  
Scissors  
Tweezers  
First aid guide  
Contents card  
Disposable gloves

[asap@musco.com](mailto:asap@musco.com) 9







## **Parent Communication**

The following communication procedures that will be adhered to facilitate the transfer of safety information to Little League parents throughout the 2019 season:

ASAP News newsletters will be available for parents to read at the concession stand.

All parents will be encouraged to sign-up for E-News;

Dates for all league meetings will be posted at the concession stand and on league web page.

Monthly meetings will be scheduled, the time and location will be posted at the concession stand as well as the CRCLL web page so that all parents and coaches may attend.





# Sport Parent Code of Conduct

We, the \_\_\_\_\_ Little League, have implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

## **Preamble**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness,
- Respect,
- Responsibility,
- Fairness,
- Caring, and
- Good Citizenship.

The highest potential of sports is achieved when competition reflects these "six pillars of character."

## ***I therefore agree:***

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

\_\_\_\_\_  
Parent/Guardian Signature





## **Concession Stand Breaker Box**

The concession stand breaker box is in the concession stand's backroom/storeroom. The breaker box is located immediately to the left of the backroom/storeroom door. All active and inactive breakers present within the breaker box are correctly labeled.

## **Scoreboard Electrical Main**

The scoreboard electrical main is located on one of the scoreboard posts immediately beneath the scoreboard. The breaker box is secured with a keyed padlock. The power on/off lever of the breaker box should be kept in the on (up) position during the active little league season and only moved into the off (down) position to accommodate repairs/maintenance, or in the event of lightning or emergency. The scoreboard breaker box is shut off and secured in that position with a lock at the end of the little league season. The key to the padlock is kept in the key lockbox that is located inside the concession stand.

## **Batting Cage Outlets**

The batting cages are equipped with outlets to support the use of pitching machines or other devices designed to operate on 120 volts. The outlets are ground-fault-interrupter outlets that are housed in waterproof external use outlet boxes.

## **Municipal Water Supply Water Supply Main**

The water supply main line enters the property along 120th street. A water shut-off valve box (gray in color) is present at this location. Access to the shut-off valve is restricted with the locking valve box. The key for the valve box is kept in the key lockbox that is located inside the concession stand. In addition to locking valve box, wrenches are required to operate the water





**CRCLL encourages all parents, players and volunteers to provide suggestions regarding the SAFETY of our league.**

**Please place suggestions in the Safety Officers box located in the concession stand or they can be emailed to [hmatsche@gmail.com](mailto:hmatsche@gmail.com)**

