

**2011 MAGNOLIA LITTLE LEAGUE
BASEBALL & FASTPITCH SAFETY PLAN**

*James U. Bittner, MLL Safety Officer & Board Member
(Registered with Little League International)*

(W) 206-682-0171 ext. 1

[*jbittner@bittnerlaw.com*](mailto:jbittner@bittnerlaw.com)

INTRODUCTION

The purpose of this safety plan is to provide MLL coaches, umpires and volunteers with a basic plan to help ensure a safe and successful 2011 season. All authorized MLL volunteers are expected to abide by these guidelines and to retain a copy.

If you have any safety related comments, questions, or concerns, please do not hesitate to contact me or other officers listed on the web site. This plan is also posted on the League website (www.magnolialittleleague.com).

A. INJURY/ILLNESS RESPONSE

A1. FIRST AID

- It is *mandatory* that a first aid kit is readily available at all games / practices. Inspect your first aid kit before each practice / game and ensure that you immediately replace any used items. Your kit should have 2-4 ice packs, band-aids, spray-on sterilities, and wraps.
- Managers and coaches will receive updated training information for first aid by a trained professional at the MLL Coaches Meeting on March 20, 2011.
- We highly encourage and plan to offer First Aid / CPR training for volunteers

A2. MEDICAL RELEASE FORMS

- It is *mandatory* that the medical release forms are available at all practices / games. In the event emergency medical attention is required, and you are not able to reach the parents / guardians of the child, that form will be necessary to expedite medical treatment.

A3. CELL PHONES

- Ensure you have a fully charged cell phone immediately available at all practices / games. Many fields do not have public phones available.

A4. CALL 911!!!!

- People often question whether an injury/illness is serious enough to warrant calling 911. Hits to the head, momentary loss of consciousness, fainting, asthma related illness, bee sting with allergic reaction, possible broken bone, injuries to the eye, groin, chest, overheated, dehydration, etc., could have serious and even fatal consequences. **When in doubt, call 911** (No one will second-guess your decision to call 911. They will, however, second-guess your decision not to call 911).

A5. BASIC INJURY RESPONSES

- Look/feel for signs of injury (blood, swelling, black & blue skin, deformity of joint, etc.)
- Avoid the “*buck up and be tough*” response to injury/illness claims. It just may be more serious than you think
- Practice the **ABCDE** of first aid when responding to potentially serious injury (**A**irway, **B**reathing, **C**ompression/**C**irculation/**C**PR, **D**iscussion (*listen*), **E**nvironment). Also, take immediate steps to stop any bleeding.
- Avoid moving/transporting patient after a potentially serious injury. Only trained and equipped medical personnel should move/transport the patient. Only move if the patient’s safety is compromised.
- Review the Concussion Information Sheet.

A6. STAY CALM

- In the event of a medical or other emergency (such as an earthquake) stay calm and controlled. The kids will be looking to you for leadership and direction. If you panic, they will panic. If you stay controlled, they will follow your lead with greater ease. Be reassuring.

A7. NEVER ADMINISTER MEDICATIONS

- Some players may have certain health conditions that require them to keep certain medications immediately on hand, i.e., asthma, diabetes, etc. ***Do not administer any medications***. If it is imperative that the child receive medication, but are unable to administer or they forgot to bring their medication with them, ***call 911***. Never let a child take any medication that does not specifically belong to them. This includes over the counter medication, i.e. Tylenol, Motrin, another player’s asthma inhaler, etc. This also includes food or beverages (except water).

A8. NOTIFY PARENTS/GUARDIANS

- Even if injury or illness appears minor and does not require immediate medical attention, always make sure the parents are made aware of what occurred as soon as possible.

B. INJURY REPORTING PROCEDURES

B1. WHAT TO REPORT

- Any incident that causes a player, manager, coach, umpire, volunteer, fan/observer, or an uninvolved party in which they suffer an *injury/illness* that appears to be directly related to MLL activities and requires first aid and/or medical treatment. This includes even passive treatments such as evaluation and diagnosis of the extent of the injury and periods of rest.
- You are encouraged to let us know about “near misses” that might spark ideas for preventing such incidents from occurring in the future.

B2. WHEN TO REPORT

- All such incidents described above *must* be reported to the Safety Officer within 48 hours of the incident. ***However, if an injury/illness appears serious or life threatening, please contact the Safety Officer as soon as possible, but only after calling for emergency assistance, i.e., 911, etc.***

B3. HOW TO REPORT

Contact the Safety Officer and provide the following information:

- The name and phone number of the individual injured/ill
- Date, time and location of the incident
- Detailed description of the incident
- Preliminary estimate of the extent of injuries/illness
- Name and phone number of the person reporting the incident
- Name and phone number of all witnesses
- You will also be asked to complete and submit to the Safety Officer a “*Safety Awareness Program’s Incident/Injury Tracking Report*” that is provided in your coaches manual.

C. BASIC RISK MANAGEMENT PRECAUTIONS

C1. EQUIPMENT

- ***Batting helmet cages are mandatory for AAA and above.*** This rule applies to both MLL and personally owned helmets. Personal helmets must be labeled “NOCSAE” to be approved by National Little League.
- Inspect your equipment regularly. This includes bats, balls, catcher’s equipment, first aid kits, etc. Check bats for cracks, dents and tape deterioration.
- Carefully inspect catcher’s equipment (face mask, throat guard, chest protector, shin guards, and glove for defects). Catcher’s equipment must be labeled “NOCSAE” to be approved by National Little League.
- Immediately take defective equipment out of use and forward it to the league’s equipment manager.
- Boys playing AA and above *are required to wear a protective cup.*
- Rubber cleats are highly recommended. *Metal cleats are not allowed.*
- All players are encouraged to wear mouth guards.
- Players who warm up the pitcher between innings, while the catcher is suiting up, *must wear full catcher’s gear.* It is suggested that you ask the opposing team’s catcher to warm up your pitcher until your catcher is ready.

C2. SAFE FIELD USE

- *Coaches and umpires* are required to inspect fields before practices and games to determine if field is safe for play. Look for holes and other objects (glass, rocks, etc.) that could be a hazard. This includes fields in which your team is visiting.
- Do not hold practices or games during dusk or after dark unless you are utilizing Fields #1 or #2 and the lights are on.
- Stop activity if experiencing hazardous weather (extreme heat, heavy rain, lightning, etc.)
- Ensure that breakaway bases are in use at all fields.
- Inspect bleachers for safety and ensure that the back and side rails are sturdy.
- A 2011 Annual Little League Facility Survey has been completed and forwarded to the National Office. Let us know of any concerns regarding current field situation.

C3. THROWING

- Ensure good stretching techniques before kids start throwing, hitting or running.
- Have a good plan for how the kids will do their warm up throws in order to prevent injury to other players or coaches from a wild throw.
- Reduced impact balls must be used for all practices/games for T-Ball, A & AA baseball/fastpitch.

C4. BATTING

- Allow only one person at a time to hold a bat. Ensure that individual is supervised.
- Practice swings only to take place on or around close proximity to home plate
- Do not allow on-deck warm-ups during games when another batter is at home plate (the exception to this is if it is authorized within the division or tournament in which you are playing)
- During practices and games, the “on-deck” or next batter must remain in the dug out until it is time for them to bat.
- When approaching a child with a bat in his/her hand, make sure they know you are approaching, and verbally and repeatedly remind them not to swing the bat as you approach.
- Anyone with a bat in his/her hands should wear a batting helmet.

C5. UMPIRES

- Though significant steps are being taken to ensure that every game is officiated by a trained umpire, there will likely be those times when a parent or another coach will be asked to step in to umpire. No one should umpire without proper umpire equipment (face mask, chest protector, and shin/leg guards -- a groin protector is also advisable).
- Umpires are also required to abide and enforce the guidelines presented in the safety plan.

C6. REQUIRED TRAINING

- Managers and coaches are required to attend at least one training session in baseball/fastpitch fundamentals (hitting, throwing, pitching, sliding, catching, etc.). A list of the required training is provided in your safety packet. You can also look at the MLL homepage website with a list of dates and times available to attend training.

C7. HYDRATION

- It is imperative that managers and coaches ensure that their players are kept as hydrated and cool as possible. Even during cool temperatures, an athlete can dehydrate quickly. On those extremely hot days, we recommend that the managers and coaches keep wet hand towels in an ice chest that the players can use to cool themselves down. Because of all the gear they wear, this is particularly important for the catchers.
- Do not hesitate to call 911 for any heat related illness.

C8. PARENT MEETING

It is highly recommended that you hold a parent meeting as soon as possible to not only go over snack schedules, game schedules, photo day, etc., but to stress the importance of them taking a huge role in promoting safety. Such topics should include, but are not limited to:

- Though you will have the medical release forms, make sure to ask the parents to confirm whether their child has any allergies (bee stings, peanut, etc.) or illnesses that you need to be aware of. Ensure this information is only shared with those who need to know.
- Parents should never leave their child at a practice or game without ensuring that an *authorized MLL volunteer* is on hand. The parents should not simply rely on the presence of another parent or child.
- Make sure that a child has the authorization of their parent to leave practice/game alone or with someone else.
- Any parent who volunteers to assist the team in any capacity that allows for ongoing contact with kids is required to complete the 2011 Volunteer Form and pass the background check to become an authorized MLL volunteer.
- Ensure that you have the parent/guardian phone numbers with you during practices and games.
- MLL encourages you to have your parents sign the “*Parent Code of Conduct*” form that is attached.

C9. MLL AUTHORIZED VOLUNTEER

- As stated in other parts of the safety plan, managers and coaches are reminded of the National Little League rule that specifically states that all volunteers (coaches, parade coordinators, parent volunteers, concession stand reps, etc.) must submit the 2011 Little League Volunteer Application form and pass the mandatory background investigation. This is required in order to be eligible as an authorized MLL volunteer.
- The background investigation consists of a review of Washington State conviction information, as well as the National Sex Offender Public Registry and Choicepoint.

C10. PROTECTING THE COACH AND PLAYER

As a coach for MLL, not only are you charged with the responsibility of teaching our young people the fundamentals of baseball and fastpitch, but also you are in a position to be a positive role model and mentor for our children that they will carry with them for the rest of their lives. We want to make sure that your experience in MLL is safe and problem free. The following suggestions are recommended to help minimize misunderstandings between the coach, parents and children of MLL:

- Younger children will often want to show their affection for their coaches with hugs. While a hug may seem harmless to some, it could be misconstrued by others. We recommend that you encourage other forms of safe touching such as high fives, fist bumps, handshakes, etc.
- If a parent is late picking up a child from practice/game, do not leave that child until he/she is picked up. In addition:
 - If possible, request that another parent or coach wait with you.
 - If another parent or coach is not available to wait, call someone and ask him or her to respond and wait with you. At a minimum, make sure to call a parent or coach and advise them of what is going on and what you are doing.

- Do your best to wait in a location that is easily viewed by others
 - In case of inclement weather, and you believe it is best that the child wait in your car, it is recommended that you wait outside.
 - If you are still not able to contact the parent/guardian, and you believe it is imperative that you transport the child away from the original location, ensure that you request an authorized MLL volunteer to accompany you.
- Do not schedule one on one meetings or practices, i.e. batting cage, pitching practice, etc, with any child other than your own.
 - MLL strongly advises that coaches and parents who consider providing transportation to any player, other than their own, check with their insurance company to determine your level of coverage. Parent volunteers must have on file an approved volunteer form and background.
 - If you are going to transport players from venue to venue, ensure that each player has his/her own restraint system. ***Under no circumstances should any player be transported in the bed of a pick-up truck or on a trailer.***
 - Under no circumstances shall any player of MLL operate or ride upon any MLL owned tractor.

D. FOOD SAFETY

D1. CONCESSION SAFETY

- See Attached

D2. BARBEQUE SAFETY

- See Attached

D3. HAND WASHING

- See Attached