

MARTHA'S VINEYARD LITTLE LEAGUE

SAFETY MANUAL

for

**MANAGERS, COACHES &
VOLUNTEERS**

2010

LEAGUE ID NUMBER
0221-07-19

Approved: _____

MARTHA'S VINEYARD LITTLE LEAGUE PHONE NUMBERS

POLICE/FIRE/AMBULANCE

911

2010 Board of Directors contact list

Safety Officer	Mike Marchand	(508) 693-3384
President	Kris Lukowitz	(774) 521-9972
Vice President	Andrew Aliberti	(508) 693-6720
Treasurer	Steve Mussell	(508) 693-5482
Secretary	Kevin Gundersen	(508) 627-6617
Player Agent	Sam Berlow	(508) 680-2291
Equipment Mgr.	Jamie McNeely	(508) 524-0776
Umpire-in-Chief	Ray Tattersal	(508) 560-1749

SAFETY CODE

Dedicated to injury prevention

The Safety Officer is responsible for safety procedures.

The responsibility for following these safety procedures is that of all adult members and volunteers of Martha's Vineyard Little League.

All teams are strongly urged to buy a first aid kit. First aid kits are located at snack bars.

No games or practices should be held when weather or field conditions are not safe.

Play area should be inspected frequently for holes, damage, rocks, glass and other foreign objects. The Safety Officer shall be responsible for walking the fields and declaring them safe from hazard before play may begin at the start of the season. Managers of the home and away team are responsible for walking the fields and clearing them of any potential hazards prior to the start of any scheduled game or practice.

Only players, coaches, managers, and umpires are permitted on the fields or dugouts during games and practices.

Assign a player/coach to keep bats and other equipment off the field.

Establish a procedure for retrieving foul balls.

Remind all players/coaches to be alert during practices/games.

Space players properly during warm-up drills to avoid injuries from wild or missed throws.

All pre-game warm-up drills should take place on the playing field and not in parking areas or spectator areas.

Inspect equipment regularly and ensure proper fit. The Equipment Manager is responsible for inspecting all equipment and replacing any unsafe or defective equipment.

Batters must wear Little League approved helmets during games and practices. Protective cage masks recommended for all teams. Catchers must wear the following Little League approved equipment during games/practices: helmet, mask, throat protector, chest protector, and cup. Helmet/mask is to be worn when warming up pitchers.

Mangers should encourage all male players to wear protective cups.

Except when a runner is returning to a base, headfirst slides are not permitted.

During sliding practices, bases should not be anchored.

Horseplay is not permitted on the field or in dugouts.

Safety glasses are recommended for players who wear corrective lenses.

No watches, pins, bracelets, chains should be worn during games/practices.

Regulations prohibit "on-deck" batters. This means no player should be swinging a bat, even while in an enclosure, until it is his/her time at bat.

Martha's Vineyard Little League Code of Conduct

Speed limit is 5 mph in field parking areas.

No alcohol allowed in any parking lot, field, or common areas used by MVLL.

No playing in parking lots.

No profanity.

No rock throwing.

No climbing fences.

During games, players must remain in dugout area and behave in an orderly fashion.

Each team must clean dugout/bench areas after games/practices.

After games/practices, coaches should lock/secure fields as needed.

No children under 16 are permitted to be in the grilling area of the snack bar.

No smoking on fields/benches/dugouts.

All volunteers, including the Board of Directors, Managers, Coaches and volunteer umpires are required to have completed and successfully passed a volunteer application. No individual shall be allowed to engage in any activities on behalf of Martha's Vineyard Little League without completing the volunteer approval process. Application form is attached.

Failure to comply with the above rules may result in disciplinary action as subject to Martha's Vineyard Little League's Constitution and By-Laws.

Coaches will attend safety clinic and coaching clinic once every three years, generally held during draft day for each division. (Minimum one coach per team)

Some Important 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 First-aid kit to all games and practices.

When administering aid to the insured or sick remember...

Look for signs of injury (blood, black and blue, deformity etc.)

Listen to the injured person for a description of what happened.

Feel gently and carefully the injured area for signs of swelling or fracture.

Keep cellular phone nearby to call for help.

DON'T...

Administer medications

Hesitate to render aid when needed.

Be afraid to ask for help if you're not sure of the proper procedures (i.e. CPR, etc.)

Leave a child unattended at a practice or game.

Hesitate to report potential safety hazards to league officials.

Coaches must never bat a pitched ball.

Provide food or beverages (other than water)

Transport injured individuals except in extreme emergencies.

Communicable Disease Procedures

These procedures should be understood and followed by all managers, coaches and umpires. While the risk of one athlete infecting another with HIV/AIDS during competition is almost non-existent, there is a remote risk that other blood borne pathogens could be transmitted. For example, Hepatitis B can be present in blood as well as in other bodily fluids.

Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

The bleeding must be stopped, then the open wound must be covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.

Routinely use gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other bodily fluids are anticipated.

Immediately wash hands and other skin surfaces if contaminated with blood or other bodily fluids.

Clean all blood covered surfaces and equipment with appropriate disinfectant before resumption of games.

Practice proper disposals procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.

Use bag valve masks, mouthpieces, or other ventilation devices to minimize the need for mouth-to-mouth contact.

Trainers and coaches with bleeding or oozing skin conditions should refrain from contact with players until condition resolves.

Contaminated towels should be safely disposed of or disinfected.

Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing bodily fluids.

LIGHTNING EVACUATION PROCEDURES

Stop game/practice at first sign of lightning regardless of weather forecast.

Stay away from metal objects (fences, dugouts etc.).

Do not hold metal bats.

Walk, don't run to a car and wait for a decision on whether or not to continue the game or practice.

All decisions on whether to continue or restart play due to weather conditions should be made with safety concerns as the primary and overriding issue.

Safety Director's Responsibilities

Duties of the safety director include:

Update safety manual and distribute at coaches' preseason meeting. Complete the safety program requirements (ASAP) and submit to Little League Headquarters.

Inventory and obtain first aid items for kits.

Distribute first aid kits to snack bars and teams.

Schedule a mandatory Safety meeting with all managers and coaches and EMT on April 3, 2010.

Oversee a coach's clinic that teaches managers/coaches the proper teaching techniques and fundamentals consistent with Little League philosophy on April 3, 2010.

Have town board of health inspect concession stands and post rules for proper food handling and storage.

Inspecting lighting/meters to ensure it is in good working order.

Prior to the start of play walks and inspects all play areas to ensure they are free of hazards and authorizes play upon successful conclusion of the inspection. No activities may take place on the playing fields until the Safety Officer advises the President of the league his/her confirmation that safe play may take place.

Incident Reporting Procedures

In addition, the Safety Officer will document all incident reports.

Within 48 hours of receiving an incident report the Director of Safety will contact the injured person or parents and:

Verify information received.

Obtain any other necessary information.

Check on status of injured person.

Explain Little Leagues insurance coverage and the provisions for submitting any claims.

Accident Reporting Procedures

What to report- An incident that causes any player, manager coach or umpire to receive medical treatment and/or first aid must be reported to the Director of Safety. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or period of rest. When in doubt about whether to report something-----report it.

When to report- All incidents described above must be reported to the Director of Safety within (48) hours of the incident. The Director of Safety for 2010 is Mike Marchand (508) 693-3384 .

How to make the report- at minimum, the following information must be provided:

The name and phone number of the individual involved.

The date, time and location of the incident.

As detailed description of the incident as possible.

The preliminary estimation of the extent of the injuries.

The name and phone number of the person reporting the incident.

A form is attached for your use.

Injury Report

Provide this information to the safety officer within (48) hours of the injury or accident:

The League safety officer Mike Marchand (508) 693-3384.

Name: _____

Address: _____

Phone number _____

Date of injury _____

Coach/manager's name _____

Describe injury/accident _____

Was medical attention required? Yes__ No__

CONCESSION STAND SAFETY

No person *under the age of sixteen will* be allowed behind the counter in the concession stands. No person under (18) years of age will be allowed behind a grill or fryalator at the concession stand.

People working in the concession stands will be trained in safe food preparation. Training will cover safe use of the equipment. This training will be provided by the Concession Stand Manager and Safety Manager and given to Team Parents prior to the first game of the season.

Cooking equipment will be inspected periodically and repaired or replaced if need be. (*see "Concession Stand Weekly Check List"*)

All foods cooked or prepared in the concession stand must be purchased by MVLL.

Cooking grease will be stored safely in containers away from open flames. Discontinue use. (*see "Concession Stand Weekly Check List"*)

A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.

Cleaning chemicals must be stored in a locked container.

All concession stand volunteers will be trained in the proper use of a fire extinguisher.

All concession stand workers will attend a training session in the **Heimlich maneuver**. This will be part of the Safety Officer's meeting with all volunteers prior to the first game of the season. A fully stocked First Aid Kit will be placed In each Concession Stand.

The Concession Stand main entrance door will not be locked or blocked in any way while people are inside.

Martha's Vineyard Little League Concession Stand Checklist

(Checklist to be completed by the Concession Strand Coordinator on each Saturday commencing with the week prior to the first game of the season.)

Week Ending: _____

All products meet visual quality standards and have no off odors (no spoilage).

Yes ____ **No** ____

All packaging is in good condition – not wet, no stains, leaks, holes, tears or crushing.

Yes ____ **No** ____

Items put away in proper order (frozen, refrigerated, dry storage); in 30 minutes or less.

Yes ____ **No** ____

Code dates within code.

Yes ____ **No** ____

Thermometer

NOTE: Ensure that thermometer kit meter and probes are calibrated prior to taking temperatures. (Use ice and cold water procedure for probes, temperature reads $32^{\circ} \pm 2^{\circ}\text{F}$.)

All refrigerators and freezers must have a properly functioning thermometer in place (built in or clamped on, easily visible, and not glass).

Yes ____ **No** ____

Drink Machine

Soft drink, Ice machine and Ice bin are free of soil.

Yes ____ **No** ____

Temperature of coffee/tea water is = 180°F.

Yes ____ **No** ____

Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean.

Yes ____ **No** ____

Ice machine is clean, and sanitized. There is no standing water.

Yes ____ **No** ____

Water filter follower needle is not in the red zone.

Yes ____ **No** ____

Freezer/Food Storage

Freezer interior is clean and sanitized

Yes ____ **No** ____

11. Temperature of freezer is =20°F.

Yes ____ **No** ____

Refrigerator/Food Storage

Refrigerator interior is clean and sanitized

Yes ____ **No** ____

Temperature of refrigerator is 33-43°F.

Yes ____ **No** ____

Interior light is working and is properly shielded.

Yes ____ **No** ____

15. Shelving is clean, free of rust and in good repair.

Yes ____ **No** ____

All items stored correctly on shelves (covered and a minimum of 6" off the floor.

Yes ____ **No** ____

Fryer Area

17. All stainless and walls above fryer are clean.

Yes ____ **No** ____

18. No excessive grease buildup under the fryers.

Yes ____ **No** ____

19. Fryer hood filters are in place and clean.

Yes ____ **No** ____

20. Light(s) working and properly shielded.

Yes ____ **No** ____

21. Cooking grease is stored safely in containers away from open flames.

Yes ____ **No** ____

Grill Area

22. All tile and countertops around grill are clean and sanitized.

Yes ____ **No** ____

23. All grease is cleaned from under and around the grill.

Yes ____ **No** ____

24. Proper dishwashing method used.

Yes ____ **No** ____

25. Hand sanitizer dispensers are mounted and in use.

Yes ____ **No** ____

26. Personal items stored correctly (medication, drinks, food, clothing, etc.).

Yes ____ **No** ____

27. Floors cleaned

floor drains unobstructed; proper drainage flow

Yes ____ **No** ____

no leaks or openings around pipes/plumbing

Yes ____ **No** ____

28. No sign of pest infestation (insects, rodents, etc.)

Yes ____ **No** ____

29. All trash is emptied from the inside containers.

Yes ____ **No** ____

30. Dumpster enclosure and surrounding area are clean and free of debris.

Yes ____ **No** ____

31. Dumpster is closed.

Yes ____ **No** ____

32. Chemicals stored in locked containers and not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared.

Yes ____ **No**____

33. Maintain manufacturer's labels on or label containers accordingly.

Yes ____ **No**____

34. Concession stand workers have gone through MVLL initiation safety and food preparation training before working in the concession stand.

Yes ____ **No**____

35. Children under 16 are not allowed in the concession stand or in other areas where food is prepared.

Yes ____ **No**____

36. A fire extinguisher with a current certification is in plain sight.

Yes ____ **No**____

37. A fully stocked First-Aid kit is in plain sight.

Yes ____ **No**____

CORRECT THE PROBLEM

If any item on this checklist is checked "No" then complete the steps below:

Stop the person, food, process, or use of equipment, as appropriate.

Determine if the product(s) or ingredient(s) are not safe to serve (for example, cross contamination has occurred, or ingredient is undercooked). **If not safe, discard the item!**

Identify source of problem.

Take corrective action, as appropriate.

Troubleshoot equipment problem using the Equipment Management Reference Manual.

Re-train Concession Stand workers.

Wash and sanitize hands.

Wash and sanitize counter/equipment.

Notify, the Concession Stand Manager, and/or another MVLL Board Member if the problem cannot be resolved.

Note corrective action below (include number identification of infraction):

