

## ***Safety Program Introduction***

The purpose of the program is to substantially reduce the occurrence of baseball related injuries and to train managers and coaches in proper first aid training. Players and parents will be actively involved in the league safety training and prevention program. Because baseball carries significant inherent risk of injury, we cannot eliminate all injuries to our children. But we can, with proper training, substantially reduce injuries from occurring. With all of us working together, our kids will be safer. Thanks in advance for your cooperation.

### *Important Phone Numbers*

Bellaire Police Dept. (non-emergency) 713-668-0487

Bellaire Fire Dept (non-emergency) 713-662-8202

### *Bellaire Little League President*

Mike Weston

C 713-962-8929

[president@bellairelittleleague.org](mailto:president@bellairelittleleague.org)

### *Bellaire Little League Safety Officer*

Julie McNee

C 713-553-3424

[safety@bellairelittleleague.org](mailto:safety@bellairelittleleague.org)

## ***Bellaire Little League Emergency Safety Procedures***

MANAGERS MUST HAVE ONSITE ALL ORIGINAL  
PLAYER MEDICAL RELEASE FORMS AT ALL TIMES

### ***In case of a medical emergency:***

1. Give first aid and have someone call **911** immediately if an ambulance is necessary (i.e., severe injury, neck or head injury, not breathing - err on side of caution.)
2. Notify parents immediately if they are not at scene.
3. Notify league safety officer by phone within 24 hours.
4. Fill out a Bellaire Little League Incident Report Form and hand deliver it to the Safety Officer within 24 hours. Copies of this form are included in this manual.
5. Talk to your team about the situation. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

### **REMEMBER:**

*Safety is everyone's job.* A copy of the Bellaire Little League Safety Manual can be found on the BLL web site. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to Bellaire Little League Safety Officer or a committee member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.

## **TEN COMMANDMENTS OF SAFETY**

**I. BE ALERT!**

**II. CHECK PLAYING FIELD FOR SAFETY HAZARDS.**

**III. WEAR PROPER EQUIPMENT.**

**IV. ENSURE EQUIPMENT IS IN GOOD SHAPE.**

**V. ENSURE FIRST AID IS AVAILABLE.**

**VI. MAINTAIN CONTROL OF THE SITUATION.**

**VII. MAINTAIN DISCIPLINE**

**VIII. SAFETY IS A TEAM SPORT.**

**IX. BE ORGANIZED.**

**X. HAVE FUN!**

## SAFETY CODE FOR LITTLE LEAGUE

Our injury and accident procedures are primarily the responsibility of our League Safety Officer.

Managers, coaches and umpires should have some basic training in first aid. First aid kits are located in the shed in each batting cage at each field.

Managers must have current cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) training. AEDs are located in the shed by each batting cage with the first aid kits at each field.

No games or practices should be conducted when weather or field conditions are potentially hazardous to our children, particularly in situations of severe weather or when lighting is inadequate. See attached Severe Weather Policy below.

Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.

Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.

Players and coaches should be diligent in keeping bats and loose equipment off the field of play.

Procedure should be established for retrieving foul balls batted out of the playing area.

During practice and 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. Make sure it fits properly, all needed equipment is on hand and baseball bats are Little League compliant.

Safety goggles are strongly recommended for those players who wear prescription glasses.

Batting helmets with face masks are mandatory for all Texas League batting and running players and for the pitcher-position player at all times. Batting helmets with face masks or C-flaps are mandatory for those in the Minor and Major divisions. **Batting helmets may not have paint or stickers applied to them – the acrylics in these products weaken the strength of the helmet.**

Catcher must wear catcher's helmet, mask, dangling throat protector (even when using a "hockey" style mask), long model chest protector, shin guards, and male catchers must wear a protective cup at all times.

Catchers must wear catcher's helmet, mask with a dangling throat protector, and long-model chest protector when warming up pitchers. This applies between innings and in the bullpen.

Cups are mandatory for all male catchers in all divisions of play.

Mouth guards are highly recommended for all players.

Long hair must be pulled back off the face and in a pony tail.

Except when runner is returning to a base, head first slides are prohibited.

During sliding practice, bases should not be strapped down and should be located away from the base anchoring system.

At no time should horseplay be permitted on the playing field.

Players may not wear watches, rings, pins or other metallic items. Players with pierced ears may wear simple studs.

## **VOLUNTEER APPLICATION and SEX ABUSE**

Bellaire Little League requires all personnel who could have contact with the players in the league to submit a Volunteer Application as well as a copy of their driver's license. All applicants will undergo a background check as well as a query of the statewide sex offender registry. Any person who refuses to submit a Volunteer Application is ineligible to participate in Bellaire Little League as a volunteer or member of the Board of Directors. These confidential applications are maintained by the league for the year of service. Bellaire Little League requires that each volunteer submit a Volunteer Application for each year of service and therefore each volunteer is screened annually.

## **FUNDAMENTAL TRAINING FOR ALL COACHES and MANAGERS**

Bellaire Little League strongly encourages the teaching and development of the principle fundamentals that are necessary to play the game of baseball. The league provides its managers and coaches with at least three independent sources of fundamental training. In addition to the principles outlined in the annual Safety Manual each manager/coach is required to attend the mandatory managers meeting held by the League's Director of Player Development prior to the initiation of sanctioned practice sessions. This meeting is held in late January or early February (see attached League calendar for specific date and time). Roll is taken to assure manager/coach attendance. The League will also provide each manager with additional sources of training at coaching clinics. The League will also provide numerous player development opportunities including pre-season player workouts (held in the form of clinics during mid-late January), team instruction, and various player instructional clinics in February. Check the League website for specific dates and times for these events.

## **MANAGER and COACH FIRST-AID TRAINING**

There will be a review of the basic principles of first-aid is provided to the managers and coaches of Bellaire Little League. The League will train its managers in all divisions on CPR and AED procedures. Training for each individual will be required to occur at least once every 2 years. Managers must maintain current certification throughout the entirety of the season in which they are involved with The League. Training will be conducted by certified instructors with the American Heart Association. Bellaire Little League assures manager attendance by holding this review during the mandatory managers meeting where roll is taken. See the attached League calendar for specific date, time and locations of these meetings.

## **FIRST-AID KITS**

A well-stocked first-aid kit is located in the storage sheds in each batting cage adjacent to each Bellaire Little League field. This ensures that a first-aid kit is present at each team practice and/or game. Should supplies be used the manager must notify the league Safety Officer to replace the supplies as they are replaced by Bellaire Little League. Each first-aid kit is evaluated and stocked annually by the Safety Officer to assure its contents and completeness. Additionally, each manager in Coach Pitch, and T-Ball will receive a first aid kit from Bellaire Little League.

## **Automatic External Defibrillators (AEDs)**

Automatic External Defibrillators (AEDs) are located in the storage sheds next to the batting cages adjacent to each Bellaire Little League field. AEDs are kept in the storage sheds during the timeframe when The League has organized activities scheduled at each field. This ensures that an AED is present at each team practice and/or game. AEDs may be moved offsite when a field is no longer scheduled for team practices or games.

Should the AED be used, the manager must notify the league Safety Officer to retrieve the AED in order to replace the supplies and have the event documented and forwarded to the proper medical personnel attending the patient. Each AED is evaluated and stocked annually by the Safety Officer to assure its contents and readiness.

## **LITTLE LEAGUE RULES OF PLAY and GROUND RULES**

Each manager is given an official Little League Baseball Rules Book. The League's Ground Rules are contained in the League Manager/Coach Handbook (available on the League website). Bellaire Little League substantially follows the rules of play set out in the Little League Rules, with a few local rules exceptions specified in the League Ground Rules. These exceptions have been adopted due to specific conditions unique to Bellaire Little League at the T-Ball, Coach Pitch, and Texas League and Minors levels of play. Play at the Majors Division level follows the official little league rules, including permitted elections available under the Official Rules.

## **CONCESSIONS**

There are written safety procedures for Bellaire Little League Concessions. Please contact the board officer in charge of concession via email at [concessions@bellairell.org](mailto:concessions@bellairell.org) with any questions.

## **SAFETY INSPECTION**

Regular safety inspection of the field, batting cages, concession stand, field house and all permanent and temporary structures, ball playing equipment and personal protective equipment is the best way to determine whether unsafe conditions exist or require correction. The managers, coaches, umpires, parents and grounds keepers should work together to ensure serious accident

exposures are corrected promptly! It is good experience in safety training to have the players take part in these inspections.

The following list will be of assistance in determining conditions that cause accidents. Prompt action must be taken on all serious hazards. Some examples are:

1. Unsafe field conditions such as holes, ditches, rough or uneven spots, slippery areas and long grass.
2. Foreign objects like stones, broken glass, pop bottles, rakes, etc.
3. Incomplete or defective screening, including holes, sharp edges and loose edges.
4. Wire fencing should be checked regularly for similar defects which could injure a participant.
5. The dugout should be clean and free of debris.
6. Dugouts and bleachers should be free of protruding nails, sharp edges and wood splinters.
6. Home plate, batter's box, bases and the area around the pitcher's plate should be checked periodically for tripping and stumbling hazards.
7. Loose equipment, such as bats, gloves, masks, balls, helmets, etc., must be kept off the ground and off the playing field.
8. Constant attention must be given by managers, coaches and umpires to the possible lack or poor fit of personal protective equipment.
9. Proper safety equipment must be worn.
10. Personal jewelry, badges, pencils, etc., can be a hazard to the wearer and are not permitted during games or in practice, with the exception of small studs for pierced ears.
11. Long hair must be off the face pulled back into a pony tail.
12. Bats should be inspected for orderly storage, secure grips and free of cracks. Cracked or broken bats must be removed and may never be used.
13. Safety should be the major factor when making a decision on canceling a practice or game, whether because of severe weather or darkness.
14. The greatest, although the least frequent, hazard in connection with severe weather conditions is exposure to lightning. Chances of surviving being struck by lightning are so slight that managers and umpires must not take any chances on continuing a practice or game when an electrical storm is approaching. At the first indication of lightning and/or electrical storm, everyone should leave the playing field. See our ***Threatening Weather Policy*** for specific procedures you are required to follow.

15. Correct fitting and well-kept appearance of uniforms has the indirect benefit of contributing to pride and morale, which indirectly encourages our primary safety objective of reducing accidents by increasing skill in performance.

# FIELD SAFETY CHECKLIST

*All umpires, managers and coaches are responsible for checking and remedying field safety conditions before each game.*

**Field Condition** Yes No

Backstop repair   \_\_ \_\_

Home plate repair \_\_ \_\_

Bases (Bases repair) \_\_ \_\_

Pitcher's mound   \_\_ \_\_

Batter's box level  \_\_ \_\_

Batters box marked \_\_ \_\_

Grass surface (even) \_\_ \_\_

Infield fence repair \_\_ \_\_

Outfield fence repair \_\_ \_\_

Foul ball net repair \_\_ \_\_

Foul lines marked   \_\_ \_\_

Sprinkler condition \_\_ \_\_

Dirt needed       \_\_ \_\_

*Repairs needed?*

**Dugouts**

Fencing needs repair

Bench needs repair

Roof needs repair

Bat racks

Helmet racks

Trash cans

Clean up needed

*Repairs needed?*  
Yes No

\_\_\_

\_\_\_

\_\_\_

\_\_\_

\_\_\_

\_\_\_

\_\_\_

**Batting Cages**

Fencing needs repair

Bat racks

Trash cans

Pitching equipment

*Repairs needed?*  
Yes No

\_\_\_

\_\_\_

\_\_\_

\_\_\_

**Spectator Area**

Bleachers need repair

Hand rails need repair

Parking area safe

Protective screens

Bleachers clean

*Repairs needed?*  
Yes No

\_\_\_

\_\_\_

\_\_\_

\_\_\_

\_\_\_

**Catchers Equipment**

Shin guard OK

Helmets OK

Face masks OK

Throat protectors OK

Catchers cup (boys)

Chest protectors

Catcher's mitt

**Safety Equipment**

Yes No

\_\_\_

\_\_\_

\_\_\_

\_\_\_

\_\_\_

\_\_\_

\_\_\_

First aid kit each team	___
Medical Release forms	___
Ice for injuries	___
Ace bandages for wrapping	___
Blanket for shock	___
Bellaire Little League Safety Manual	___
Injury report forms	___

***Players Equipment***

Helmets (face guard)	___
Jewelry removed	___
Long hair pulled up	___
Shoes checked	___
Bats inspected	___
Uniforms checked	___
Athletic supporter (boys)	___

***BEFORE THE GAME***

*Umpires and Coaches meet at plate:*

Introduce plate umpire, base umpires, managers and coaches.

Receive official lineup cards from each team.

Discuss any local playing rules (time limit, playing boundaries, etc.)

Discuss the strike zone.

Discuss unsportsmanlike conduct by the players, coaches and fans.

Discuss the pitch-count rule for pitchers.

Clarify calling the game due to darkness or weather (rain, lightning, etc.)

Inspect playing field for unsafe conditions.

Discuss legal pitching motions and illegal pitches.

Obtain game balls from the field house or one from each team (as applicable).

Be sure players are not wearing any jewelry or metallic objects.

Be sure players are in full uniform - shirts tucked in and hats on.

Umpires inspect equipment for damage and to meet regulations.

Ensure games start promptly (on time). Note when game began.

## ***DURING THE GAME***

### *Umpires and Coaches:*

Make sure players are wearing and using proper equipment.

Encourage everyone to think “Safety First”.

Continue to monitor field for safety and playability.

Pitchers warming up in foul territory must have a spotter and catcher with helmet, chest protector and glove.

## **Warm-Up Drills**

The subject of warming up before a practice session is a means of safeguarding youngsters, at least to a degree, from poor physical condition and lack of limbering up. Additional warm up drills include batting and ball handling drills and practice, not merely calisthenics. These drills pose serious threat of injury from misdirected balls and by being struck by bats.

## **Misdirected Balls**

The following will reduce the danger of being struck by a misdirected ball.

1. All unauthorized people should remain off the field during drills.
2. Stress that eyes must be kept on the ball. This practice should be drilled into both adults and youngsters so continuously that it becomes a reflex action.
3. The danger of being struck by a ball can be further minimized by the following plan:
  - (a) Throwing and catching drills should be set up with players in two lines facing one another, with sufficient distance between each set of players to avoid being struck by an on-coming ball from another pair of players.
  - (b) Random throwing should be permitted only to designated players.
4. Use of a properly fitting batter’s helmet is required in every division of play. In the Texas League, the batter’s helmet must have a face mask. In the Majors and Minors, the helmet must have a facemask or C-flap. However, having batters wear helmets does not justify permitting a potential pitcher from throwing to an inexperienced batter until control is demonstrated.

## **Safe Handling of Bats**

A review of the batter's potential for causing injuries to others points up the following:

1. The most easily prevented type of accident is the too frequent fault of beginners throwing the bat while running to first base. This unthinking act may be corrected through individual instruction to drop the bat safely by:
  - (a) Having the player hand the bat to the coach will serve as a reminder before each ball is pitched.
  - (b) Having the player drop the bat in a marked off circle near where running starts.
  - (c) Counting the player out in practice whenever the player fails to drop the bat correctly.
  - (d) Providing bats with grips that are not slippery.
2. Coaches and umpires should be on the alert to correct batters that have a tendency to step into the catcher as they swing.

## **A Dangerous Situation**

We use this heading to note the seriousness of an accident exposure that may sound impossible but one which has caused several very serious accidents. The preceding precautions apply to the actions of individuals who should have control over the bat they are using.

A more serious injury is waiting for the absent-minded youngster who unconsciously walks into the swing of the coach's bat when the coach is hitting flies, or the equally unwary player who walks into the swing of a player. These situations demonstrate the need for everyone to become safety-minded, for their own good and for the safety of others. The following precautions are suggested:

1. The player, usually a catcher, assigned to catching balls for the coach hitting flies should be given the specific assignment of warning away anyone who comes too close.
2. There is no "on-deck" circle permitted in Little League (Majors and below). However, all players and adults should be made aware of the area in which the first batter in each half-inning is permitted to take "warm up" swings prior to the start of the half-inning, irrespective of whether a batter is using the area. The ingrained safety habit of keeping clear may save someone a painful injury.
3. Serious injury can occur when a player swings the bat in the dugout or while in line awaiting batting practice. The manager and coaches must monitor these settings and not allow any bats to be swung in the dugout or while awaiting batting practice.

## **Collisions**

Collisions cause a significant proportion of injuries in baseball. They are usually caused by errors in judgment or lack of teamwork between fielders. It is important to establish zones of defense to avoid collisions between players. It is particularly important when players are chasing high fly balls. Once the zones are established, play situation drills should be held until these zones and patterns become familiar to the players. The responsible player should call out the intention in a loud voice to warn others away. Here are some general rules to follow:

1. The fielder at third base should catch all balls that are reachable hit between third base and the catcher.
2. The fielder at first base should catch all balls reachable hit between first base and the catcher.
3. The shortstop should catch all balls reachable hit behind third base.
4. The fielder at second base should catch all balls reachable hit behind first base.
5. The shortstop has the responsibility for fly balls hit in the center of the diamond and in the area of second base. Since in most instances the shortstop's glove is on the left hand it is easier for the shortstop than the second base fielder to catch fly balls over second base.
6. The center fielder has the right of way in the outfield and should catch all balls that are reachable. Another player should field the ball if it is not reachable by the center fielder.
7. Outfielders should have priority over infielders for fly balls hit between them.
8. Priorities are not so easy to establish on ground balls but most managers expect their third base player to field all ground balls they can reach, cutting in front of the shortstop on slow hit grounders.
9. The catcher is expected to field all topped and bunted balls that can be reached except when there is a force play or squeeze play at home plate.

The foregoing are general rules that are suggested and encouraged by the League. However, the unpredictable nature of the game in and of itself and the physical, mental ability, and maturity of the players on the field will effect the overall implementation of these practices.

## **Sliding Safety**

As is the case with other baseball fundamentals, a correct slide is also a safe one. Correctly executed slides will help lessen potential injuries, collisions, and players being struck by thrown balls as the player slides. **Under Little League Rules steel spikes may not be worn at any time.** You can make sliding instruction safer by implementing the following:

1. Instruction in sliding techniques and the player's initial attempts at sliding should be performed on the outfield grass utilizing an unanchored base.
2. Sliding shorts or pads are recommended for all players.
3. The player should make approaches at half speed and keep constantly in mind that hands and feet should be in the air in the "slide." The slide should occur on the back of the thigh, buttocks and lower back, not the knee. Once committed to slide, the player must not change strategy. Last minute hesitation causes most sliding injuries.
4. Tennis shoes are suggested for beginning sliding and tagging practice to avoid injury to both the offensive and defensive player.
5. If the ground along the baselines becomes soft on a rainy day, such weather offers an excellent opportunity to have sliding drills.
6. **Headfirst sliding is not permitted** for ages 12 and below, except when returning to base.

## **Batter Safety**

A batter's greatest accident exposure is from the unsafe acts of others, namely wild pitches, which account for a major portion of all accidents. Again, the best defense is an alert, confident concentration on the ball. This type of injury is more prevalent in Majors than in Minor League play. Since the danger is increased as pitchers learn to throw with greater force and as more games are played, it is doubly important to take whatever counter-measures necessary to offset this exposure.

1. A well-fitted helmet is the first requirement. In the Texas League, the batter's helmet must be fitted with a face mask. In the Major and Minor League the batting helmet must be fitted with either a C-flap or a facemask. **Under Little League Rules (2005) no helmet may be painted or have any tape or stickers of any kind affixed, other than stickers placed on the helmet by the helmet manufacturer.** Parents are advised to mark their child's name on the player's personal helmet with permanent marker on the padding inside the helmet (not on the plastic of the helmet, interior or exterior). Helmets fitted with a "C-flap" must be the player's own helmet. The League does not supply helmets with "C-flaps." Personal helmets may NOT be shared; players may use only a team helmet or their own personal

helmets. **NOTE TO PARENTS - head lice occasionally cause problems when helmets or other headgear are worn by more than one player in the league. Although the league seeks to provide clean equipment at the start of each season, no assurance can be made that common-use headgear remains free from lice. Accordingly, the league recommends use of personal helmets (not shared with any other player) or the use of the player's baseball hat under the helmet any time a team helmet is used.**

2. The development of the novice batter's ability to take evasive action can be improved by getting the player to relax and concentrate on the ball from the time the pitcher starts delivery until it lands in the catcher's mitt. Players with slow reflexes can also be helped by stimulated batting and ducking practice with a tennis ball.
3. The unsportsmanlike practice of crowding the plate or jumping around to rattle the pitcher must not be tolerated. This could endanger the batter if it causes the pitcher to lose control. Umpires should stop such actions.
4. Painful finger and hand injuries can be reduced by making sure the batter holds the bat correctly when bunting. Youngsters have a tendency to lean too far over the plate and not keep the ball well out toward the end of the bat. This should be corrected.
5. When the batter becomes a base runner, that player should be taught to run outside the foul lines when going from home plate to first and from third to home, to reduce the chance of being hit by a thrown ball.

### **Catcher Safety**

1. The catcher, as might be expected from the amount of action involved, has more accidents than any other player. Statistics show that the severity of injuries is lower in Majors than in Minor League play. Again, this bears out the fact that the more proficient the player, the lower the risk of injury. Assuming the catcher is wearing the required protection, the greatest exposure is to the ungloved hand. The catcher must learn to:
  - (a) Keep the throwing hand relaxed.
  - (b) When possible have the throwing hand behind your back.
2. The catcher should also be taught to throw the mask and catcher's helmet in the direction opposite the approach in going for a high fly.
3. As the catcher learns to play this difficult position, a good habit is to keep a safe distance back from the swinging bat. Estimate this as one foot farther from the batter than the ends of the outstretched fingers.
4. To repeat, the best protection is keeping the eye on the ball.

## **General Inattention**

Going one step back to the whys of most ball handling accidents, it appears that inattention due to inaction or boredom is an underlying accident cause with which we must deal. This situation can be partly offset by using idle time to practice basics of skillful and safe play, such as:

- a. Otherwise idle fielders should be encouraged to talk it up. Plenty of chatter encourages hustle and enthusiasm.
- b. Players waiting for a game or practice to start can pair off and play catch to improve their basic eye-on-the-ball technique.
- c. Practice should include plenty of variety in drill work.
- d. Put a time limit on each drill and do not hold the total practice for more than two hours, or less if interest begins to lag.

## **ACCIDENT REPORTING**

### ***Which Accidents to Analyze***

Good judgment must be used in determining which accidents to analyze. The severity of the injury should not be the only basis of deciding to determine reasons for an accident and what can be done to reduce the chance of reoccurrence. Reducing the possibility of similar and more severe accidents in the future should be the primary motive for getting at the causes and taking suitable corrective action.

After an incident occurs and the procedures outlined in the safety plan are performed, the manager of the team on which the player(s) involved should evaluate the need to report the incident to the League Safety Officer and the appropriate League Representative. Examples of cases that probably would not require detailed investigation would be a “strawberry” from sliding or minor strains or bruises, not associated with serious unsafe acts or conditions. If there is any question about whether a case rises to the level of reporting, the manager should err on the side of conservatism and report. The League Safety Officer, with the input from the League Representative, will investigate further to determine whether an Injury Tracking Report should be completed. If an Injury Tracking Report is deemed necessary, the Safety Officer will complete the form based upon input from the parties involved in the incident. The Safety Officer will also complete the notification and claim forms for insurance purposes, if the circumstances of the incident dictate. Forms of the Injury Tracking Report, Accident Notification Forms, and Insurance Claim Forms are included in Appendix B.

### ***Other Uses for Accident Reports***

The need for corrective measures, of course, is most evident when an injury is severe enough to require professional services. In addition to the need for immediate preventive action, it is very important to have accurate information to complete the insurance claim report. This report should be completed by the Safety Officer.

As in any organized endeavor, communications among teams in a league and leagues in a district is important. The safety program can be effective for everyone if each adult with safety oversight or management responsibility is given a brief report on serious or unusual hazards and the corrective action that has been taken to counteract them. In order to accomplish this, the League Safety Officers and the District Safety Officer must be kept informed about all significant accident cases.

### ***Further Follow-up on Accident***

Even after corrective measures have been put into effect, responsible adults should continue to check back to make sure that unsafe habits have not been resumed and conditions are not allowed to recur. **We advise youngsters to keep their eye on the ball. Let's do the same with safety precautions.**

## **COMMUNICABLE DISEASE PROCEDURES**

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be limited to the following:

1. Bleeding must be stopped, the open wound covered and if there is any excessive amount of blood on the uniform, it must be changed before an athlete may compete.
1. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
2. Immediately wash hands and other skins surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
3. Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (Center for Disease Control recommends 1 part bleach to 100 parts water or other disinfectant) before competition resumes.
4. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
5. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
6. Athletic trainer/coaches with bleeding or oozing skin should refrain from all direct athletic care until condition resolves.
7. Contaminated towels should be disposed of or disinfected properly.
8. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.

## THREATENING WEATHER POLICY

According to the NOAA – National Weather Service lightning hits ball fields during little league and soccer games every year. Many games are not called until the rain begins, and yet it is not the rain that is dangerous. Ball fields provide many potential lightning targets such as poles, metal fences, and metal bleachers. The fields themselves are wide open areas where players are often the tallest objects around. Believe it or not, lightning kills an average of 85 and injures 250 people each year across the nation. Most could have been prevented. The basic rule of thumb is "If you can hear thunder, you are close enough to the storm to be struck!" Thunderstorms extend 5 to 10 miles into the atmosphere. Winds aloft can blow the upper portion (anvil) of the storm many miles downstream. Lightning can come out of the side or "anvil" of the storm striking the ground 10 to 15 miles away from the rain portion of the cloud.

### Threatening Weather Safety/Evacuation Procedures

1. At the first sound of nearby thunder or any sighting of visible lightning, the game or practice must be stopped immediately:
  - If prior to the beginning of a game, the opposing managers will make the decision whether to begin play after the storm has ended.
  - After a game starts, the umpire-in-charge will in his/her discretion determine when/whether to suspend play and when/whether to resume play after the storm has ended. If the threatening condition(s) do not clear within a reasonable period of time, the game should be called/suspended and completed at a later date per League ground rules.
  - If during a practice, the manager will make the decision whether to resume practice after the storm has ended.
  - In all cases there shall be a delay of game/practice of not less than thirty (30) minutes after the last visual sighting of lightning or hearing thunder.
2. Seek shelter in a non-metal building or a fully enclosed vehicle with the windows completely shut and wait for a decision on whether to continue the game or practice.
3. Stay away from metal objects such as fencing and metal bats. Avoid high ground and open spaces. Avoid the dugouts - they are not safe from lightning. Avoid going underneath trees. Trees "attract" lightning.
4. If no shelter is available and lightning is striking nearby, you should:
  - Avoid direct contact with other people.
  - Remove all metal objects from your person.
  - Crouch down, with feet together and hands on knees.
5. If a nearby person is injured from lightning, give first aid procedures if you are qualified to do so. An injured person does not carry an electrical charge and can be handled safely. Send for help immediately.

## **Appendix A**

# **Accident Reporting Forms**

## ***Bellaire Little League***

**Incident/Injury Tracking Report**

**Accident Notification Form**

## **Appendix B**

**Concession Stand Safety Tips**

# Volunteers Must Wash Hands

## HOW

**Wet**  
warm water



**Wash**  
20 seconds  
Use soap

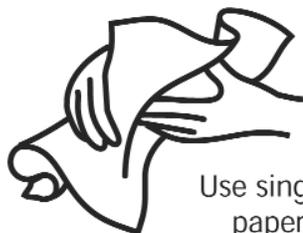


**Rinse**



**Dry**

Use single-service  
paper towels



**Gloves**



## 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.



**UMASS  
EXTENSION**

# 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.*