



MOON TOWNSHIP

LITTLE LEAGUE BASEBALL, INC.

P.O. Box 1042, Moon Township, PA 15108 ★ www.MoonBaseball.com



SAFETY MANUAL

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Safety Program and Safety Officer Role

Safety Program

- Plan of policies and procedures in place intended to create a safe environment for everyone involved in our baseball games, practices, and related activities, including the players, managers and coaches, umpires, spectators, concession stand volunteers, patrons, etc.
- Goal of Safety Program is not only to make the League better prepared in responding to any injuries that occur, but ideally to prevent as much as possible injuries from occurring.

Safety Officer

- Adult member of the League appointed by the President to develop and implement a Safety Program for the League, subject to the input and approval of the President and Board of Directors. Preferably, the Safety Officer will be a Board member.

SAFETY OFFICER

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Safety Officer Responsibilities

- Develop and register with Little League Headquarters a copy of our League Safety Program.
- Implement and oversee the management of the League Safety Program
- Publish a League Safety Manual for issuance to all team managers and umpires detailing League Safety policies and procedures.
- Serve as League liaison to Little League Headquarters regarding Safety Program matters.
- Keep the Board updated as to League Safety Program and related safety issues via regular Board meetings.
- Keep the general membership educated as to League Safety Program and safety issues via regular updates at General Meetings and by articles regularly placed in the newsletter.
- Serve as contact person to receive from managers and general membership Accident/Incident Reports and safety recommendations.
- Maintain for League record of Accident/Incident Report Forms received and whenever appropriate forward copies to Little League Headquarters.
- Complete the Little League Facility Survey Annually.

Safety Policies and Procedures

Team Manager

- Individuals applying to be a manager in the league will be required to complete a Little League Volunteer Application, a manager's application and will be subject to Act 34 PA State Police Criminal Record Clearance.
- Each Manager will be responsible for overseeing team safety.
- Each Manager will be responsible for overseeing that coaching staff provides fundamental training in safe sliding, batting, and fielding techniques.
- Obtain Little League Volunteer Application from coaches and the safety parent and forward to League Information Officer.
- Each Manager will be responsible to ensure that only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.

Coaches

- Each manager shall select and designate three coaches to assist in the training and direction of the players. The manager shall submit the names of the designated coaches to the league commissioner for board approval.
- Each coach will be required to complete a Little League Volunteer Application, which is to be returned to the manager who will forward to the League Information Officer.
- Each manager shall designate who will be functioning as assistant coaches. The manager shall submit the names of the designated assistant coaches to the league commissioner for Board approval. All assistant coaches and the Safety Parent are required to complete a Little League Volunteer Application.
- Appoint a Safety Parent who will also serve as the pitch counter where applicable.

Background Checks / Clearances

- As mentioned in the Manager and Coaches sections, all managers and coaches must complete all of the required clearance forms before the start of the season. Once all of the paperwork has been received, each manager and coach will receive a security clearance badge with lanyard. **You will not be allowed on the field without your lanyard.**

Coaches Clinic

- Manager and assistant coaches are required to attend mandatory pre-season coaches training on first aid, proper mechanics, and philosophy.

Safety Parent

- Each manager shall designate an assistant coach to function as the Safety Parent to help monitor team safety during all games and practices. The designated Safety Parent should not be involved in the coaching during the game as it could distract from their safety duties.
- The Safety Parent will be required to complete a Little League Volunteer Application.
- The Safety Parent will be responsible for counting pitches to insure compliance with Little League's pitch count rule.

Routine Duties of the Safety Parent

- Prior to each game or practice session, inspect the condition of play area for holes, glass, stones, loose debris, trash, etc.
- Inspect bases, pitcher's mound, backstop and fences for dangerous situations in need of repair.
- Ensure all players are alert and watching the batter on each pitch.
- Monitor that players and spectators keep fingers out of backstop fencing.
- Inspect player equipment to see if it is in usable condition.
- Monitoring that players are utilizing appropriate equipment, i.e. catcher's gear and batting helmets.
- Controlling order on the bench and horseplay in general.
- Discourage the playing of unattended children in the field and immediate area.
- Arranging for the retrieval of foul balls.
- Compliance with League on deck rule.
- Keeping bats, helmets, and other game equipment in an orderly fashion behind the backstop or in the dugout area.
- Overseeing any post-game clean up needed in the dugout area.
- Assisting the manager in completing Accident/Incident Report Form describing accident occurrence or identifying potentially dangerous situations in need of correction. Completed Accident/Incident Report Forms to go to League Safety Officer.
- Keep bats and loose equipment off the field.

Umpire

- The Umpire will function as an "Acting Safety Officer" in charge of overseeing the general safety of the game. It will be the umpire's decision as to calling a game in progress due to unsafe playing conditions, weather, visibility, lighting and the like. (Relevant League rules will be consulted and complied with whenever appropriate.)
- The Umpire has discretion to eject any player, manager, coach, or spectator from the game if he believes unsportsmanlike conduct is being displayed.
- The Umpire has discretion to call a batter out if the batter throws a bat even if done accidentally or unintentionally.

Practice

- No fewer than two coaches will be available at a practice session.

Pitching Machines and Batting Cages

- Adult managers and coaches must operate pitching machines.

Horse Play

- Horseplay on the playing area and immediate vicinity during a game or practice session is not permitted.

Warm-Up Drills

- Exercising caution and safety awareness during practice sessions and in warm up drills should be stressed just as in real game situations. Players should be constantly reminded to stay alert and aware of their surroundings. During drills, players should be sufficiently spaced from one another so that no one is endangered by wild throws or missed catches. Slide practice should not be into anchored bases.
- Warm up drills should also include a few minutes of calisthenics or stretching exercises. It is believed that there is a correlation between engaging in pre-game/pre-practice warming up exercise and the reduction of injuries sustained.

On-Deck Rule

- On-deck rule for each league will be strictly enforced. For children in the Little League Division and below, the on-deck circle is eliminated. Practice swings can only be taken at home plate at time of bat prior to stepping in the box.

Sliding

- Relevant league rules of play will apply concerning sliding generally, any mandatory slide requirement, etc.
- In Little League and below, head first sliding is prohibited and the runner is out, with the exception of when the runner is returning to a base.
- During slide practice, bases should not be strapped down and should be located away from the base anchoring system.

Pitching Limitations

- Relevant League Rules of play will apply concerning pitching limitations as to maximum allowable innings/pitches per game, innings/pitches per week, consecutive game appearances etc.

Behavior

- *All coaches, managers, players and spectators are required to exhibit good sportsmanship at all times. Attempts to intimidate the umpires, arguing calls and poor sportsmanship will result in ejection from the game (and premises). If a manager, coach, player, or spectator is ejected from a game, they shall take no further part in that game. They may not sit in the stands and may not be recalled. They shall immediately leave the vicinity of the field. The ejected person(s) will have no communication with the players, the manager, or coaches for the remainder of the game. Violation of this rule will result in an immediate forfeit. Anyone ejected from a game will also serve an automatic one (1) game suspension in the team's next scheduled game, and they may not attend the next game as a spectator or communicate with the manager, coaches, or players during the game(s) of their suspension. A second ejection in a season will result in an additional 2 game suspension. A third ejection in a season will result in a suspension for the remainder of the season. A board appointed committee will review all ejections to determine if any further action is warranted. The committee will conduct a mandatory hearing after a person's third ejection in a season.*

First Aid and Emergency Information

First Aid Treatment

- In the event of a MINOR injury, i.e. minor swelling, bruises or abrasions, first aid should be administered. First Aid kits and ice packs are available at every field.
- Complete Accident/Incident Report Forms and deliver them to League Safety Officer if additional medical attention is required.
- If appropriate, injured players should sit out part or perhaps the remainder of the game or practice. Consult relevant league rules of play concerning injured players.

Medical Emergency

- Call local ambulance service immediately if necessary in case of medical emergency, i.e. severe injury, neck or head injury, not breathing etc.
- Notify parents immediately if they are not at the scene.
- Notify League Safety Officer by telephone within 24 hours.
- Complete Accident/Incident Report Form and deliver to League Safety Officer within 24 hours.

EMERGENCY PHONE NUMBERS

AMBULANCE: 412-262-2620

POLICE: 412-262-5000

FIRE: 412-262-5004

Accident/Incident Report Form

- Managers should complete an Accident/Incident Report Form any time an injury or incident occurs requiring medical treatment. Completed forms should be delivered to the League Safety Officer within 24 hours of the occurrence.
- Managers are required to complete forms in “near miss” or “close call” situations in which no injuries have actually been sustained, or where outside medical treatment is not required, but the manager wishes to alert the League Safety Officer of a potentially dangerous situation or occurrence.
- Upon receipt of an Accident/Incident Report Form, the Safety Officer will apprise the Board of the occurrence and the Board needed will address any appropriate corrective measures.
- The Safety Officer will forward copies of Accident/Incident Report Forms that need to be filed with Little League Headquarters.

Safety Equipment and Supplies

Player Equipment

- Catchers must wear catcher's helmet, mask, throat protection, shin guards and long chest protector at all times, including when warming up a pitcher during practice sessions. Catcher's helmets should not be painted unless approved by the manufacturer.
- At the player-pitch level, boys must wear protective cups.
- Batters and Base Runners must wear approved protective helmets at all times, including during batting practice and warm ups. Batting helmets should not be painted unless approved by the manufacturer.
- In the Minor League Division, batting helmets must be equipped with face guards/shields.**
- All players are prohibited from wearing metal jewelry and metal spiked shoes. This is a Little League rule. Umpires will enforce this rule. Metal spiked shoes are permitted in Pony and higher leagues.
- Optional safety equipment recommended for players include mouth guards, athletic supporters, safety glasses for those children requiring corrective lenses, safety vests, sliding pads and water bottles.
- Parents of players who wear glasses are encouraged to provide safety glasses.

Player Equipment Inspection

- The Manager is responsible to inspect all bats at each game and practice session to make sure they are approved for Little League use.
- The Manager and or Safety Parent should inspect player equipment at each game and practice session. Faulty player owned equipment should not be used until satisfactorily repaired. League issued equipment in need of repair or replacement should be brought to the attention of the League Equipment Commissioner for repair or exchange.
- Prior to commencement of each session, the Equipment Commissioner and Board will inspect all equipment before issuance.

Umpire Equipment

- Umpires in the Minor League Division and beyond are required to wear umpire gear, including facemask, padded chest protector, and shin guards.

Safety Equipment and Supplies

- First Aid Kit** - Each manager will have first aid supplies available at all games or practices to treat MINOR injuries. The first aid kits will also contain the telephone numbers for Moon Township Police and Fire Departments and Valley Ambulance Authority.
- Ice Packs** - Each manager will have available ice packs at all games and practice sessions to treat MINOR injuries.
- Cellular Telephones** - Managers are urged to make arrangements for the availability of a cellular telephone at each game or practice session should an emergency situation arise. Additionally, there are phones in the Baker and Devenzio concession stands.
- Safety Manuals** will be issued to each team manager and all umpires along with a supply of **Accident/Incident Report forms**. Managers and Umpires are required to familiarize themselves with the safety policies and procedures contained therein.

Concession Stands

- The League Safety Officer and Concession Board will regularly inspect the concession stands for safety. Concession Stands will be equipped with a fire extinguisher, telephone, first aid kit, ice packs, and Accident/Incident Report Forms. Compliance to all Concession Stand Rules is required at all times.

Concession Stand Rules

- Wash hands when coming on duty.
- Must wear food service gloves that are provided when handling all food that is not pre-wrapped.
- Children under the age of 14 are not permitted to work in the Concession Stand without a parent.
- Persons under the age of 18 are NOT permitted to operate fryer.
- Be certain to turn on the exhaust fan above fryer when you open for business.
- The fire extinguisher is located near the sinks at each stand.
- Housekeeping guidelines provided by the Allegheny County Health Department shall be followed at all times. A detailed list of these guidelines is posted in each stand. These guidelines include clean-up procedures, food preparation/handling and frequency of changing oil in fryer (every two weeks).
- Emergency phone numbers are posted on the refrigerators.
- Phone numbers for Concession Board members and Moon Township Little League Board members shall be posted in each stand.

Field and Facility Conditions

Unsafe Field Conditions / Inclement Weather

- Neither games nor practices will be held when field conditions, weather, lightning, visibility and the like are not suitable.
- The managers of both teams shall mutually agree on the fitness of the playing conditions before the game starts. In the event the two managers cannot agree, the umpire shall make the determination after conferring with both managers.
- The Umpire shall make the determination as to whether and when play shall be suspended during a game because of unsuitable playing conditions, as to whether and when play shall be resumed or terminated after such suspension.
- Consult League Rules of Play governing inclement weather/lightning situations.

Lightning Evacuation Procedures

- Stop game or practice.
- Stay away from metal fencing including dugouts.
- Do not hold a metal bat.
- Walk, do not run to car and wait for a decision on whether or not to continue the game (umpire) or practice (coach/manager).

Field Inspection

- The Manager of the home team will be the one primarily in charge of the pre-game inspection of the playing field, dug out and spectator areas for field safety hazards. Items to be inspected will include, but not be limited to, field of play for holes, uneven spots and loose debris, bases, pitcher's mound, backstop, fencing and bleachers in need of repair etc. Any corrective action that can be promptly done to adequately remedy the situation before play begins should be carried out. Any corrective action needing to be addressed more fully should be documented on an Accident/Incident Report Form and submitted to the League Safety Officer.

Field Supplies

- Each field will be supplied with extra dirt or field-drying agent for purposes of filling in holes and for spreading over wet or uneven areas on the field of play.

Equipment Boxes

- Locked equipment boxes will be maintained on each field site. Managers will be given a master key to unlock all league owned boxes. Boxes will typically be equipped with the following: lime and lime spreader to mark foul lines, field dry to apply to small wet areas on the field, bases for mounting at game time, umpire gear, a first aid kit including ice packs and emergency phone numbers.
- Boxes are to remain locked at all times and are only to be opened long enough to remove and or return equipment to boxes prior to and upon completion of the game or practice session.
- A shovel and rake for spreading dirt will be available in or near the equipment box at each field.

Garbage Receptacles

- Garbage receptacles will be maintained on-site at each field for trash and loose debris.

Tobacco and Alcoholic Beverages

- The use of tobacco and alcoholic beverages in any form is prohibited on the playing field, benches or dugouts. Violators will be subject to disciplinary action by the Board of Moon Township Little League Baseball, Inc.

Laser Pointers

- Use of hand held laser pointer is prohibited on the playing field, benches, dugouts, bleachers and immediate surrounding areas.

Field Preparation Guidelines

The following guidelines provide specific direction to all managers/coaches of Moon Township Little League Baseball, Inc. for the preparation or maintenance of all baseball fields for play under “wet” conditions

Things that should be done

- Rake wet areas (field rakes or bow rakes) to aerate the dirt.
- Push mud and wet soil to the middle of the field, not into the outfield or grassy areas.
- Use a commercial drying agent to dry wet areas. Use only substances that decompose quickly into the soil.
- Use additional dry dirt, in small amounts, to repair wet areas.

Things that should not be done

- Under no circumstances should a wet field be dragged.
- Do not use substances that will not decompose in the soil.
- Never shovel wet dirt/mud off a field. While this may be a quick fix, this dirt is not replaced into the infield creating low spots that cause more problems in the future.

Safety Code

Moon Township Little League Baseball, Inc. adopts and incorporates into its safety program the Safety Code for Little League Baseball, Incorporated.