

SAN RAMON LITTLE LEAGUE

2011

SAFETY MANUAL



"PLAY IT SAFE"

League ID #405-57-19

San Ramon Little League

P.O. BOX 604

San Ramon, California 94583

FOR EMERGENCIES IN SAN RAMON CALL:

San Ramon Police Dispatch - 228-8282

San Ramon Fire Ambulance - 838-6691

**Note: calling 911 from a cell phone will not connect you directly with the dispatch for police or fire and could result in delayed response.
Please call the above numbers in the event of an emergency.**

SAN RAMON LITTLE LEAGUE

San Ramon Little League is a chartered member of Little League Baseball, headquartered in Williamsport, Pennsylvania. We are in the Western Region, headquartered in San Bernardino, California and part of the local District 57. Our boundaries are predetermined by District 57 and do not follow school boundaries. Please see our league website for pertinent information for the league. The website address is www.srbaseball.com

SRLI supports the following:

T-Ball Division (5-7)
Farm Division (6-8)
A-Ball Division (7-8)
AA Division (8-11)
AAA Division (9-12)
Majors Division (10-12)
Juniors 80's (12-14)
Juniors 90's (13-14)
Juniors 80's Gold (12-13)
Juniors 90's Gold (14)
Seniors (15-16)
Bigs (17-18)

TO ALL SAN RAMON LITTLE LEAGUE PARTICIPANTS:

The following safety information is provided by San Ramon Little League and Little League Baseball for the benefit of all children and adults participating in Little League for the 2011 season. Contained in this manual is extremely important information regarding Injury Prevention, Accident Reporting Procedures, Good Sportsmanship guidelines, Contact Information and other safety related information and recommendations.

ANY ACCIDENT, INJURY OR OTHER SAFETY RELATED INCIDENTS MUST BE REPORTED WITHIN 24 HOURS TO:

KRAIG WHITNEY, San Ramon Little League Safety Officer
(925) 828-4656 – Home
(925) 785-6539 - Cell
kewhitney@comcast.net

*On behalf of San Ramon Little League and
Little League Baseball, we hope that all children and adults
involved in the 2011 baseball season have a safe & fun
Little League experience!!*

**San Ramon Little League
2011 Board of Directors**

SAFETY CODE

Dedicated to Injury Prevention

- All adults on the playing field will have a completed a volunteer application on file with a copy of their drivers license and passed the background check. Copies can be found on our web site srbaseball.com
- Responsibility for Safety procedures should be that of an adult member of San Ramon Little League
- Coaches & Umpires should walk the field before every game to identify hazards
- Arrangements should be made in advance of all games and practices for emergency medical services
- Managers, coaches and umpires should have training in first-aid. First-aid kits are located in the equipment bin at each field and in the "Snack Shack" concession stand.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play".
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of 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.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters, runners and catchers must wear protective helmets which meet NOSCAE specs and standards during batting practice and games.
- Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (all players) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, head first slides are not permitted. (Except in Juniors Division)
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field.
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices.
- Managers and Coaches may not warm up pitchers at home plate, in the bull pen or elsewhere at any time.
- On-deck batters are not permitted (Except in Juniors Division).
- All Managers/Coaches/any adult volunteer will receive a copy of the Safety Manual.
- Managers and coaches ensure players have required equipment at all times, even catchers warming up during infield, and coaches and managers enforce rules at practices as well as games.
- The Safety Officer is a Board Position
See a need to add to the safety code? Contact our Safety Officer:
Kraig Whitney – (925) 828-4656



INTRODUCTION

ASAP - What is It? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". This manual is offered as a tool to place some important information at manager's and coach's finger tips.

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.
- ◆ Assist those who require medical attention - and when administering aid, remember to ...
- ◆ **LOOK** for signs of injury (*Blood, Black-and-blue deformity of joint etc.*).
- ◆ **LISTEN** to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- ◆ **FEEL** gently and carefully the injured area for signs of swelling, or grating of broken bone.
- ◆ Have your players' Medical Clearance Forms with you at all games and practices.
- ◆ Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

Don't ...

- ◆ Administer any medications
- ◆ Provide any food or beverages (other than water)
- ◆ Hesitate in giving aid when needed
- ◆ Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.)
- ◆ Transport injured individuals except in extreme emergencies
- ◆ Leave an unattended child at a practice or game
- ◆ Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

WHAT	WHEN	WHO
TPC Player Development/Coaching Training (AA) + Safety Mtg (First Aid Training)	1/25/2011	Mgr/Coaches
TPC Player Development/Coaching Training (AAA/Majors) + Safety Mtg (First Aid Training)	1/26/2011	Mgr/Coaches
Umpire Kickoff Meeting	1/27/2011	Umpires
Manager Equipment Pick-Up (AA-Juniors)	1/29/2011	Managers
Team Practice Starts (AA-Juniors)	2/1/2011	ALL
AI & AI Manager & Coaches Clinic	2/5/2011	Mgr/Coaches
Umpire & Managers Rules Clinic	02/08/2011 or 02/16/2011	Umpires/Mgrs
Game Management Clinic	02/09/2011 or 02/15/2011	Mgr/Coaches
Umpire Mechanics Training	02/12/2011 or 02/26/2011	Umpires/Mgrs
Board Meeting	2/17/2011	Open to ALL
Team Parents Meeting (AA-Majors)	2/22/2011	Team Parents
Umpire Mechanics – Managers & Parents	2/27/2011	Mgrs/Parents
Games start (Majors/Minors)	3/5/2011	ALL
OPENING DAY CEREMONIES	3/26/2011	ALL
Picture-Day/Baseball Challenge	4/17/2011	ALL

All managers/coaches are to attend TPC Player Development /Coaching Training and Safety Meeting at beginning of the year.

Please see website (srbaseball.com) for up-to-date times/locations.

**San Ramon Little League
Phone Numbers**

**FOR EMERGENCIES IT IS BEST TO CALL
THE SAN RAMON POLICE and FIRE
AMBULANCE DISPATCH NUMBERS
DIRECTLY:**

**San Ramon Police Dispatch.....646-2441
or 228-8282**

San Ramon Fire Ambulance..... 838-6691

Other Key Numbers:

**911 – General emergency number
San Ramon Police - Non-emergency...973-2779**

Key League Numbers

Safety Officer	Kraig Whitney	828-4656 785-6539 cel
President	John Brooks	925-224-7500
Fields/Equipment	Larry Candeub	925-361-0067

The San Ramon Little League provides and requires all coaches and managers to participate in the following programs:

1. Fundamental training for all coaches and managers (i.e. hitting, sliding, fielding and other basic skills and techniques.) will be provided at the beginning of the season in February, 2011. All Managers are required to attend training, and coaches are urged to attend as well. We track attendance to ensure that all teams are represented at each training session.
2. Safety Manual and Incident Reporting forms will be provided prior to the beginning of the season via email.
3. First Aid Training for all Managers and coaches will be provided prior to Opening Day through various training sessions. It will be mandatory for all teams to have at least one Manager or Coach of Record attend a First Aid training session.
4. Managers and coaches ensure players have required equipment at all times, even catchers warming up during infield, and coaches and managers enforce rules at practices as well as games.
5. Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.

The Safety Officer is a Board Position
See a need to add to the safety code? Contact our Safety Officer:
Kraig Whitney – (925) 828-4656

**San Ramon Little League
Code of Conduct**

Speed Limit 5 mph in roadways and parking lots while attending any SRA Little League function. Watch for children around parked cars.
No Alcohol allowed in any parking lot, field, or common areas within a SRA Little League complex.
No Playing in parking lots at any time.
No Playing on and around lawn equipment.
Use Cross walks when crossing road ways. Always be alert for traffic.
No Profanity please.
No Swinging Bats or **throwing baseballs** at any time within the walkways and common areas of a San Ramon Little League complex.
No throwing balls against dugouts or against backstop. Catchers must be used for all batting practice sessions.
No throwing rocks.
No horse play in walkways at any time.
No climbing fences.
No pets are permitted at San Ramon Little League games or practices.
Only a player on the field and at bat may swing a bat (Age 5 - 12). Juniors (Age 13) on the field at bat or on deck may swing a bat. Be alert of area around you when swinging bat while in the on deck position.
Observe all posted signs. Players and spectators should be **Alert** at all times for **Foul Balls and Errant Throws.**
During game, players must remain in the dugout area in an orderly fashion at all times.
After each game, each team must clean up trash in dugout and around stands.
All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
No children under the age of 16 are to be permitted in the Snack Shack without an adult.

Communicable Disease Procedures

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in first-aid kit).
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.



Are your “expectations” reasonable and consistent?

WHAT DO I EXPECT FROM MY PLAYERS?

- to be on time for all practices and games.
- to always do their best whether in the field or on the bench.
- to be cooperative at all times and share team duties.
- to respect not only others, but themselves as well.
- to be positive with teammates at all times.
- to try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- to understand that winning is only important if you can accept losing, as both are important parts of any sport.
- to read and sign Code of Conduct

WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- to be on time for all practices and games.
- to be as fair as possible in giving playing time to all players.
- to do my best to teach the fundamentals of the game.
- to be positive and respect each child as an individual.
- to set reasonable expectations for each child and for the season.
- to teach the players the value of winning and losing.
- to be open to ideas, suggestions or help.
- to never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- to come out and enjoy the game. Cheer to make all players feel important.
- to allow me to coach and run the team.
- to try not to question my leadership. All players will make mistakes and so will I.
- do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- if you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern..
- All player Parents will be provided Code of Conduct to be read and signed at player registration.

Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!

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WHEN IT'S HOT, DRINK BEFORE YOU'RE THIRSTY!!!

Before: Drink 8 oz. immediately before exercise

During: Drink at least 4 oz. every 20 minutes

After: Drink 16 oz. for every pound of weight lost

Dehydration Signs: Fatigue, flushed skin, light-headed

What to Do: Stop exercising, get out of sun, drink

Severe Signs: Muscle spasms, clumsiness, delirium

When treating an injury, remember:

Protection

Rest

Ice

Compression

Elevation

Support

Accident Reporting Procedures:

What to report - An incident that causes any player to receive medical treatment and/or first aid must be reported to the Safety Officer.

When to report - All such incidents described above must be reported to the Safety Officer *within 24 hours* of the incident.

How to make the report – The reporting incidents can be sent via the Injury Report form which is in your team manager binder and on the SRL League website. A copy is included in this safety manual on the next page.



SAN RAMON LITTLE LEAGUE

INJURY REPORT

Player Injured: _____ Time of Injury: _____

Name and phone number of person filling out this form: _____

Date of Injury: _____ Age: _____ Sex: M F

Player Injured Address: _____

Player Injured Phone #: _____ Field: _____

Exact location injured on the playing field: _____

Incident occurred during: Game () Practice () Other ()

Detail

What was the injured player doing when the incident occurred?

Who else was involved?

What specific parts of the body were injured?

**Immediate Action Taken
(Please Check)**

No treatment of injury: ()

First aid administered: () Type of first aid: _____

Taken to a physician: () Persons name escorting injured player: _____

Taken to hospital: () Hospital name: _____

Was a parent / relative / guardian notified: Yes No

If "YES": Name and relationship to injured player: _____

**Follow Up - Please explain any follow up action taken by the coach.
(Example: Coach calls injured player at home)**

Comments or suggestions on how this injury could be avoided in the future:

**Complete and mail within 24 hours of the incident to:
Craig Whitney, Safety Officer
9465 Alcosta Blvd., San Ramon, CA 94583**

**or attach completed form to an email to kewhitney@comcast.net
(This form is used by SRLF for statistics and safety purposes. This is not an insurance form.)**

Storage Shed/Bin Procedures

The following applies to all of the equipment bins and the storage shed used by San Ramon Little League and applies to anyone who has been issued a key by San Ramon Little League to use those bins/shed.

- All individuals with keys to the San Ramon Little League equipment bins (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the **orderly and safe storage of rakes, shovels, bases, etc.**
- Before you use any machinery located in the bins/shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in San Ramon Little League bins/shed shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (e.g. lime, fertilizer, etc.) stored within these equipment bins/shed will be separated from the areas used to store machinery and gardening equipment (e.g. rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within these bins/shed should be cleaned up and disposed of as soon possible to prevent accidental poisoning.

Some gentle reminders:

San Ramon Little League goes to great lengths to provide as much training as possible. Attend as many of the clinics as possible.

Check the San Ramon Little League Home Page frequently. Lots of information and a complete league calendar can be found there and can be a very valuable resource:

www.srbaseball.com

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or another Board 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. And, check your team's equipment often.



San Ramon Little League
2011 Snack Shack Safety Procedure

As part of SRLI's commitment to safety, please assure that all snack shack volunteers are aware of the following Snack Shack Safety Standards:

- The concession stand main door will not be locked or blocked when people are inside.
- Children under the age of 15 will be allowed in the Snack Shack ONLY if under adult supervision. Children under the age of 15 will not be allowed to operate a grill, barbecue or any other cooking equipment.
- Cleaning chemicals will be kept in a locked storage compartment.
- A fully stocked first aid kit and fire extinguisher will be kept in the concession stand at all times. Concession stand workers will receive instruction on use of the fire extinguisher.
- Any electrical or plumbing problems will be reported immediately to the City of San Ramon to be fixed.
- Propane tanks will be turned off at the tank and at the grill after use.
- The snack shack coordinator will review applicable safety procedures with snack shack volunteers prior to working in the snack shack.
- A copy of the snack shack safety instruction will also be provided to each Team Parent to provide to parents of the team.
- All cooking equipment will be periodically inspected by the Snack Shack Director and repaired as needed. The periodic hand-offs of the snack shack between SRLI and San Ramon Soccer are recommended times to inspect equipment.