

What You Need to Know: 12

This year's requirements are the same as last for leagues to make a safer environment for participants as well as enter the awards program and qualify for the 20 percent player accident insurance premium credit on your Little League/CNA Insurance. You must implement a safety plan, including the 12 requirements below, and submit documentation showing how you follow it. ***Please note page numbers where the 12 requirements are in your plan.*** All materials must be postmarked by May 1, 2001 to qualify.

The 2001 Safety Officer Manual will arrive soon.

1. Have an active safety officer

- This means *YOU*.
- File your name with Little League Headquarters:
 - submit it with your charter application;
 - call, email or fax it directly to Little League;
 - send it on your safety plan.
- This needs to be done every year, as Little League drops the previous year's names out of their computer system to ensure all materials are going to current office holders.

2. Publish and distribute a safety manual

- Include a policy statement and safety code.
- The general manual of all your league's safety policies should be given to all board members; a reduced version with coaching, concession stand, equipment and facilities issues along with key information should be given to all appropriate parties prior to the start of the season.

3. Post and distribute emergency phone numbers and key officials' numbers

- Publish these in your safety manual.
- Post these at main complex or concessions
Phone numbers should include emergency numbers such as ambulance service (9-1-1 or otherwise), emergency dental care, police, fire, sheriff's department: any emergency should have a response with a phone number for contact.
- Key officials' numbers keep many problems from occurring: League president or safety officer in case of injury or unsafe environment; head umpire in case of concerns surrounding officiating; player agent; board members, etc.

4. Provide fundamentals training for all coaches and managers (i.e. hitting, sliding, fielding, etc.)

- High school and college coaches or experienced league coaches can be great resources for your league. You don't need to pay a specialist to put on this training; a knowledgeable volunteer in your area can provide better understanding of the skills needed, so your coaches and managers can properly train their players and reduce injuries caused by poor skills. High school and college coaches have a vested interest in seeing the local young people learn proper skills. Also, contact your District Administrator or District Safety Officer to see if other leagues are planning training which could include your coaches.

5. Require first aid training for coaches and managers

- Again, this doesn't need to be a paid program. Coaches and managers need training — not so they can take the place of trained professionals, but to properly react in any emergency. It is extremely important that coaches know what to do and what NOT to do if a player is severely injured. In any severe accident, trained medical personnel should be contacted first, and then the coach can assess whether he or she has enough training to help the player or adult injured.
- The Emergency Management Training Program available through Little League provides a good basic first aid overview, but it isn't the only way leagues can train coaches to be prepared for injuries. Local doctors, nurses or paramedics/first responders can give a good training program on basic emergency first aid.

6. Require coaches/umpires to walk fields looking for hazards before use

- This is a common sense activity to protect your players — look for rocks; glass; holes in the outfield, in front of bases or under fences, etc.
- Don't count on the home team coach to do this; you won't offend anyone by being cautious and doing it at both home and away games.

Requirements of Safety Plan

7. Complete the ANNUAL Little League Facility Survey for all fields

- This needs to be completed and submitted every year; however, keeping a copy from the prior year and making any changes as needed is all that you need to do to meet the requirement
- The Facility Survey is included with the Safety Officer Manual mailing; it is also available from Little League's web site for download at: www.littleleague.org/manuals/asap

8. Have written safety procedures for concession stand

- Local restaurant operators are a good resource for training assistance, or contact your health department for information for non-profit organizations operating temporary concessions.
- Procedures should cover proper equipment use, cleaning and annual/frequent inspections.
- If you don't have a concession stand, write that in your safety plan submission, so you aren't penalized for not having safety procedures on it.

9. Require regular inspection and replacement of equipment

- Another common sense activity — inspect all equipment, batting helmets, catchers equipment and bats, prior to use and replace or repair any defects.
- Don't just throw away cracked helmets or equipment with defects — destroy it, or it will show back up as some player's personal equipment. Make it a rule or policy.

10. Have a method to report and track injuries and near-misses

- Make accident forms easily available; require them to be turned in to the safety officer within 24-48 hours of any incident is common. Make sure coaches understand filling the form out is mandatory, and will not be held against them, but is for the league to track how accidents occur.
- Forms are available through Little League. Check the Safety Officer Manual mailing for a copy, or go to Little League's web site.

11. Provide each team with a well-equipped first aid kit

- We're not telling you what to put in each team first aid kit. It should be adequate to meet the emergency needs of a coach to handle on-field injuries which don't require the immediate care of a medical professional. If you have one main complex where all your practices and games are held, the team kit can be smaller, but if they play away from a central site, or travel, they should have as fully stocked a kit as possible.
- Local hospitals, clinics and medical supply companies are a good source for donated kits.

12. Enforce catchers gear and helmet rule during practice and warm-up

- Catchers must wear a helmet and dangling-style throat protector any time they are catching for the pitcher, game, warm-up or practice. If a batter steps in, full equipment including a cup for males is required.
- If a catcher does not have all equipment on for warm-ups to start an inning, the pitcher should play catch with one of the fielders at first, second or third, not someone standing at the catcher's position without equipment. Adults should *never* catch for a pitcher.

* Highly Recommended:

Have telephone access at all activities

- Don't have kids in practices or games without access to a phone — on-site, neighbors, cell.
- No fewer than two coaches, especially at practice.

Conduct safety training for players including travel to/from

- Coaches should conduct on-going safety instruction on mechanics of game.
- Police volunteers will usually conduct a bicycle/travel session for kids.

Clearly understood procedure for inclement weather/lightning

- Coaches/managers/umpires should all have written instructions for inclement weather.
- Instructions should include when to call play and how to protect players/spectators.

Tips for Safety Officers

What Is The Safety Officer's Role?

- Strives to provide a safe and healthy environment for all volunteers, spectators and players;
- Coordinates all safety activities;
- Maintains safety in and through player training;
- Coordinates reporting and prevention of injuries;
- Solicits suggestions for making conditions safer;
- Develops a League Safety Plan.

Remember: Safety = Communication!

A Safety Officer's Season — Some Key Milestones

1. Election / appointment
2. Working with the Equipment Manager
3. Registration Day
4. Pre-season involvement with managers and coaches training
5. Tryouts
6. Meeting with the parents
7. Meeting with the umpires on safety
8. Concession stand concerns
9. Develop a safety plan and submit it to the District Safety Officer
10. Opening Day
11. Safety events during the regular season
12. Hosting / participating in tournament play

Reviewing Your 2000 Safety Plan

- Did it work??
- Did you meet your goals??
- Do you need to refine or redefine in certain areas??
- How can you increase the enhancement and awareness of safety??

Why do accidents happen?

Statistical data indicates that the most significant cause of accidents, accounting for roughly 80 percent of all recorded events, is... HUMAN ERROR!

Therefore, reducing the probability of human error will, by definition, reduce the probability of accidents.

Awareness is key

Many people have the attitude that accidents are bound to happen. Others think accidents happen only to other people. Safety awareness is the key to avoiding an accident. Most accidents can be avoided by being aware of what is going on around you.

Accidents — What Should I Do?

- Get all the “information.” Contact the team manager and player’s parents for information on how it occurred and what injuries were treated.
- Use a Preliminary Accident Report
- Document!! Document!! Document!!
- If necessary complete a Little League Accident Notification Form and submit to Williamsport; Little League would like to know if you even THINK a claim will be filed, so they can have the information beforehand. This helps claims to be processed smoothly.
- Learn from the accident — Are any changes in either training, facilities or equipment needed?
- Submit a copy of all Little League claims to District Safety Officer; track internally, too.



'Can I give out 2001 manual?'

Q: *"I am the Wisconsin District 6 Safety Director. I would like you to send me 10 each of the 2001 ASAP Safety Officer's Manual. I would like to distribute these in September to our leagues' safety officers."*

**Jim Malone, District Safety Officer
Wisconsin District 6**

A: The 2001 manuals are not yet available. We will have them ready for distribution in late November. Also, these are sent directly to the safety officer of record for each league, not to District Safety Officers, unless leagues within a district did not receive one. In order for your leagues to receive theirs as soon as it is mailed, please stress to your league presidents that Little League Baseball needs to have the correct person's name and address on file to receive the material. All safety materials are mailed directly to the SAFETY OFFICER OF RECORD with Williamsport. In the past we have had problems with leagues changing safety officers and the material not going to the correct person, and then not being forwarded. We will include new material in the 2001 manual, but no new requirements; it is available at: <http://www.littleleague.org/manuals/asap>.

Q: *"Can a child in a wheelchair play in a regular Little League game in the minor league? Our league doesn't offer a Challenger Division."*

**Bob Shuler
Lee County, Va.**

A: Any child, including one with a handicap, is eligible to try out to be selected to a team and play, noted Risk Management

Director Dan Kirby. Little League does not discriminate against the physically challenged. However, a child with any handicap would need to be able to perform the basic functions of playing, including hitting, running the bases and fielding hit balls. In the Challenger Division, a buddy can assist the player to accomplish these tasks. If you would like more information about the Challenger Division, please contact Challenger Division Director Jim Ferguson at Little League Headquarters at 570-326-1921.

Q: *"Yesterday during a tourney game for our farm league, the umpire threw out a helmet belonging to one of the players because he had put his name on the back with stick-on letters. The umpire indicated that the glue degraded the helmet. This is a common practice with our kids with the stick-on letters. I and others were under the impression that it was paint that degraded the helmet and made it unsafe and not stick-on letters. Does the glue on the back of these little letters degrade the helmet and should we remove them from all our helmets?"*

**Tim Foley, safety officer
Vacaville, Calif., Little League**

A: You never know how the chemicals of glue will interact with the helmet. According to Dan Kirby, risk management director at Little League Baseball Headquarters, the best course, if you have to use the letters to distinguish between helmets, is to put the letters on the underside of the bill. The bill isn't specifically intended to absorb shocks, so if the letters did interact with the physical composition of the helmet, it would have minimal effect on safety.

Have a question or tip to share?
Call the ASAP Hotline:
800-811-7443,
or e-mail: asap@musco.com



Or write to us at:
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100 1st Ave. West
Oskaloosa, IA 52577



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HOTLINE IDEAS

FROM READERS

"What we're doing is improving the safety in our batting cages. If you have a batting cage, you need to pad the bars holding the netting in place. If you don't the hit balls can ricochet off the poles and hit the batter or the pitcher when they aren't expecting it."

Ron Young, safety officer
Rosenberg, Texas, National Little League

"We started a Team Mom or Team Dad as a team safety officer, and I as the safety director would double check with each one of these parents to see how things are going. That way we keep a closer eye on each one of these teams during their games, because after all, they're at each and every game already."

Cindy Weaver, safety officer
Bogo Little League, Osceola, Ind.

These safety officers will receive ASAP caps for calling in safety ideas. What is your league doing to become safer for the kids? Call the ASAP Hotline!

ASAP HOTLINE
24 HOUR TOLL-FREE
800-811-7443

The 2001 Safety Officer Manual
will soon be delivered! For the latest, visit:
www.littleleague.org/manuals/asap

ASAP News

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