

Penns Valley Girls Little League Softball Safety Plan 2024

Penns Valley Girls Little League (PVGLL) Safety Plan

Goals:

- ✓ Safety for our league's players, coaches, volunteers, and spectators
- ✓ Comply with Little League standards and guidelines
- ✓ Awareness for ALL coaches on safety procedures
- ✓ Special focus for all new coaches to our league regarding safety procedures
- ✓ Ensure all coaches have first aid kits with them during all practices and games
- ✓ Publish and distribute the safety manual to coaches and umpires
- ✓ Equipment: Equipment manager is required to perform a quality inspection on all equipment prior to the season. Umpires will perform a quality inspection prior to each game. Any equipment deemed unsafe and not meeting Little League criteria will be removed from the equipment inventory until necessary repairs are made.

ASAP Safety Plan Requirements:

Requirement 1 - Safety Officer

Requirement 2 - Safety Manual Distribution

Requirement 3 - Emergency Plan

Requirement 4 - Volunteer Application

Requirement 5 - Fundamentals Training

Requirement 6 - First-Aid Training

Requirement 7 - Check Field Conditions

Requirement 8 - Facility Survey

Requirement 9 - Concession Stand Safety

Requirement 10 - Equipment Check

Requirement 11 - Accident Reporting

Requirement 12 - First-Aid Kits

Requirement 13 - Enforce Little League Rules

Requirement 14 - Player / Coach Data

Requirement 15 - Answer Survey Question

Requirement 1 - Safety Officer: Have a safety officer on file at Little League International.

Manage Officers

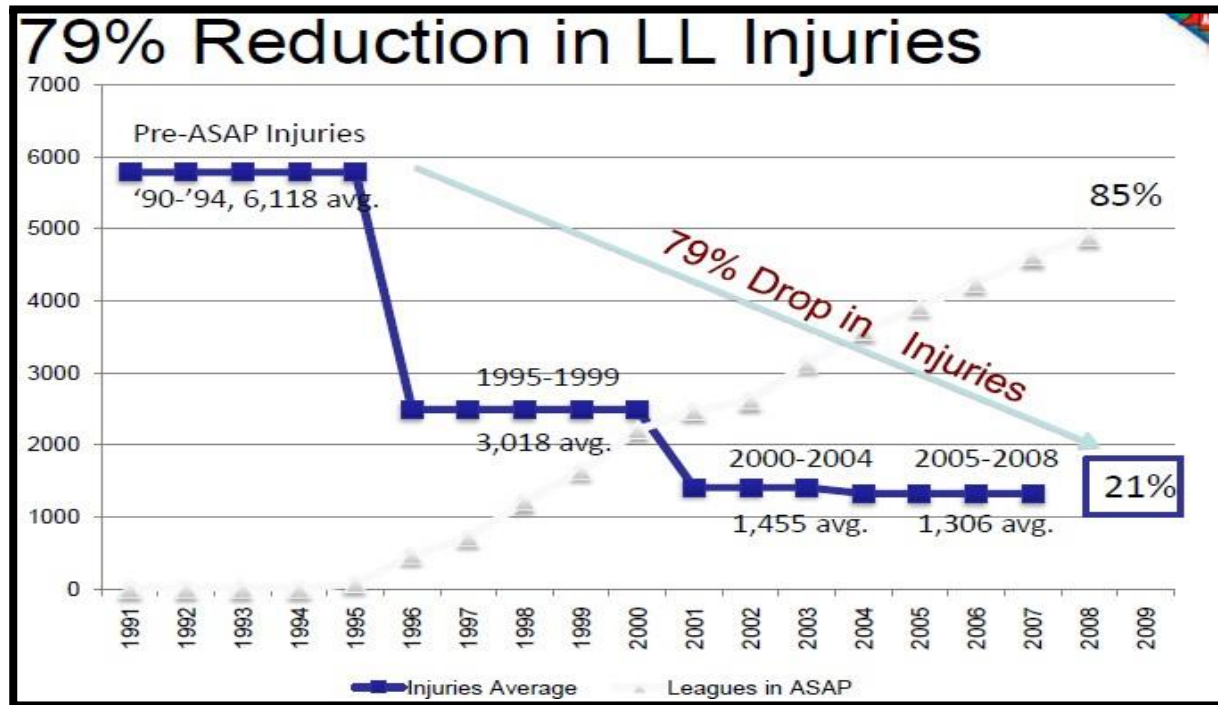
NOTE: The officer in the League President role cannot be deleted. The officer must be removed from the role first.

Name	Email	Day Phone	Officer Type(s)
Keri Miller	kmlr717@gmail.com	814-571-5308	League President
Taylor Shook	countrymusicgirl219@gmail.com	814-777-4407	League Secretary
Laura Spidell	laura.spidell@gmail.com	724-549-4770	League Treasurer
Kayla Neff	kayneff2011@gmail.com	814-553-0610	League Safety Officer
Laurel Frymyer	lfrymyer86@gmail.com	(814)769-6499	League Softball Vice President
Brittany Homan	jbhoman2011@yahoo.com	814-574-1911	League Coaching Coordinator
Josh Kellerman	jozsuasoccer@gmail.com	814-208-8833	League Player Agent

Requirement 2 – Safety Manual Distribution: Make safety plan accessible to coaches, managers, board members and any other volunteer in the league.

- ✓ PVGLL will distribute safety plan to all coaches, managers, board members, and other volunteers in our pre-season meeting and training sessions.
- ✓ PVGLL will email safety plan to all coaches, managers, board members, and other volunteers, midway through the season.

- ✓ PVGLL will share safety plan through its resource site, www.pvllsoftball.net and Facebook site.
- ✓ PVGLL will provide safety plan to District Administrator: **Gary Barger**



Requirement 3- Emergency Plan: Post and distribute emergency and league officer phone numbers.

- ✓ Emergency Action Plan will be posted in league dugouts.
- ✓ All coaches conducting a practice, or a game, must have a working cell phone on their body.

Emergency Action Plan

In the event of a circumstance that warrants one of the numbers to be called, please contact in the following order:

1. Emergency number
 2. Parent(s) of the player(s) involved
 3. Safety Officer (Safety Officer will contact League President)
-

Emergency Phone Numbers

POLICE 911
FIRE & RESCUE 911
POISON CONTROL 1-800-222-1222

NON-EMERGENCY POLICE 814-355-7545
NON-EMERGENCY FIRE
Centre Hall Vol. Fire. Co. 814-364—1816
Gregg Township Vol. Fire Co. 814-422-8626

LEAGUE SAFETY OFFICER, Kayla Neff 814-553-0610
LEAGUE PRESIDENT, Keri Miller 814-571-5308

Requirement 4 – Volunteer Application: Require volunteers to complete and submit the Official Little League Volunteer Application.

- ✓ PVGLL will require managers, coaches, board members, umpires and any other persons who provide regular service to the league and/or have repetitive access to or contact with players to complete the volunteer application form, as well as provide a government-issued

photo identification card for ID verification. League will check name spellings and numbers for accuracy.

- ✓ PVGLL will deny volunteer eligibility to anyone refusing to fill out a volunteer application.
- ✓ PVGLL will conduct a nationwide background check for sex offender registry data and other criminal records for each volunteer utilizing JDP (or comparable provider.)

Requirement 5 – Fundamentals Training: Provide fundamentals training

- o Provide and require fundamentals training (including hitting, sliding, fielding, pitching) with at least one coach or manager from each team attending.
- o It is not necessary for first-aid and fundamentals training(s) to be held before safety plan is submitted.
- o List scheduled dates/locations on league website.
- o Training qualifies volunteer for 3 years; but one team representative is still required to attend each year.
- o High school, college, or experienced league coaches can be great resources to conduct training.

PVGLL will comply with the above LLI safety requirements by:

- ✓ PVGLL will require that at least one manager/coach from each team will attend the fundamentals training. Every Manager/Coach will attend this training at least once every 3 years.
- ✓ PVGLL will list scheduled dates/locations of trainings on league website.

Requirement 6 – First-Aid Training: Provide first-aid training.

- o Require first aid training for coaches and managers, with at least one coach or manager from each team attending.

- o It is not necessary for first-aid training to be held before safety plan is submitted.
- o It is not necessary for doctors, nurses, LPN's, and paramedics in the league to attend first-aid training. However, it is recommended that leagues utilize these professionals from their league/community to present the training.
- o Other individuals who attend various outside first-aid training and courses are not exempt.

PVGLL will comply with the above LLI safety requirements by:

- ✓ PVGLL will require that at least one manager/coach from each team must attend the First Aid training. Every Manager/Coach will attend this training at least once every 3 years. (First Aid including PRICES Prevention, Contusion, Muscle Pull & Strain, Over-use, Sprains, Fractures, Small Joints, Facial, Teeth, Eye, Insect, Heat Illness, Triage and Emergency, etc.)
- ✓ PVGLL will list scheduled dates/locations of trainings on league website.

Requirement 7 – Check Field Conditions: Require field inspections before games and practices.

- o Require coaches/umpires to walk fields for hazards before practices and games.
- o Use common sense: look for glass, rocks, holes, etc.
- o Track and document any facility issues needing to be repaired.
- o Specify who is responsible for doing this – home coach, visitor coach, umpire or all?

PVGLL will comply with the above LLI safety requirements by:

- ✓ Both coaches and umpire will be required to walk fields for hazards before practices and games. Refer to the “Hey Coach Have You:” Checklist below.
- ✓ Track and document any facility issues needing to be repaired.



HAVE YOU:

- ✓ **Walked field for debris/foreign objects**
- ✓ **Inspected helmets, bats, catchers' gear**
- ✓ **Made sure a First Aid kit is available**
- ✓ **Checked conditions of fences, backstops, bases and warning track**
- ✓ **Made sure a working telephone is available**
- ✓ **Held a warm-up drill**

Requirement 8 – Facility Survey: Complete the annual Facility Survey.

- o Facility Survey must be completed annually in the LL Data Center and cannot be attached to the safety plan uploaded by league.

PVGLL will comply with the above LLI safety requirements by:

- ✓ Facility Survey will be updated in the LL Data Center for 2024.

Requirement 9 – Concession Stand Safety: Post and utilize concession stand procedures.

- o Written safety procedures posted for concession stand and concession manager trained in safe food handling/prep and procedures.
- o Include copy of posted concession safety procedures in safety plan.
- o Even if concession stand is not league operated, they are responsible to make sure safety procedures are posted.
- o Local restaurant operators are good resources for training assistance.
- o Training should cover safe use, care and inspection of equipment.

PVGLL will comply with the above LLI safety requirements by:

Concession Stand Safety Plan

- ✓ Concession Stand operations shall meet or exceed the local board of health regulations.
- ✓ *'Concession Stand Safety Inspection Checklist'* will be completed by board member on duty, concession stand manager, or concession stand worker/volunteer. See sample below.
- ✓ *'Concession Stand Safety Rules & Procedures '* will be posted at concessions stand. See sample below.
- ✓ Concession Manager will be trained in safe food handling/prep and procedures.
- ✓ Concession Manager provides all safety training to any paid or volunteer workers.
- ✓ Menu shall be posted and approved by the League Safety Officer and League President.

Concession Stand Safety Inspection Checklist

	Menu Posted		(If Cold) Below 41° F
	Hands Washed		(If Cooked) Above 140° F
	Counters Sanitary		No Smoking
	No “Sick” Workers		Insect Control
	Hair Restraints		Exposed Wires/Trip Hazards
	Age > 18 Handling Money and Hot Food Machines		Dishes Washed Hot/Soapy Water

Concession Stand Safety Rules and Procedures

- ✓ Concession stands will be run by adults only and may be contracted out as the Board of Directors designates. Those volunteers or assignees operating any ILL concession stand will operate such under the supervision of the ILL President and Safety Officer.
- ✓ All unpackaged food must be handled with paper towels or plastic wrap.
- ✓ All staff members must wash their hands on a frequent basis and/or use sanitizer.
- ✓ The concession stand shall be cleaned at the end of each day, shall have a fully stocked First Aid Kit and no glass containers shall be sold at the concession stand.
- ✓ Only working staff will be allowed in the concession stand. No coach, staff, or others shall loiter in the area.
- ✓ All trash shall be removed from the concession stand at the end of each day.
- ✓ A list of emergency numbers and key league personnel phone numbers shall be available in the concession stand for emergency use.

Requirement 10 – Equipment Check: Regularly inspect and replace equipment as needed

- o Inspect equipment before each use by coaches/managers.
- o Destroy broken equipment to prevent future use.
- o Recommend use form to track equipment needs.

PVGLL will comply with the above LLI safety requirements by:

- ✓ The League Safety Officer and Equipment Manager will inspect all equipment in the pre-season and destroy broken equipment at the beginning and end of each season.
- ✓ PVGLL will use online shared google sheet to track equipment needs among Board Directors and Equipment Manager.
- ✓ PVGLL Coaches have been advised to contact Safety Officer or Equipment Manager as needed for replacement equipment.
- ✓ PVGLL's Spring Mills Fields storage unit contains additional first aid kits, ice packs and additional equipment for easy replacement access.
- ✓ PVGLL Managers/Coaches/Umpires will inspect equipment prior to each game.
- ✓ PVGLL's Equipment Checklist, provided below, will be reviewed with all Coaches, Safety Officer and Equipment Manager.

Equipment Checklist

Keep Your Players Safer

Do you know what equipment is required for player safety on the field? Do you know which optional items can help keep players safer? Check out the following list for ideas and reminders.

REQUIRED PLAYER EQUIPMENT

Defense

- ☐ **Athletic supporter** – all male players
- ☐ **Metal, fiber, or plastic type cup** – all male catchers
- ☐ **Catcher's helmet and mask**, with "dangling" throat guard; NO skull caps – all catchers; must be worn during pitcher warm-up, infield practice, while batter is in box
- ☐ **Catcher's mitt** – all baseball catchers
- ☐ **Chest protector and leg protectors** – all catchers; must be worn while batter is in box; long model chest protector required for Little League (Majors) and younger catchers

Offense

- ☐ **Helmet meeting NOCSAE standards** – all batters, base runners, and players in coaches boxes
- ☐ **Helmet chinstrap** – all helmets made to have chinstrap (with snap buttons, etc.)
- ☐ **Regulation-sized ball** for the game and division being played; marked RS for regular season or RS-T for regular season and tournament in baseball
- ☐ **Regulation-sized bat** – all batters; Little League (Majors) and younger baseball divisions must have bat marked with BPF 1.15 beginning in 2009
- ☐ **Non-wood bats must have a grip of cork, tape, or composite material**, and must extend a minimum of 10 inches from the small end. Slippery tape is prohibited.

REQUIRED FIELD EQUIPMENT

- ☐ 1st, 2nd and 3rd bases that disengage from their anchors
- ☐ Pitcher's plate and home plate
- ☐ Players' benches behind protective fences
- ☐ Protective backstop and sideline fences

OPTIONAL PLAYER EQUIPMENT

Defense

- ☐ Metal, fiber, or plastic type cup – any player, esp. infielders
- ☐ Pelvic protector – any female, esp. catchers
- ☐ Heart Guard/XO Heart Shield/Female Rib Guard – any defensive player, esp. pitchers, infielders
- ☐ Game-Face Safety Mask – any player, esp. infielders
- ☐ Goggles/shatterproof glasses – any player, esp. infielders or those with vision limitations

Offense

- ☐ **Helmet** – adults in coaches boxes
- ☐ **Helmet with Face Guards or C-Flap** meeting NOCSAE standards – all batters, esp. in younger divisions
- ☐ **Mouth guard** – batters, defensive players
- ☐ **Goggles/Shatterproof glasses** – any player, esp. those with vision limitations
- ☐ **Batters vest/Heart Guard/Heart Shield/Female Rib Guard** – any batter
- ☐ **Regulation-sized reduced impact ball**

OPTIONAL FIELD EQUIPMENT

- ☐ Double 1" base that disengages from its anchor
- ☐ Baseball mound for pitcher's plate
- ☐ Portable pitchers baseball mound with pitcher's plate
- ☐ Protective/padded cover for fence tops
- ☐ Foul ball return in backstop fencing

IMPORTANT:

BPF RULE GOES INTO EFFECT FOR BASEBALL DIVISIONS

Buying bats for your league's baseball divisions? If it is composite metal, make sure it has the BPF 1.15 label. Bats in use in Little League Baseball (Majors Division and younger) must have the new bat performance factor listed on the bat.

Unless this marking is present, the bat will be removed from game.

Little League officials are aware some bats do not have the required markings but are Little League approved. And some of the bats on the approved bat list may not carry the required BPF 1.15 marking depending on when they were manufactured and licensed.

Little League is building a list of bats that are approved but do not have the BPF marking due to special circumstances. For these bats the eligibility for play will be extended until December 31, 2009. As Little League is made aware of bats that meet the BPF rule for this extension, the bats will be added to the list.

ONLY bats with a BPF 1.15 marking or that are listed below will be allowed for use in the Little League (Majors) Baseball and younger divisions in 2009.

Non-BPF-marked bats approved until Dec. 31, 2009:

Adidas – Vanquish (blue design) A newer model of this bat, also named Vanquish with copper and black markings, has the proper labeling, so is therefore not subject to the one-year rule.

DeMarini – Black Coyote, Rogue, Distance, Rumble, Tengu, Mach 10, Patriot

Easton – LZ-810, LZ-800, Stealth Optiflex LST 1,

Louisville Slugger – YB31

NIKE – Aro

Requirement 11 – Accident Reporting: Implement prompt accident reporting and tracking procedure.

- o Require Accident Forms be turned into Safety Officer within 24-48 hours.
- o Track “near-misses” as a proactive tool to evaluate practices and avoid future injuries.
- o Share information on accidents and “near-misses” with district staff.

PVGLL will comply with the above LLI safety requirements by:

- ✓ The PVGLL Safety Officer has provided training to all Coaches and Board Members on league expectations surrounding accident reporting.
- ✓ PVGLL Coaches have been advised to contact Safety Officer within 24-48 of any accident, to file the appropriate Incident Injury Tracking Form and Accident Claim Form, if applicable.
- ✓ Safety Officer will track near-misses as a proactive tool to evaluate practices and avoid future injuries.

For Local League Use Only

Activities/Reporting

League Name: _____ League ID: _____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: ☐ Male ☐ Female

City: _____ State: _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City: _____

Incident occurred while participating in:

A) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD

B) ☐ Junior ☐ Senior ☐ Big League ☐ Minor ☐ Major ☐ Intermediate (50/70)

C) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event

☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident:

D) ☐ Batter ☐ Baseman ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second

☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout

☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

A) On Primary Playing Field

☐ Base Path: ☐ Running or ☐ Sliding ☐ Seating Area ☐ Travel:

☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted ☐ Parking Area ☐ Car or ☐ Bike or

☐ Collision with: ☐ Player or ☐ Structure ☐ Concession Area ☐ Walking

☐ Grounds Defect ☐ Volunteer Worker ☐ League Activity

☐ Other: _____ ☐ Customer/Bystander ☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at <http://www.littleleague.org/usa/accidentclaimform.pdf> and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: <http://www.littleleague.org/usa/accidentclaimform.pdf>

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____

LITTLE LEAGUE, BASEBALL AND SOFTBALL

ACCIDENT NOTIFICATION FORM

INSTRUCTIONS

Send Completed Form To:
Little League, International
239 US Route 10 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claims Contact Numbers:
Phone: 570-327-1074

Accident & Health (U.S.)

1. This form must be completed by parents (if claimant is under 18 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.

2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.

3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.

4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.

5. Limited deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.

6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name: _____ League I.D.: _____

Name of Injured Person/Claimant: _____ SSN: _____ Date of Birth (MM/DD/YY): _____ Age: _____ Sex: ☐ Female ☐ Male

Name of Parent/Guardian, if Claimant is a Minor: _____ Home Phone (Inc. Area Code) Bus. Phone (Inc. Area Code)

Address of Claimant: _____ Address of Parent/Guardian, if different: _____

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. Other insurance programs include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident: _____ Time of Accident: _____ Type of Injury: _____

☐ AM ☐ PM

Describe exactly how accident happened, including playing position at the time of accident: _____

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (4-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (4-7)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SCHEDULED GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (6-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (6-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	<input type="checkbox"/> TRAVEL FROM
<input type="checkbox"/> INTERMEDIATE (50/70) (13-18)	<input type="checkbox"/> JUNIOR (12-14)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TOURNAMENT	<input type="checkbox"/> TOURNAMENT
<input type="checkbox"/> SENIOR (13-16)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	<input type="checkbox"/> OTHER (Describe)

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date: _____ Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.): _____

Date: _____ Claimant/Parent/Guardian Signature: _____

Requirement 12 – First-Aid Kits: Require a first-aid kit at each game and practice

- ✓ PVGLL Safety Officer and Equipment Manager have provided each team with first-aid kit at the start of the season.
- ✓ Additional first aid kits and ice packs are stored in a storage unit at Spring Mills Field.
- ✓ PVGLL Managers/Coaches will inspect first aid kits prior to each game and practice and request replacement of items as needed.

First Aid Kits: What goes in them?

Requirement 12

"Hello, I need a list of what to put in a team first aid kit as well as the big first aid kits kept at the fields. I have a sponsor willing to fill this need. I just need to give them a list of what we need and how many."

**Thanks,
Marc Paladino
(via email)**

A team's first aid kit should contain ice in bags; these will be used almost anytime you have an injury to help reduce the pain and potential swelling. If using chemical cold packs, be cautious using around the face in case of leaks. Also, bandages, both large and small, gauze, some kind of dressing material like an Ace wrap or elastic wrap to hold gauze in place, or athletic tape. You should also provide water or a cleanser (antiseptic wipes, etc.) to clean abrasions or cuts. Check local expectations for first aid kits, as some states do not allow these cleansers other than at home or by health care professionals.

Also, don't forget latex or rubber gloves and some kind of small bag to properly dispose of blood and blood-soiled items like wipes or towelettes; blood-borne pathogens should be an important part of your safety training, so people do not put their health and future safety at risk dealing with unknown risks.

Finally, each team should have some kind of emergency telephone (mobile or land-line) to call an ambulance as well as a map or written directions to the area medical facilities anyone evacuated by medical professionals would be taken to. In an emergency, people need all the help they can get. Check the November/December 2003 ASAP News for some examples of that kind of information.

NOTE: Individual leagues decide what they need in a first aid kit. These give a good idea of fully-stocked kits. Items any kit should contain: A good supply of ice, drinking water, and personal items

or medications; emergency phone numbers; coins for pay phones; and directions and/or a map to/from emergency medical facilities.

ALSO: Keep a list of original supplies in your first aid kit, so it can be stocked and replenished! If managers or coaches use any first aid supplies, replace them before the next time the team meets.

Here are three good examples of a well-stocked first aid kit:

LLB's Emergency Management and Training Program

Little League's EMTP manual recommends your first aid kit include:

- Ice bags
 - Plastic bags of crushed ice
- Elastic bandages
 - 3, 4 and 6 inch widths
- Sterile dressings
 - 3 by 3 inch individual gauze
 - 2 to 3, 5 by 9 inch pads
 - Telfa or non-stick dressings
 - Eye patches
- Adhesive bandages
 - 3/4, 1 and 2 inch widths
- Bandages
 - Triangular shape and in rolls
- Adhesive tape
 - 1/2, 1 and 1 1/2 inch widths
- Eye shields
- Small flashlight
- Scissors
- Antiseptic soap
- Splints
 - Inflatable, cardboard or wooden, for arm and leg (large enough for your largest player)
- Petroleum jelly
- Safety pins
- First aid manual
- Towels
- Blanket
- Small pocket notebooks and pencils
- Water for drinking and plenty of paper cups. (Water and paper cups can also do double duty in some first aid applications.)

First USA Sport First Aid Kits

New this year! 4 First Aid Kit options geared to sport injuries. The Sport First Aid Kit (contents below), Mini Sport First Aid Kit, Personal Sport First Aid Kit and the Grab & Go Wound Care Pack. A Unique feature: In 5-7 Days in stock kits, refill packs and cold packs can be ordered by phone 1-760 720 2842 or online - www.fyrstusa.com.

- 26 Antimicrobial Skin wipes (Kill MRSA)
- 2 Athletic Tape 1.5" x 15yd. rolls
- 20 Bandages 1" x 3"
- 6 Bandages, Large 2" x 4.5"
- 1 Blister Pad Kit
- 1 Blot Blood-Off-Cloth 4.oz bottle w/blot cloth
- 1 Cold Pack Holder w/ hook and loop 6" x 30"
- 4 Cold Packs-Instant 6" x 8.75"
- 1 Elastic Wrap 3" x 5yd. roll
- 1 Eye/ Wound Wash 4.oz bottle
- 10 Gloves- Latex Free
- 1 Ice Bag Re-usable 9"
- 1 Pre-Wrap 2.75" x 30yd roll
- 1 Scissors - Lister Bandage/Blunt tip 4.5"
- 3 Grab & Go Wound Care Packs

Little League First Aid Kit

Recommended First Aid kit supplies are as follows:

- Bandages — sheer and flexible
- Non-stick pads — assorted sizes
- Soft-Gauze bandages
- Oval eye pads
- Triangular bandage
- Hypo-allergenic first aid tape in dispenser
- 2-inch elastic bandage
- Antiseptic wipes
- First aid cream
- Instant cold pack
- Tylenol- extra-strength caplets
- Scissors
- Tweezers
- First aid guide
- Contents card
- Disposable gloves

Requirement 13 – Enforce Little League Rules: Enforce Little League rules including proper equipment.

- o Most Little League rules have a basis in safety – follow them.
- o Ensure players always have required equipment including catchers warming up on the field.
- o Coaches and Managers should enforce rules at practices as well as games.
- o Make sure all fields have bases that dis-engage their anchor as required by Little League rules.
- o Enforce the rule that Coaches and Managers are not allowed to catch/warm-up pitchers (Rule 3.09). This includes standing at the backstop during practice as an informal catcher for batting practice.

PVGLL will comply with the above LLI safety requirements by:

- ✓ All PVGLL Board Members, Coaches, and Volunteers will review *‘Coaches Code of Conduct,’ ‘Safety Code,’* and *‘Checklist for Managers, Coaches and Umpires’* prior to the start of the season.
- ✓ League Officers will inspect compliance throughout the season.
- ✓ League President will handle disciplinary measures up to and including banishment from the league.
- ✓ All Board Members, Coaches, and Volunteers will review online LLI resources prior to start of the season for all player rules surrounding player safety (Proper equipment, no on-deck batters, no warming up pitchers, disengaging bases, etc.).

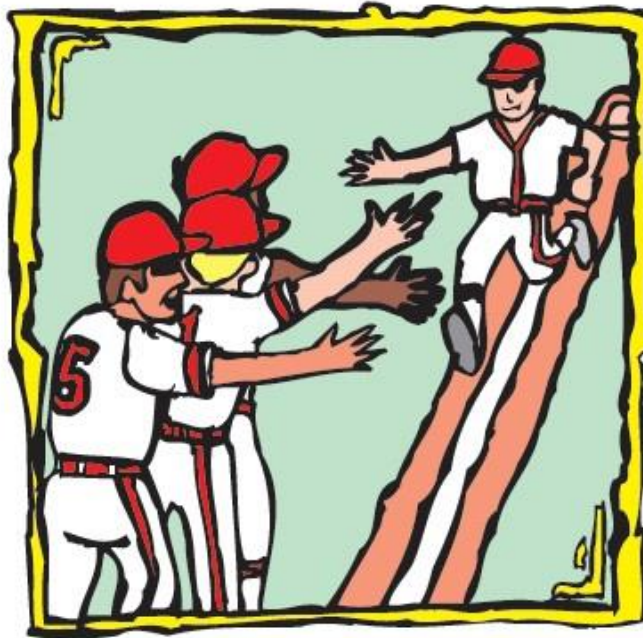
Links: <https://www.littleleague.org/playing-rules/> <https://www.littleleague.org/player-safety/>

Coaches Code of Conduct: Penns Valley Girls Little League

Coaches are Role Models

- Speed limit is 5 mph in roadways and parking lots.
- No alcohol, smoking or tobacco products of any kind allowed at any field, parking lot or common areas.
- Do not allow playing in parking lots at any time. No playing on and around field maintenance equipment.
- No profanity.
- Do not allow swinging bats or throwing baseballs at any time within the walkways and common areas of the Little League complex.
- Only a player on the field and at bat, may swing a bat (Ages 5 - 12).
- Do not allow throwing balls against dugouts or buildings, throwing rocks or climbing fences.
- During games, players must remain in the dugout area in an orderly fashion at all times.
- Do not allow players to bring cell phones or meals into the dugout during a game, unless approved by League Safety Officer or President.
- After each game, each team must clean up trash in dugout and around stands.
- Observe all posted signs.
- Be respectful of facilities and clean up after every practice or game.

Keep It Clean!



REMEMBER:

**Use good sportsmanship on the field,
even to your language.**

Regulation XIV – Field Decorum

- a) “The actions of players, managers, coaches, umpires and league officials must be above reproach . . .”
- b) “The use of tobacco and alcoholic beverages in any form is prohibited on the playing field, benches or dugouts.”

SAFETY CODE

1. Responsibility for procedures should be the same as the adult member league.
2. Managers, coaches and umpires will have a first aid kit.
3. No games or practices should be conducted if weather or field conditions are perceived to be unsafe.
4. Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. Corrective actions should be taken to remove or repair these hazards before play commences.
5. ALL coaches, managers, umpires and parent volunteers are required to fill out a volunteer application and background check, see below.
6. Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
7. Responsibility for keeping bats and loose equipment off the field of play should be that of the respective coaches or a player assigned to this task.
8. Coaches will establish procedures for the retrieval of foul balls which have left the playing area.
9. During practice and games, all players should be alert and watching the batter on each pitch.
10. During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
11. Equipment should be inspected regularly. Special attention should be directed towards proper fit.
12. Batters must wear approved protective helmets during batting practice, and games.

13. Catcher must wear catcher's helmet, mask, throat protector, long model chest protector and shin guards. Catchers must wear catcher's helmet and mask with a throat protector in warming up pitchers. This applies between innings and in the bullpen.
14. Except when runner is returning to a base, headfirst slides should be avoided.
15. During slide practice, bases should not be strapped down and should be located away from the base anchoring system.
16. At no time should "horse play" be permitted on the playing field.
17. Parents of players who wear glasses should be encouraged to provide "safety glasses" for their child.
18. Players may not wear watches, rings, pins or other metallic items unless they are for medical purposes.

Checklist for Managers, Coaches, and Umpires

❖ Safety on the Field:

Regular safety inspections of all fields, structures, and dugouts are the best way to eliminate conditions that cause accidents.

Managers, coaches, and umpires should routinely check playing area for:

1. Holes, damage, rough or uneven spots, slippery areas, and long grass, glass, rocks, foreign objects.
2. Damage to screens or fences, including holes, sharp edges, or loose edges.
3. Unsafe conditions around backstop, pitcher's mound, or warning track.
4. Proper attire by the catcher at all times, including in the bull pens.

❖ Safe Equipment:

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches, and umpires should:

1. Be sure all equipment is Little League approved.
2. Inspect all bats, helmets, and other equipment on a regular basis. Dispose of unsafe equipment properly.
3. Keep loose equipment stored properly.
4. Have all players remove all personal jewelry.
5. Parents should be encouraged to provide safety glasses for players who wear glasses.
6. Inform Equipment Manager to repair or replace defective equipment.

❖ Safe Procedures:

Managers and coaches must:

1. Have all players' medical release forms with you at every practice and game.
2. Have a first aid kit with you at all practices and games.
3. Have access to a telephone in case of emergencies.
4. Know where the closest emergency shelter is in case of severe weather.
5. Ensure warm-up procedures have been completed by all players.
6. Stress the importance of paying attention, no "horse playing allowed."
7. Instruct the players on proper fundamentals of the game to ensure safe participation.
8. Each practice should have at least 2 coaches in case of an emergency.

❖ Safe Environment:

Weather Conditions

1. Check the weather forecast before leaving for a game or practice.
2. Postpone outdoor activities if storms are imminent.
3. Watch for signs of an approaching storm.

Approaching Thunderstorm

- o Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning. During a game, the umpire will clear the field in the event of an approaching storm.
- o Move to a safe environment immediately. Do not go under a tree or stay in the dugout.
- o If lightning is occurring and there is no sturdy shelter near, get inside a hard top automobile and keep the windows up.
- o Stay away from water, metal pipes and telephone lines.
- o If caught outdoors & no shelter exists

- o Find a low spot away from trees, fences, light poles, and flagpoles.
- o If in the woods, take cover under shorter trees.
- o If you feel your skin begin to tingle or your hair feels like it's standing on end, squat low to the ground, balancing on the balls of your feet. Make yourself the smallest possible target, tuck your head between your legs, and minimize your contact with the ground.

What to do if someone is struck by lightning

1. The person who has been struck will carry no electrical charge; therefore, they are safe to touch.
2. Call 9-1-1 as soon as possible for help.
3. If breathing and/or heartbeat have stopped, perform CPR until EMS arrives. Give special attention to rescue breathing.
4. Check for burns to the body.
5. Give first aid as needed.
6. Contact the league Safety Officer or President ASAP.

Requirement 14 – Player/Coach Data: Submit League Player Registration data to the Data Center

- o Submit league player registration data/player roster data and coach/manager data through the Little League Data Center.
- o Safety manual will not be approved until registration data has been fully submitted.

PVGLL will comply with the above LLI safety requirements by:

- ✓ All league player registration data or player roster data will be submitted through the LL Data center prior to start of season.

Requirement 15 – Answer Survey Question: Answer Survey Questions

- ✓ PVGLL Safety Officer will complete questions upon uploading of ASAP plan to LLI Data Center.

Additional Safety Reminders

Suggestions for Warm-up Drills



Heel Cord Stretches

Lean against a wall. Reach one leg behind you. Keep the knee straight, heel on the ground, and toes pointed forward. Slightly bend the leg that's closer to the wall. Lean forward. You should feel the stretch along the back of your calf. Repeat with other leg.



Head and Neck Circles

Make a circle with your head, going around first in one direction five times. Then reverse and make five circles in the opposite direction.



Low Back Stretches

Lie on your back, bring one knee up, and pull the knee slowly toward your chest. Hold and repeat three times. Switch legs and repeat.



Shoulder Stretches #1

Stand or sit, holding your throwing arm at the wrist with your other hand. Put your arm over your head and pull gently, feeling your upper arm against your head. You should feel the stretch inside your shoulder.



Shoulder Stretches #2

Stand or sit, holding onto the elbow of your throwing arm with your other hand. Gently pull your throwing arm across your chest. You should feel the stretch inside your shoulder, especially at the back.



Shoulder Stretches #3

Stand or sit with your pitching arm out to the side and your elbow bent. Move your arm back until you feel the stretch in the front of your shoulder.



Thigh Stretches #1

Sit on the ground. Stretch both legs out in front of you. Reach forward, touching your toes. Eventually, you want to lean forward far enough to put your head on your knees. You should feel the stretch along the backs of your legs.

Thigh Stretches #2

Sit on the ground with one leg stretched out in front of you. Bend the other knee and put your foot behind you. Lean backwards. You should feel the stretch along the front of your thigh.



Asthma Emergency Signs

Seek Emergency Care If A Child Experiences Any Of The Following:

- + Child's wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)**
- + Child's chest or neck is pulling in while struggling to breathe**
- + Child has trouble walking or talking**
- + Child stops playing and cannot start again**
- + Child's fingernails and/or lips turn blue or gray**
- + Skin between child's ribs sucks in when breathing**

Asthma is different for every person.

The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

If you are at all uncertain of what to do in case of a breathing emergency...

Call 9-1-1 and the child's parent/guardian!

If You Hear It, Clear It



REMEMBER:

- **Track approaching storms the best way possible: Internet radar websites, dedicated storm warning system at field, or other storm warnings**
- **Evacuate fields when storms are about 10 miles away: Have players and spectators go to enclosed building or to cars with windows rolled up**
- **Clear fields immediately after thunder has been heard or lightning seen!**

PLEASE WAIT!

- **Wait 30 minutes before returning to play after last sign of lightning activity in your area**
- **Cars shouldn't leave until the game is called, so all players can be accounted for**

Guidelines from the National Oceanic and Atmospheric Administration's (NOAA) National Weather Service