2013
SAFETY MANUAL
LEAGUE ID 2070305
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# League Mission & Objective

**Derby Little League – Mission & Objective**

The Derby Little League program is a non-profit organization that is run by volunteers whose mission is to provide an opportunity for children to learn the game of baseball in a safe and friendly environment.

The objective of our League is to teach the children of the community the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger and happier children that will grow to be good, decent, healthy and trustworthy citizens.
## Emergency Contact Numbers

### EMERGENCY

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<thead>
<tr>
<th>Service</th>
<th>Number</th>
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<tbody>
<tr>
<td>Derby Police (Emergency)</td>
<td>911</td>
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<tr>
<td>Derby Police (Non-emergency)</td>
<td>203-735-7811</td>
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### HOSPITAL

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<tr>
<td>Derby Griffin Hospital</td>
<td>203-735-7421</td>
</tr>
<tr>
<td>Yale-New Haven Hospital</td>
<td>203-688-4242</td>
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### BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Marcucio</td>
<td>President</td>
<td>203-735-0437 or (C)203-305-0405</td>
</tr>
<tr>
<td>Anthony Coppola</td>
<td>Vice President</td>
<td>203-734-6724 or (C)203-231-1973</td>
</tr>
<tr>
<td>Cheryll Coppola</td>
<td>Player Agent</td>
<td>203-734-6724 or (C)203-231-4997</td>
</tr>
<tr>
<td>Dawn Grippo</td>
<td>Treasurer</td>
<td>203-736-6730 or (C)203-922-2636</td>
</tr>
<tr>
<td>Jim Mascolo</td>
<td>Safety Officer</td>
<td>203-736-0681 or (C)203-278-9582</td>
</tr>
<tr>
<td>Ralph Signore</td>
<td>Safety Officer</td>
<td>203-732-1989 or (C)203-395-1353</td>
</tr>
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</table>
League Organization

Little League Headquarters

Regional Centers

District Administrator

District Safety Officer

Meetings and contacts with League Safety Officers to establish policy of:
1. Safe playing conditions.
2. Safe performance through better skills.
3. Improve alertness.
4. Exchange information on accident causes and their control.

League Presidents

League Safety Officers

Help make safety part of fun, speed and competition of game.

Coordinate safety policy in person and through meetings

Player Agents Managers Coaches Umpires Parents Ladies Auxiliary Other Volunteers

LITTLE LEAGUE PLAYERS
Duties & Responsibilities

The President of the League is responsible for assuring that the policies and regulations of the League’s Safety Officer are carried out by all members of the League.

The main responsibility of the League’s Safety Officer is to develop and implement the league’s safety program and communicate its objective to all members of the league including the parents and patrons who attend the park. He will also distribute have a copy in the refreshment stand, conference room, coaches locker room and Little League Office. The Safety Officer should also fill out and submit the facilities survey each year and send a copy in with this manual.

A Manager or Head Coach is responsible for the team’s actions and safety on the field. They are accountable for the conduct of all team members, assistant coaches, and parents.

The following is a list of coaching requirements that Derby Little League is enforcing to ensure the safety of everyone involved with the program:

- Completed a Little League Volunteer Application form and have passed the mandatory background check.
- Attended at least one Coaching Clinic and First Aid training session (see page 17).
  - Dates for 2013 Coaching Clinics are March 9th and April 22nd.
- Have read and understood this Safety Manual.

Players are responsible for their actions on and off the field which they are encouraged to do the following before, during and after their attendance of an event:

- Eat at least one hour before coming to the field.
- Drink liquids during the day and bring bottled refreshment to games/practices.
- Wear the proper uniform attire and protective cup.
- Leave watches, rings, jewelry and any metallic items at home.
- Refrain from climbing fences and accessing dugouts from improper entries.
- Keep dugouts and playing field clean by discarding garbage accordingly.

**Parents** are also responsible for their actions which they are encouraged to do the following before, during and after their attendance of an event:

- Bring your child early enough so there is no rush.
- Observe all posted signs around the field and park in designated areas.
- Always be alert for foul balls and errand throws.
- Refrain from using any alcohol or tobacco around common areas of the park.
- Discourage any horseplay on bleachers, parking lots, or general areas.
- Always discard garbage properly as well as assist with keeping the park clean.
- Drive safe through the areas of parking and walkways around the park.

**Concession Stand Volunteers** should assure that a spare First-Aid kit is available in the concession stand when they are volunteering during an event.

Before an event that involves officiating, **Umpires** must inspect all equipment that is both supplied by the League and personally owned by team members to ensure they meet Little League regulations for usage. They must also inspect the field before the event starts.

**All patrons** must adhere to the designated Smoking areas around the park. No smoking is allowed near or around any players!
Coaches need to inspect all equipment that is supplied by both the League and personally owned by team members before every practice and game to assure it is in working condition (damaged equipment should be prevented from use). Any damaged equipment that is owned by the league should be returned to the Safety Officer or the responsible Director of that league.

Some things to look for when inspecting equipment:

- Any cracks in helmets since it significantly reduces the strength of the helmet
- No paint is allowed on the helmet since it will make it brittle and could shatter.
- Any loose or broken stitching on gloves must be repaired.
- A crack in either a wood or aluminum bat is susceptible to shattering.

Playing conditions should also be inspected and monitored:

- Holes, rocks, glass, or any foreign objects should be filled in or removed (objects that can not be removed should be brought to the attention of the Safety Officer).
- The pins on the bottom of the bases should be inserted properly.
- Encourage players to wear sunglasses especially in sun-sheer areas.
- Poor lighting significantly reduces a player’s ability to see the ball.

During games Coaches should:

- Adhere to that only players, managers, coaches, and umpires are the only ones permitted on the playing field or in the dugouts.
- Maintain discipline at all times! Do not lose focus by engaging in conversations with other parents and/or passers by.
- Enforce the “NO ON-DECK” rule for batters. Any handling of a bat in the dugout is strictly prohibited.
- Make sure that all warm-up drills are performed within the confines of the playing field, and not within walkways or common areas traveled by spectators.
- Assure that catchers wear a helmet, mask, throat guard and protective cup (for males) during any warm-ups of pitchers. Shin guards and chest protector must also be worn by the catcher during the game.
- Check the entire playing area is clear of any equipment that may be lying around on the field. All equipment should be in the dugout or behind the dugout screen.
- Ask players if they are well enough to play. If a player is ill or injured, do not continue to play them. Notify parents if a player is ill or injured no matter how minor it might be.
- Do not leave the field until every team member has been picked up by a known family member or designated driver.
- Inform the Safety Officer or League representative of any safety issues or problems.
- If there is an injury, make sure an accident report is filled out and turned into the Safety Officer or the Board of Directors.
Stretching & Conditioning

Conditioning and stretching improve general control of muscle movement, coordination, and helps develop strength and stamina. Stretching increases flexibility within the various muscle groups and helps prevent muscles from being pulled or torn.

Suggestions for Conditioning

- Don’t ask the child to condition beyond their capabilities.
- Vary upper body with lower body conditioning.
- Keep the pace up for a good cardio-vascular workout.

Suggestions for Stretching

- Stretching should never be done forcefully and it should not hurt.
- Do not bounce while stretching. Bouncing tears, rather than stretches the muscle.
- Don’t ask the child to stretch beyond their capabilities.
- Hold a stretch for at least 5 seconds.
Accident Reporting Procedures

What to Report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the President or Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to Report

All incidents should be reported to the President or Safety Officer within 48 hours of the incident.

How to Make the Report

At a minimum, the following information must be provided in a report:

- Name and phone number of the individual involved
- Name and phone number of the person reporting the incident
- Date, time, and location of where the incident took place
- As detailed a description of the incident as possible

President/Safety Officer Responsibilities

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party’s parents and:

- Verify the information received
- Obtain any other information deemed necessary
- Check on the status of the injured party
Warning: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball.

The CNA Little League Insurance program is designed to afford protection to all participants at the most economical cost to the local league. It can be used to supplement other insurance carried under a family policy or insurance provided by parent’s employer. If there is no other coverage, CNA Little League insurance, which is purchased by the league and not the parent, takes over and provides benefits, after a $50 deductible per claim, for all covered injury treatment costs, except for the Travel Sickness Benefit, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

If your child sustains a covered injury while taking part in Little League Baseball, here is how the insurance works:

- File claim initially with your personal insurance company.
- Should your family insurance plan not fully cover the injury treatment, the Little League CNA Insurance policy will help pay the difference, after a $50 deductible per claim, except for the Travel Sickness Benefit, up to the maximum stated benefit (this includes any deductibles or exclusions in your own insurance).
- If your child is not covered by any family insurance, the Little League Insurance Policy becomes primary and will provide benefits for all covered injury treatment costs within Usual & Customary guidelines of CNA, after a $50 deductible per claim, except for the Travel Sickness Benefit, up to the maximum benefit of the policy.
The Derby Little League urges all coaches to USE COMMON SENSE! If playing conditions become unsafe, stop your practice. No practice is worth endangering any of the children.

When a lightning strike has occurred, the following will take place:

- Suspend all games and practices immediately (players and coaches remain in the dugouts).
- Stay away from metal or aluminum (i.e. fencing, bleachers, and baseball bats).
- Get all patrons to clear the outdoor facility and walk (not run) to their vehicle.
- If park patrons refuse to leave the facilities, they do so at their own risk.

** T-Ball & Coach Pitch Instructional Divisions: if a game/practice is called due to inclement weather, it will not be rescheduled.

** Upper Divisions: It is the HEAD UMPIRE’s decision if and when the game will resume or be suspended. If a game is suspended, the proper Little League rules will be followed.

When the temperature is very warm:

- Encourage players to drink water or fluids whenever possible.
- During very hot temperatures, try to use at least two catchers.
- If a player looks dehydrated, remove that player from the game and get them in some shade immediately.
- If a player should collapse as a result of heat exhaustion, call 9-1-1 immediately. Get the player to drink water, and cool them down until the emergency medical team arrives.
12 Steps to Safe and Sanitary Food Service

The following information is intended to help run a healthful and respectable concession stand. Following these simple guidelines will help minimize the risk of food borne illness.

1. **Menu** - Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. *Complete control over your food, from source to service, is the key to safe, sanitary food service.*

2. **Cooking** - If possible, use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41°F or below (if cold) or 140°F, poultry parts should be cooked to 165°F. *Most food borne illnesses from temporary events can be traced back to lapses in temperature control.*

3. **Reheating** - Rapidly reheat potentially hazardous foods to 165°F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*

4. **Cooling and Cold Storage** - Foods that require refrigeration must be cooled to 41°F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of food borne illness.*
5. **Hand Washing** - Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. **Health and Hygiene** - Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on their hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke near the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. **Food Handling** - Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

8. **Dishwashing** - Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a basic three-step process:

   1. Wash in hot soapy water;
   2. Rinse in clean water;
   3. Air dry.

9. **Ice** - Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause food borne illness.

10. **Wiping Cloths** - Rinse and store your wiping cloths in a bucket of sanitize (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. **Insect Control and Waste** - Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. **Food Storage and Cleanliness** - Keep food stored off the floor at least six inches. After your event is finished, clean the concession area and discard all unusable food.
Clean Hands for Clean Foods

Since the staff at concession stands may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands, wrists and between fingers.
- Rinse your hands well.
- Dry hands with a paper towel.
- Turn off the water using a paper towel instead of your bare hands.
- Wash your hands in this fashion before you begin work and as frequently as you can during the event you are serving for.
- Always wash your hands after using the restroom, handling an animal, coughing or sneezing, and eating.
- Essentially you should use common sense and wash your hands after engaging in any activities that contaminate your hands.
Health & Medical Procedures

First-Aid Kits

- First Aid Kits will be provided to each team at the beginning of the season.
- The First-Aid kit must be taken to all practices and games, and any other Derby Little League event where a child's safety may be at risk.
- Contact the Safety Officer to replenish materials in your First-Aid kit.
- Your First Aid kit must be returned to Derby Little League at the end of the season.
- Additional First-Aid kits will be available in the concession stand.
- Materials from these kits may not be used to replenish your team kit, but will instead only be used in emergencies.

First Aid & CPR Training

All Coaches will attend an American Red Cross or an American Heart Association First Aid and CPR class at the beginning of the season if they do not have a card or their card has expired, preferably, before tryouts at a specified date and time. There will be enough notice so that everyone can attend. If coaches already have valid certificates, copies will have to be provided as proof. Expiration dates must not be before July 31st of the new coaching season. Those who do not attend or provide updated certificates will not be allowed to coach until they get their certification. First Aid & CPR have to be done when the cards have expired. The date for the 2013 season is April 7th and April 15th for both First Aid & CPR. Expenses to be picked up the the Little League. An additional date may be set up if necessary.
Good Samaritan Laws

“Good Samaritan Laws” were developed to encourage people to assist in emergency situations. They give legal protection to people who act in a “reasonable and prudent” manner while providing emergency care to ill or injured persons.

The laws assume a “Good Samaritan” will do their best to save a life or prevent further injury, and require common sense and a level of skill that does not exceed the individual’s scope of training.
RULE BOOK & LOCAL RULES

COACHES ARE ENCOURAGED TO BE VERY FAMILIAR WITH THE RULE BOOK FOR EACH OF THEIR DIVISIONS. ALL RULES IN THE LITTLE LEAGUE RULE BOOK WILL BE ENFORCED. LOCAL LEAGUE RULES SHOULD ALSO BE DISTRIBUTED TO COACHES SO THEY WILL KNOW WHEN A LOCAL RULE OVERRIDES A NATIONAL RULE (E.G. IF THERE IS A STRICTER LOCAL RULE FOR INNINGS PLAYED AND TIMES AT BAT).
When to Call 9-1-1

· If the victim:
  - is or becomes unconscious, or has trouble breathing;
  - has chest pain or pressure, or pain in the abdomen;
  - is vomiting or passing blood, has seizures, a severe headache, or slurred speech;
  - has injuries to the head, neck, back, or has possible broken bones.

· If you observe:
  - a fire or explosion;
  - downed electrical wires;
  - presence of poisonous gas or the smell of gas.

Note: If you have any doubt at all, call 9-1-1.

How to Call 9-1-1

· Give the dispatcher only necessary information. Most dispatchers will ask:
  - Your exact location or address.
  - The telephone number from which you are calling.
  - Your name.
  - What happened.
  - How many people are involved.
  - The condition of the injured person.
  - What help (first aid) is being given.

· Do not hang up. The dispatcher may be able to tell you how to care for the victim.

· Continue to provide care until the ambulance arrives.

· Station somebody at the park entrance to flag down the ambulance.
Park Guidelines & Regulations

**Speed Limit 5 mph** in roadways and parking lots while attending any Derby Little League function. Watch for small children around parked cars.

**Absolutely NO Profanity!**

**No Alcohol allowed** in any parking lot, field, or common areas within or near the Derby Little League complex.

**No Playing in parking lots** at any time.

**No Playing on** bleachers.

**Use Cross walks** when crossing road ways. Always be alert for traffic.

**No Swinging Bats** or throwing baseballs at any time within the walkways and common areas of a Derby Little League Baseball complex.

**No throwing balls** against dugouts or against backstop.

**No throwing** rocks.

**No horseplay** on bleachers or in walkways at any time.

**No climbing** fences.

**No pets** are permitted at Derby Little League Baseball games or practices.

**Only a player on the field** may loosen up and swing a bat before a game in a designated area.

**Observe all posted signs.**

Players and spectators should be **Alert** at all times for **Foul Balls** and **Errand Throws**.

**During game**, players must remain in the dugout area at all times.

**After each game, each team must clean up trash** in the dugout and around the stands.

**All gates to the field and each dugout must remain closed** at all times. After players have entered or left the playing field or dugout, gates should be closed.

*Failure to comply with the above may result in suspension from the field or complex!!!*
Parent Code of Conduct

As a parent of a child participating in the Derby Little League Program, your conduct is seen not only by your child, but also by all those who participate in the program. The Board of Directors has outlined the following policy along with some rules and standards of conduct to which all parents and friends must adhere to in order to make this an enjoyable season for everyone.

Derby Little League - Zero Tolerance Policy

Any Coach, Player or Fan who uses profane or inappropriate language or verbally or physically abuses an umpire during the course of the game or directly before or after said game shall face immediate dismissal from the playing field. Any such dismissals will be referred to the Derby Little League Board of Directors to determine if further disciplinary action is warranted.

Spectators Viewing Area

- All spectators should be seated in the stands or standing along the fenced areas around the field.
- No spectators will be allowed to view the game from behind the backstop or directly behind home plate. This is a distraction to the players.
No spectators will be allowed to sit inside the dugout or be on the field unless he/she is a manager or coach. An exception is made for the Instructional Division to allow parents to assist with their child if needed.

**Verbal Abuse**

- Spectators will refrain from shouting at umpires.
- Spectators will refrain from jeering or taunting players, coaches or opposing team’s parents.
- Profanity is strictly prohibited and will not be tolerated.
Responsibilities of Parents (Games and Practices)

- Parents will make every effort to bring their children to all scheduled practices and games on time.
- Parents will be required to stay at the field during their child’s practice or game (unless brought to the attention of the coach).
- Parents and friends should be cheering words of encouragement to all players regardless of what team they are rooting for.
- Parents should contact their Head Coach if any practices or games are to be missed prior to the event as soon as possible.
- Alcohol and Drugs are Strictly Prohibited!
- At no time shall any person be under the influence of alcohol or drugs at any league function.
- Parents are required to sign a parent code of conduct sheet.

As a parent/guardian in the Derby Little League program, you should agree to abide by the rules and standards set forth in this manual.

Failure to do so may result in the removal from the field area. By not cooperating, the Derby Little League Board of Directors reserves the right to remove your child from the league.

We all know right from wrong so let’s make this a great baseball season for everyone to enjoy.

Let’s PLAY BALL!!