

ACCIDENT REPORTING PROCEDURES

WHAT TO REPORT: Any accident that causes any player, manger, coach, umpire or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as any evaluation and diagnosis of the extent of the injury or periods of rest. Near miss accidents should also be reported to facilitate proactive responses which may prevent future injury.

WHEN TO REPORT: All such incidents as described above must be reported to the Safety Officer within 48 hours of the incident:

CONTACT: Eric Chrisinger, MD	Pager:	206-998-6049
	Office phone:	206-364-2010
	Home/Evening phone:	206-932-4160
	Cell phone:	206-612-8447

HOW TO MAKE THE REPORT: Reporting incidents can mostly be made by telephone. The home phone number above is preferred and a message can be left at that number. The pager number can be used in the event of an urgent need to contact the safety officer. At a minimum the following information must be provided:

- ◆ **Name and phone number of the individual involved.**
- ◆ **The date, time and location of the incident.**
- ◆ **The estimation of the extent of the injuries.**
- ◆ **The name and phone number of the person reporting the incident.**
- ◆ **Fill out an incident report (*available on web site and at Snack Shack and/or Safety Officer*).**

SAFETY OFFICER'S RESPONSIBILITY: Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and will do the following:

- ◆ Verify the information received.
- ◆ Get more information if needed.
- ◆ Check on the status of the injured party.
- ◆ In the event that the injured party required medical treatment such as Emergency Room visit, doctor's visit etc., the officer will advise the parent or guardian of the WSL's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall call the injured party to check on the status of any injuries and to check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered closed (i.e. no further claims are expected and/or the individual is participating in the league again).

COMMUNICABLE DISEASE PROCEDURES

- ◆ Bleeding must be stopped, the wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- ◆ Always wear protective gloves to prevent skin exposure when contact with blood or other body fluid is anticipated. These are always provided in first aid kit with backup replacement available in Snack Shack.
- ◆ Immediately wash hands and other skin surfaces if contaminated with blood.
- ◆ Clean all blood/bodily fluid contaminated surfaces and equipment.
- ◆ Managers, coaches and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- ◆ Follow accepted guidelines for the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids. (Dispose of these in the bio waste bags provided in first aid units).

SAFETY CODE FOR WEST SEATTLE LITTLE LEAGUE

- ◆ No fewer than two (2) coaches and/or one (1) volunteer helper and one (1) coach must be on fields for all practices.
- ◆ All managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out the 2008 volunteer application form as well as provide a government issued photo identification card for identification. All persons who complete the volunteer application must also agree to a search of the appropriate state and national sex offender/criminal background registries. Any individual who refuses to complete the volunteer form or registry search is ineligible to be a league member.
- ◆ The responsibility for safety procedures should be that of an adult member of West Seattle Little League.
- ◆ Managers, coaches and umpires must have training in first aid (see required education below). All coaches/managers may obtain a safety manual from the WSSL web site or at the start of season/preseason parent meeting.
- ◆ First aid kits are issued to each team and are located with them at all times (replenishment of first aid supplies also located at Snack Shack along with more major trauma first aid supplies).
- ◆ First aid kits must be placed in a highly visible area during practice and at games (hanging from dug out fence).
- ◆ No games or practices should be held when the weather or field conditions are not good, particularly when lighting is inadequate or the city has closed all fields to use.
- ◆ The play area shall always be inspected by the coaches/managers/umpires for holes, damage, stones, glass and other foreign objects before each practice or game and be repaired before any play can continue.
- ◆ 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.
- ◆ All team equipment should be inspected by the managers, or coaches and umpires before any and each practice or game for any defects and be corrected, as well as proper fit.
- ◆ Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- ◆ The 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, swinging bats, etc).
- ◆ Batters must wear Little League approved protective helmets during batting practice and games.
- ◆ No stickers are allowed on protective helmets (except the manufacturers).
- ◆ Catcher must wear catcher's helmet, mask, dangling throat guard, long model chest protector, shin guards, and protective cup with athletic supporter at all times for all practices and games. No exceptions. WSSL requires that all male players wear protective cups and supporters for practices and games.
- ◆ Except when runner is returning to a base, headfirst slides are not permitted, (minors and major division).
- ◆ During sliding practice, bases should not be strapped down or anchored.
- ◆ At no time should "horse play" be permitted on the playing field.
- ◆ Parents should be encouraged to provide safety glasses to players who wear glasses.
- ◆ Players must not wear any jewelry, watches, rings, earrings, pins, hair beads, or metallic items during games and practices.
- ◆ The Catcher must wear catcher's helmet and mask with a dangling throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- ◆ Managers and coaches may not warm up pitchers before or during a game.
- ◆ On deck batters are not permitted (except in Junior, Senior, and Big League Divisions).
- ◆ Plaster casts may not be worn during games.

SAFETY CODE FOR WEST SEATTLE LITTLE LEAGUE (CONT'D)

- ◆ No batter or runner will be allowed to eat food or chew gum while playing or practicing.
- ◆ Players with injuries requiring medical attention will provide a physician's medical release to their coach and to the Safety Officer prior to resuming active participation.
- ◆ Smoking is prohibited both in the dugout and on the field. Smoking is also prohibited in all public areas of the Bar- S complex
- ◆ Coaches may not leave the dugouts or base coaching area during a game except in an emergency situation.
- ◆ All coaches, managers, and any other individuals authorized for entry onto the playing field shall wear enclosed footwear and appropriate attire.
- ◆ All coaches, managers, umpires and volunteers are to be registered and have been cleared by the State to work with youth in compliance with the Child/Adult Abuse Information Act.
- ◆ All food handlers in Snack Shack must have updated food handlers permit and follow all procedure set forth by the Public Health Department.
- ◆ No standing or sitting on the storage boxes (JOBBOX) that are located next to the dug outs on each field.
- ◆ When at other field locations, coaches should have a cell phone or use of phone available whether it is coaches or parents for any type of emergency.
- ◆ **NO DOGS**-- dogs are not allowed at Bar-S fields, this includes parking lot and surrounding areas.

CODE OF CONDUCT:

- ◆ There is a 5 mph speed limit in parking lot. Always watch for children around parked cars.
- ◆ Absolutely no alcohol allowed in parking lot, field, or common areas within the WSSL complex.
- ◆ No playing in parking lots at any time (no bicycles, scooters, skateboards or other wheeled toys).
- ◆ No playing on hill adjacent to play fields.
- ◆ No profanity please.
- ◆ No throwing rocks.
- ◆ No climbing fences.
- ◆ Only players who are on the field to bat may swing a bat (age 5-12). Juniors thru Big League (age 13-18) who are on the field to bat or on deck may swing a bat. Be alert of the area around you when swinging bat while in the on deck position.
- ◆ Players and spectators should be alert at all time 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.
- ◆ For the safety of players and the comfort of others please refrain from use of loud disturbing noises (i.e. loud music, radios, blow horns or loud obnoxious verbal comments). You may be asked to leave the area if the noise continues.

SOME IMPORTANT DO'S AND DON'TS:

DO'S

- ◆ 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.
- ◆ Carry your first aid kit to all games and practices and hang it in the dugout.
- ◆ 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/where it 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 Release 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 public phones.

DON'TS

- ◆ Administer any medications.
- ◆ Provide 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.
- ◆ Hesitate to call 911(police, fire, ambulance) for any serious, potentially serious, or life threatening injury or circumstance.

ACTIVITIES:

EDUCATION:

West Seattle Little League will provide and require the following for all coaches, umpires, managers, and volunteers:

- ◆ Mandatory update of first aid training. Requiring at least one coach and/or manager of each team each year attend first aid training. Each coach/manager must attend at least once every 3 years. A first aid/safety clinic will be provided by the District. **Must show certification.**
- ◆ At least one manager, coach or interested volunteer from each team must attend the district rules clinic.
- ◆ Have all umpires and interested volunteers attend the umpires' mechanics clinic.
- ◆ Have volunteers from each team attend a scorekeeper's clinic.
- ◆ At least one coach/manager per team is required to attend a coaching fundamentals clinic each year and each coach/manager must attend at least once every three years thereafter. Fundamentals training are to include hitting, sliding, fielding, pitching, etc. Documentation of attendance will be maintained by WSL.
- ◆ Have a physical therapist show coaches proper procedures for warm ups and prevention of possible baseball injuries (i.e. included in the First Aid course).
- ◆ WSL will provide first aid kits to coaches and/or managers at the time all other equipment is handed out. **Back-up supplies are available at Snack Shack.**
- ◆ All food handler volunteers receive certification food handler's permits and follow procedures outlined by the Public Health Department.

ACTIVITIES (cont'd)

COMPLIANCE

- ◆ Adopted the attached safety code, which is enforced by the Safety Officer, Board of Directors and all League Officials.
- ◆ All coaches and managers were provided with Little League rulebooks and attended/WA a rules clinic on March 15, 2008.
- ◆ Coaches/managers attended/will attend(WA) a managers and coaches training clinic on March 4, 2008.
- ◆ Coaches and players attended/WA spring training camp provided by West Seattle HS Baseball team, March 16, 2008.
- ◆ Coaches and volunteers attended/WA First Aid Training/Course, March 18, 2008. A list of all attendees will be maintained by WSSL for ongoing First Aid Training compliance.
- ◆ Umpires attended/WA an umpiring mechanics clinic provided by district, March 22, 2008.
- ◆ Snack Shack food handlers received certification and permits.

REPORTING:

- ◆ Incident forms available at Snack Shack and will be turned in to Safety Officer.
- ◆ Safety Officer checks weekly or when needed with team coaches, managers about safety concerns.
- ◆ Safety Officer and Field and Grounds Coordinator check with each other weekly or when there is a safety concern.

PLANNING:

- ◆ Set forth for next year the date for the First Aid/Physical Therapy Clinic/Course.
- ◆ Plan program days for spring training camp for players and coaches.

EQUIPMENT:

EDUCATION

- ◆ Equipment manager inspects all equipment for any and all defects and makes purchases or repairs as necessary, and makes sure all equipment is inventoried at end of year.
- ◆ Follow equipment standards according to rules when managers and/or coaches inspect all equipment prior to practices and games. Make sure umpires do so also before games.
- ◆ Make sure all first aid kits are inspected and restocked/supply some additional basic first aid information in manual.
- ◆ Make sure coaches have cell phones or phone availability on other fields.

COMPLIANCE:

- ◆ The Equipment Manager inspects all gear prior to season and replaces or repairs all damaged equipment. Managers and coaches must check gear throughout the season for faulty equipment and replace when needed. Also managers and coaches must fill out a checklist of equipment and notify us of any questionable equipment or items that should be replaced.
- ◆ Review hours that recreation center is open for use of phones/or cell phone availability to coaches.
- ◆ Purchased new bats for minor and major divisions.
- ◆ Use of snack shack lightning detector and hazardous conditions taught.

◆ **REPORTING:**

- ◆ Managers, coaches, or umpires complete an equipment report on items requiring immediate correction/repair/maintenance and forward the report to the equipment manager.

PLANNING:

- ◆ Purchased complete set of catcher's equipment to replace any worn equipment.
- ◆ Purchase complete set of spare umpire gear to replace all worn equipment.
- ◆ Review equipment needs for upper levels Jr thru Big League

FACILITIES:

EDUCATION:

- ◆ Safety Officer and Field Maintenance Director inspect fields weekly. Managers and/or coaches are to inspect fields prior to each game and/or practice and correct any safety hazards.
- ◆ Instruct Snack Shack workers in fire extinguisher use, as well as proper food handling.
- ◆ The Field Maintenance Director will show volunteers, managers, and/or coaches proper ways to maintain the fields before and after each practice/game.
- ◆ Developed larger grounds committee to help maintain the infield

COMPLIANCE:

- ◆ Filed Facility Survey/Safety manual.
- ◆ Field maintenance performed by the coaches and volunteers once a week following thorough facilities inspection.
- ◆ Field crew maintains weekly work on infields
- ◆ Have local fireperson volunteer demonstrate proper use of fire extinguisher to concession people.
- ◆ Rebuilt pitchers mounds, regraded/resodded infield turf. Replaced outfield fencing/rebuilt bullpens, and installed a batting cage at field complex. Breakaway bases installed at all fields.
- ◆ Obtained \$100,000.00 grant from Mariners to improve fields/complex.

REPORTING:

- ◆ All facility problem reports filled out by managers, coaches, league officials or umpires are reported to the Field Maintenance Director, Safety Director or Board of Directors as indicated by problem type.
- ◆ Snack Shack safety/public health concerns are to be reported to the Safety Officer and Board of Directors.

PLANNING:

- ◆ Grant committee developed long range plans for future Bar S field improvements.
 - a. Initial long-range plan drawings done for the replacement of the snack shack with a building including permanent bathrooms and meeting space.
 - b. Decided on priorities.
 - c. Initiated work on 2008/2009 priorities.
 - i. Outfield surface drainage.
 1. Having field tested for problem areas
 2. Begin outfield work mid summer
 - ii. Wheel chair access
 1. Designing wheel chair access paths to fields.
 2. Get approval for design
 3. Complete the design – mid summer.

SNACK SHACK PROCEDURES:

OPENING PROCEDURE:

- ◆ Make sure aisle is clear of all obstructions (items that one could trip over).
- ◆ Plug in coffee pot (after filling) and small oven.
- ◆ Fill bucket up for sterile rinse solution (use for wiping down counters etc).
- ◆ Use gloves or special tongs to handle prepared food.
- ◆ Always **wash hands** with soap and water after handling any money or after use of lavatory.
- ◆ Follow all procedures outlined by the Dept of Health for all food handling.
- ◆ Keep all perishables at proper temperatures.
- ◆ Plug in the lightning detector.

CLOSING PROCEDURES:

- ◆ Unplug all electrical units except refrigerator and register.
- ◆ Wipe down all counters.
- ◆ Empty all garbage into outside receptacles.
- ◆ Make sure all doors on refrigerators are shut.

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 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.

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 the players, the umpires or me.
- ◆ We are all responsible for setting examples for our children.
- ◆ For our children to learn the values of sportsmanship, you and I must be the role models that will teach them these skills. If we eliminate negative comments, the children will have an opportunity to play without unnecessary pressures.
- ◆ 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. It will also be available if you wish to offer your services at practice.
- ◆ A helping hand is always welcome.

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

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball /Softball.

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE ® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

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

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. 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 a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial 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 after the 52-week time limit when:
 - (a)Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
 - (b)If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of \$1,500 or 2.Reasonable Expenses incurred for the deferred dental treatment.
Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.
No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.
Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

**WEST SEATTLE LITTLE LEAGUE
FIELD INSPECTION SHEET**

Date _____

Team _____

Coach or Volunteer Name _____

Field

Bar-S South _____

Bar-S North _____

Hiawatha #1 _____

Hiawatha #2 _____

Delridge #1 _____

Highland Park #1 _____

Alki #1 _____

Dugout Condition

◆ Good _____

◆ Needs Work _____

Describe problem _____

Infield Condition

◆ Good _____

◆ Needs Work _____

Describe problem and area _____

Outfield

◆ Good _____

◆ Needs Work _____

Describe problem and approximate location _____

7. Other Safety concerns:

TURN IN SURVEY TO SNACK SHACK OR TO SAFETY OFFICER.

LIGHTNING FACTS AND SAFETY PROCEDURES

FLASH-BANG METHOD

One technique of determining how near a recent lightning strike is to where you are located is called the 'flash-bang method'. With the flash-bang method a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. The game/practice should be halted and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

RULE OF THUMB

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore a manager, coach or umpire who feels threatened by an approaching storm should stop play and get the kids to safety. When in doubt the following rule of thumb should be applied:

- ◆ **WHEN YOU HEAR IT - CLEAR IT**
- ◆ **WHEN YOU SEE IT - HEAR IT**

WHERE TO GO?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For the majority of participants, the best shelter is in a fully enclosed metal vehicle with windows rolled up. If you are stranded in an open area and cannot get to shelter in a car put your feet together, crouch down, and put your hands over your ears (to try to prevent eardrum damage).

WHERE NOT TO GO

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences and water. Do not sit or lie down on the ground.

FIRST AID TO A LIGHTNING VICTIM

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack in addition, to calling 911, the rescuer should consider the following:

- ◆ The first step of emergency care is make no more casualties: if the victim is in a high risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary-lightning can and does strike the same place twice, if the rescuer is at risk and movement of the victim is a viable option, it should be done.
- ◆ If the victim is not breathing, start mouth-to-mouth resuscitation, if it is decided to move the victim give a few quick breaths prior to moving them.
- ◆ Determine if the victim has a pulse, if no pulse is detected, start cardiac compressions as well.

Note: CPR should only be administered by a person knowledgeable and trained in the technique.

BASIC LIGHTNING EVACUATION PROCEDURES

- ◆ Stop game/practice.
- ◆ Stay away from metal fencing (including dugouts)!
- ◆ Do not hold a metal bat.
- ◆ Walk, don't run, to car and wait for a decision on whether or not to continue the game or practice.