

North Torrance Little League Safety Manual



Safety Officer Sonny Mateaki
2020 - 2021

Page 3: Emergency Phone Numbers

Page 3: Safety Committee

Page 3: Child Protection Program

Page 4: NTLL Safety Policy & Code

Page 4: Manager / Coach Philosophy

Page 4: Fundamentals Training for Managers & Coaches

Page 5: General First Aid

Page 6: Somebody got hurt, What now?

Page 6: Accident Reporting Guidelines

Page 7: NTLL Facility

Page 8: Practices & Games

Page 9: Equipment

Page 9: Concession Food Safety

Little League® Baseball Inc. Safety

Page 10: Safety Code

Page 12: Communicable Disease Prevention

NTLL Emergency & Board Contact Numbers

League President: Art Bonilla (310) 350-8385 bonilla@sbcglobal.net

League Vice President: Brian Getchius (310) 408-1791 bgetchius@gmail.com

Major League Rep: Jeremy Okawa (310)489-9507 jeremyokawa.pga@gmail.com

Minor/Farm Rep: Bob Tomaselli 310-849-0857 btomaselli@yahoo.com

Rookie/T-ball Rep: Eric Torrez 310-516-1990 erictorres66@gmail.com

League Secretary: Bonnie Vasquez (310) 946-7053 gagnelvr@sbcglobal.net

League Treasurer: Apryl Huerta 310-719-539 ntlltreasurer@gmail.com

League Safety Officer: Sonny Mateaki (310) 528-9716 michi577@msn.com

NTLL Safety Committee

NTLL has an informal committee, made up of board members, to address facility, equipment or procedural suggestions to improve the league safety awareness. All managers/coaches or league participants are encouraged to approach any member of the committee with ideas or observations for consideration of safety improvement.

Child Protection Program

Pursuant to Little League® Baseball Inc. procedures and as a part of the NTLL Safety Awareness Program, all managers and coaches will be subject to a screening process that includes background checks for the 2019 season.

NTLL is required by Little League Baseball Inc. to run sexual offender registry (SOR) reports on any volunteer that has repetitive contact with the children of our league. Each volunteer is required to provide a fully completed volunteer application and a copy of their driver's license to participate as a volunteer in our league. TLL utilizes JDP to process each volunteer

NTLL is registered with the State of California, Department of Justice (DOJ) as a non-profit organization with volunteers involved in the care and security of children. State regulations provide groups like NTLL with criminal offender record information to determine the character and fitness of a person.

NTLL Safety Policy and Code

North Torrance Little League (NTLL), together with Little League® Baseball Inc., have introduced and implemented a Safety Awareness Program. The intent of the program is to emphasize the position of League Safety Officer to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball. In this spirit, NTLL will follow the Little League® Baseball Inc. Safety Code and has the following local general safety guidelines in effect:

NTLL Manager/Coach Philosophy

- NTLL operates with the philosophy of selecting team managers that support establishing the values of teamwork, sportsmanship and fair play.
- All managers and coaches shall be approved based on baseball-related experience and/or receive training on proper mechanics. Clinics will be offered annually or more often to provide this training.

NTLL Fundamentals Training for Coaches and Managers

Fundamental training is provided to each manager, coach, and/or team representative yearly at the team managers' meeting to be held on 1/25/20 for the upper divisions and 1/25/20 for the lower divisions. One representative from each team is required to attend one of the training sessions each year. Coaches/managers shall attend training at least once every three years.

General First Aid

Please contact TLL Safety Officer Sonny Mateaki (310) 528-9716

The following guidelines apply to all team management:

- One representative from each team is required to attend a first aid meeting each year. Coaches/managers are required to attend a first aid meeting at least once every three years.
- First aid meetings are held during prior to the start of the Spring season at North Torrance Little League.
- Retain medical release forms electronically or hardcopy during all organized practices and games. Also carry a First Aid Kit with you to each game / practice.
- Know your limitations. If the injury cannot be treated with your kit, get help.
- The first aid kit should be used as follows:
 - Latex gloves for communicable disease protection.
 - Instant cold compress for bruises, minor bumps and sprains.
 - Bandages for fingertip/knuckle/elbow/knee cut/scrape coverage.
 - Antiseptic wipes
 - Gauze pads to stop bleeding and wound cleaning.
- Do not attempt to treat a serious injury or administer medication. Get professional help by contacting 911.
- Do not transport injured players except in extreme emergencies.
- Whenever possible, make sure someone at your practice field has a cellular telephone if no public telephone is available. Local neighbor homes that surround our permitted practice fields may be approached for emergency telephone calls only if immediate medical aid is required.
- When administering aid remember to:
 - LOOK for signs of injury (blood, black and blue, swelling, deformity)
 - LISTEN to the injured player describe what happened and what hurts.
 - FEEL gently and carefully the injured area for signs of swelling and/or

broken bone.

Somebody got hurt, What now?

1. Stay calm. Sounds funny to say but it makes a huge difference for everyone.
2. What is the problem?
 - Can you just ice it?
 - Do you need Paramedics? If so, call 911
 - Nose Bleed - Keep the head upright (do not tilt the head back), apply pressure to the bridge of the nose using a towel/cloth.
 - Bee Sting - Remove the stinger, ice the site and observe for signs of allergic reaction (ie itching, redness, hives, and shortness of breath).
If the person is allergic or were stung more than 10 times, call 911
 - Hit with a ball or bat: check the area for swelling, bleeding, bruising or deformity. Apply ice to the area. If it appears broken, call 911.
3. Collect all the information needed for the injury report form. (the form can be found on the NTLL website, click on it and it will open a PDF version that can be filled out on your computer, smart phone, iPad, etc) and then follow the Accident Reporting Guidelines.

Accident Reporting Guidelines

Manager Responsibilities

- All incidents need to be reported, no matter how minor to the safety officer.
- Any incident that causes any player, manager, coach, umpire, spectator or Volunteer to receive First Aid and/or Medical attention must be reported to the Safety Officer.
- All such incidents must be reported to the Safety Officer within 48 hours of the incident. Please report all incidents to the following:

Safety Officer: Sonny Mateaki

Phone: (310) 528-9716

Email: michi577@msn.com

- All incidents need to have an accident report form completed and turned into the Safety Officer.

Safety Officer's Responsibilities

- Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or party's parents and:
 1. Verify the Information Received.
 2. Obtain Any Other Information Deemed Necessary.
 3. Check on the Status of the Injured Party.
- May advise the Parent or Guardian of Torrance Little League's Secondary Insurance Coverage if Medical Treatment was sought and a claim may be submitted.
- If the extents of injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to check the status of the injuries and check if any other assistance is required until the incident is considered "closed". This means no other claims are expected or the individual is participating in the league again.

NTLL Facility

- Observe all posted warning signs at the NTLL facility.
- Speed limit in the parking lot is five miles per hour. No playing in the parking lot at any time.
- Players and spectators should be alert at all times for foul balls and errant throws. The entire facility and parking lot is considered a foul ball area. Park at your own risk.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the NTLL facility.
- No climbing fences.
- No rock throwing.
- No bicycles, skateboards, scooters or roller blades/skates are allowed at the facility.
- No "fence drills" (hitting the fence with a bat and/or ball).
- Fencing used to protect spectators from foul balls on all fields.

NTLL Practices and Games

- During defensive innings, the only adults allowed on the field are the two base coaches and umpires. Managers, coaches, players and volunteers shall remain inside the dugout in an orderly fashion at all times.
- Managers, coaches or umpires should walk the field of play before a game to identify any hazards such as glass, rocks, holes, puddles, etc.
- Pitchers warming up between innings in the foul area bullpen shall have a “spotter” standing behind them. The “spotter” should wear a helmet and face the field of play to warn the pitcher of a ball in play.
- No manager, coach or player shall be behind the plate warming up a pitcher without appropriate equipment and protective gear (face mask, catcher’s glove and protective cup).
- Base runners are to avoid collisions with defensive players whenever possible.
- Defensive players shall keep clear of their base/ base path if there is not an imminent play.
- Keep field gates closed at all times after entering or exiting.
- No glass beverage containers allowed in the dugouts
- Managers/umpires shall stop play when inclement weather occurs. This means enough rain to pose a slipping hazard on the grass or infield dirt.
- Managers and coaches shall not leave players unattended at a practice or game. Player transportation to/from practices and games should be conducted in a safe manner (obeying traffic rules, using crosswalks, bicycling safely).
- To insure child protection, 2 adults (manager/coach & parent) must be present for any practice, game or NTLL activity.
- All adults acting as Managers or on-field coaches are required to have a Volunteer application on file with NTLL.

Equipment

Each NTLL team will be provided an equipment bag with the following items:

1. Catcher's helmet with mask and throat guard
2. Catcher's shin-guards
3. Catcher's chest protector
4. Catcher's glove

Managers and coaches should inspect all equipment for defects or damage before each use. For replacements or repairs contact NTLL Equipment Manager, Sonny Mateaki (310) 528-9716

- Only Little League® approved bats are allowed.
- Bat weights or “doughnuts” are not allowed.
- Do not use a bat that has visible damage such as cracks, dents, torn grip tape, etc.
- Reduced impact balls used with Tiny Tee, Tee-Ball and A-Farm Leagues.
- Breakaway bases used on all fields for safety.

Concession/ Snack Shack Food Safety

As part of a complete Safety Awareness Plan, concession stand managers shall receive training to ensure safe food preparation. Currently this training is conducted with an online video series produced by the National Restaurant Association and provided by Safe Serve that covers the following safe food handling subjects:

1. Health and Hygiene
2. Food Receiving and Storage
3. Food Preparation and Service
4. Equipment Cleaning and Sanitizing

Shift managers should review the following safe food preparation steps with volunteers as they come on shift:

1. Keep cold food cold, store/serve below 40 F.
2. Keep hot food hot, store/serve above 140 F.

3. Keep at risk foods, such as meats, out of the temperature danger zone – 45 -140 F.
- Avoid cross contaminating foods by washing your hands and sanitizing knives and cutting boards.
 - Use tongs, gloves or other utensils to handle food.
 - Avoid handling money and food at the same time.
 - These steps are permanently posted for future reference.
 - A thermometer is available in the snap bar to verify food temperatures.
 - Additional training includes the safe use of deep fat fryers and griddles, and the location of the electric circuit breakers.

Our Certified Snack Shack Coordinator is: Jennifer Gammell 424-329-0039

Little League® Baseball Inc. Safety Code

- Responsibility for safety procedures should be that of an adult member of the local league.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches and umpires should have some training in first aid. First aid kit should be available at the field.
- No games or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, glass and other foreign objects.
- Dugouts and bat racks should be positioned behind screens.
- Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.

- During practice sessions 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 errant balls.
 - Equipment should be inspected regularly. Make sure it fits properly.
 - Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
 - Batters must wear NOCSAE helmets during practice, as well as during games.
 - Catchers must wear catcher's helmet (with face mask and throat guard), chest protector and shin guards. Male catchers must wear long-model chest protector, (divisions below Junior/Senior), protective supporter and cup at all times.
-
- Except when a runner is returning to a base, headfirst slides are not permitted.
 - During sliding practice, bases should not be strapped down.
 - At no time should "horseplay" be permitted on the playing field.
 - Parents of players who wear glasses should be encouraged to provide "Safety Glasses".
 - Players must not wear watches, rings, pins, jewelry or other metallic items.
 - Catchers must wear catcher's helmet face, mask and throat guard in warming up pitchers. This applies between innings and in bullpen practice. Skullcaps are not permitted.
 - Batting/catcher's helmet should not be painted unless approved by the manufacturer.
 - Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat.
 - Players who are ejected, ill or injured should remain under supervision until released to the parent or guardian.

(From 2020 Official Regulations and Playing Rules)

Little League® Baseball Inc. Communicable Disease Procedures

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious diseases should include, but not be limited to, the following:

- The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags or other ventilation devices should be available for use.
- Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
- Contaminated towels should be properly disposed of/disinfected.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards and other articles containing body fluids.