

GRANBY LITTLE LEAGUE SAFETY PLAN

Completed 4/20/09

Updated 2/20/11

Granby, Connecticut, USA

League ID: 02070604

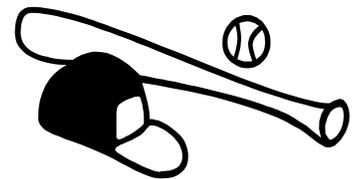
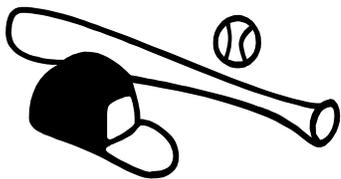


Table of Contents

- I. Introduction**
- II. GLL Safety Code**
- III. GLL Board**
- IV. Accident Reporting procedures**
- V. Volunteer Applications**
- VI. Required Training For Coaches**
- VII. Pitch Count Rules**
- VIII. Bats**
- IX. Guidelines for Specific Risks**
- X. Facilities Management Safety**
- XI. Approved Volunteers for 2012**
- XII. Facility Survey**
- XIII. Recent Safety Statistics**
- XIV. Questions and Answers Supplement on Training**

Separate forms referenced in this document that are not included here but are available on the GLL website:

- Final list of Approved Volunteers for 2012
- Volunteer Application Form
- Incident and Near-Miss Tracking Form
- First Aid Guidelines
- Emergency Plan

I. Introduction

This document comprises Granby Little League (GLL) Safety Plan for 2012 for Granby, Connecticut. On an annual basis the Safety Plan is updated by the GLL Safety Officer (currently Mike Smoolca), approved by the GLL Board of Directors (BOD) and reviewed by the District Safety Officer.

The Safety Plan describes the policies, procedures and goals of GLL related to operating a safe and fun baseball program. Various forms for volunteers and incident/accident reporting are also included.

GLL allocates specific funding in its operating budget for safety-related items such as padded guards for fence tops, repair of fences, proper batting facilities and equipment and training required by ASAP. The GLL Safety Officer is a member of the BOD and on file with Little League International.

GLL Safety Mission Statement:

Granby Little League is dedicated to providing a safe, friendly, and competitive environment in which every reasonable precaution and preventative measure is exercised to ensure the safe enjoyment of our national pastime by fans, parents, players, coaches, and umpires alike.

GLL Safety Officer

Mike Smoolca
8 Tennyson Drive
Granby, CT 06035

msmoolca@hotmail.com
(860) 798-8992

GLL Website

The GLL website is a key resource for some of the details behind information listed in this plan, such as contacts, dates, an electronic copy of this plan, links to the national Little League site and other safety information. The site can be found at:

www.granbyll.org

Emergency Information

Police, Fire, Ambulance: 911

Non-emergency Police: (860)844-5335

Non-emergency Ambulance: (860) 653-6535

II. The GLL Safety Code

ASAP

In 1995, **ASAP** (A Safety Awareness Program) was introduced at the national Little League level with the goal of re-emphasizing the position of 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". This manual has been developed to promote a safe season for all Granby Little League participants. Periodically, the Safety Officer will distribute ASAP newsletters to the board of directors, commissioners, and coaches via email and the GLL website.

The GLL philosophy is that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. We emphasize reporting all hazardous conditions to the Safety Officer or another Board member immediately. We enforce not playing on a field that is not safe or with unsafe playing equipment. We seek to ensure that players are fully equipped at all times, especially catchers and batters. We emphasize that a team's equipment be checked often and that worn out or defective items be replaced.

The Safety Code

- Responsibility for Safety procedures at any given game or practice or gathering should be that of an adult member of Granby Little League. This is normally the head coach/ manager of a team. It is the responsibility of the head coach/ manager to ensure that assistant coaches and others (umpires, parents or Board members) with proper background checks are supervising as needed from a safety standpoint.
- Call 911 immediately if there is any chance in your opinion that a child needs emergency medical attention. Err on the safe side.
- The Safety Officer will complete the 2012 Annual Little League Facility Survey in preparation for the 2012 season (including a long-range facility plan).
- Arrangements should be made in advance of all games and practices for emergency medical services. This is handled by the Safety Officer speaking with Granby Ambulance in advance of the season and confirming that they are aware of the general schedule. No EMTs are on-site.
- Managers should carry charged cell phones at all events and be prepared to call for emergency medical services if needed.
- Managers, coaches and umpires should have training in first aid. First-aid kits are issued to each team manager and are located at each concession stand. Three First Aid clinics are to be held in late March. Details are available on the GLL website and below in this section,
- No games or practices will be held when weather or field conditions are not good, lighting is inadequate, or fields are in need of repair, recently fertilized or overly wet.
- The head umpire or either head coach may determine that there is not enough light to continue playing the game safely.

- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. It is the responsibility of the home team manager/coach to inspect the field prior to play. Umpires (plate and field) will continue to monitor playing areas thorough out the game.
- All team equipment should be stored within the team dugout, or behind screens/fences, and not within the area defined by the umpires as "in play."
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions, except that for T-Ball and Farm Ball leagues parents may be in the dug-out area with discretion. Parents without an accepted background check are not to have substantial interaction with children other than their own.
- 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 or a parent if the parent has had an acceptable background check.
- Foul balls batted out of playing area, which are retrieved, should be returned to the coaches/managers. They are not to be thrown on to the playing field.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-ups 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, pepper, swinging bats, etc.).
- Coaches and managers are not permitted to catch pitchers (rule 3.09) as a warm up or at any other time during game.
- Equipment should be inspected regularly to insure it is in good condition. Remember to dispose of "bad" equipment properly to minimize the chance of someone else using it. Replace discarded equipment with new.
- Batters & runners on the field must wear approved protective helmets with face guards during games and practices.
- Catcher must wear catcher's helmet, mask, throat guard (long model), chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. Managers should encourage all male players to wear protective cups and supporters for practices and games. Mouth guards are encouraged for infielders.
- Assess equipment for proper fit.
- Except when runner is returning to a base, head first slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horse play" be permitted on the playing field or in the dugout area.
- Players must not wear watches, rings, pins, necklaces or metallic items during games and practices, except for medical alert identifications. Please remind female players that earrings are not allowed, appropriate hair ties should be used and no metal barrettes should be used. Players who wear glasses should be encouraged to provide "safety glasses".
- The Catcher must wear catcher's helmet and mask/face guard with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices.

- Soft toss to fences/backstops is not allowed prior to a game to protect spectators from getting hurt.
- On-deck batters are not permitted (except in Transition and Juniors Division).
- First, second, and third bases should of the break-away variety to ensure safety of sliding players.
- Protective/padded tops for chain-link fences in the outfield are desirable to protect players.
- Chain-link fencing should also be used to protect spectators from foul balls.
- Bleachers should have back guard rails at minimum and side rails if feasible.
- Soft cover or reduced impact balls are recommended for younger players.
- Managers, coaches, Board members, other volunteers and parents are encouraged **to**:
 - 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 remember to re-stock if needed
 - Carry cell phone
 - Keep your "Guideline for First Aid" with your first-aid kit.
 - 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 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. *Allow the child to move injured area on his own as tolerated. Do not force...*
 - Have your players' Medical Clearance Forms and your first aid kits with you at all games and practices.
 - Review the forms ahead of time to become familiar with any special medical conditions your players may have (e.g. asthma, diabetes, allergic reactions to bee stings or certain foods, etc.).
 - Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.
 - Report all injuries or near misses to the Safety Officer as soon as possible.
- Managers, coaches, Board members, other volunteers and parents are encouraged **not** to:
 - Administer any medications
 - Provide any 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 – call 911 to request an ambulance.instead
 - Leave an unattended child at a practice or game
 - Hesitate to report any present or potential safety hazard to the Safety Officer immediately.
- The following are requirements of any coaches (assistant coaches as well as head coaches/ managers):
 - NYSCA certification in the specific sport for new managers was a requirement in past years is not required in 2012. This requirement may be re-instituted in future years by Granby Parks and Recreation. First Aid qualifications. The coach must have appropriate First Aid training within the last three seasons (2010, 2011 or 2012). This generally is expected to come from, at a minimum attendance at the GLL-

sponsored First Aid clinics. In 2012 these are currently scheduled on 4/9, 4/16 or 4/23 at Simsbury Sports Academy. Alternative training can be approved by the Safety Officer.

- Basic Coaches' Training qualifications. The coach must have appropriate basic coaching instruction within the last three seasons (2010, 2011 or 2012). The following coaches training sessions have been arranged to support the 2012 season:
 - Dec 29, 2011 Swanson Baseball Clinic for Safety Officer and President
 - March 7, 2012 League training by President and other members of Exec Committee
 - March 8, 2012 Rules Training provided by District 6 Umpire-in-Chief
 - March 11, 2012 Michelle Smith Clinic, Little League, Softball
 - April 7, 2012 Majors and AAA Baseball
 - April 14, 2012 AA and Farm Baseball
 - April 15, 2012 Tee-Ball Managers
 - April 15, 2012 All Softball Managers
- Appointment by the Board, of a manager/ head coach, and appointment by the manager and commissioner of the respective league of an assistant coach.
- Completion of the background checks authorization form, a successful background check performed by the Safety Officer, and notification from the Safety Officer to the board and commissioner of the approval.
- Satisfaction of the requirement that at least one coach (goal is two) on each team has 2012 first aid training and at least one coach (goal is more) on each team has 2012 coaches basic training.

III. The GLL Board

In addition to being posted on the website, the following contacts for the GLL BOD will be posted at the Snack Shack and all Team Managers in the form of an Emergency Plan. Below is the 2012 season board for GLL and email contacts.

Executive Board

President	James Grupp	j.grupp@cox.net
Vice President- Baseball	Tim Gilbert	timgilbert@cox.net
Vice President – Softball	Denise Kidd	sdjmakidd@cox.net
Treasurer	Joe Zafian	Joe.Zafian@espn.com
Secretary	Eric Van Heel	eric.vanheel@iaev2500.com
Information Officer	Danielle McGee	wgmcgees@cox.net
Safety Officer	Mike Smoolca	m-smoolca@hotmail.com
Player Agent – Baseball	Mike McTeague	kmct@cox.net
Player Agent – Softball	Karen Viets	kviets@cox.net
Umpire Coordinator	Carol Kidd	jcjmz@cox.net

Directors

Juniors BB Commissioner	Brad Field	fieldbscc@aol.com
Majors BB Commissioner	Pat McGee	wgmcgees@cox.net
AAA Commissioner	Jim Russell	jmrussell18@cox.net
AA BB Commissioner	Greg McWhirter	mcwhirter5@cox.net
Farm BB Commissioner	Scott Flebotte	flebotte@cox.net
Co-ed T-Ball Commissioner		
Juniors SB Commissioner	Laurie Fede	LaurieandJohn1@cox.net
Majors SB Commissioner	Laurie Fede	LaurieandJohn1@cox.net
AA/AAA SB Commissioner	Glen Cusano	cusano@townofwindsorct.com
Farm SB Commissioner	Jeff Gilton	thegiltons@cox.net

T-Ball SB Commissioner

Coaching Coordinator

Equipment Manager – Baseball John Schneider jjkschneider@cox.net

Equipment Manager – Softball Tracy Flebotte flebotte@cox.net

Field Maintenance - Baseball

Field Maintenance - Softball Steve Kidd kidds4juiceplus@cox.net

Scheduler

Sponsorship/Fundraising

Team Parent Coordinator

Photo Coordinator

Snack Shack

Snack Shack Coordinators Lucy Bowman lucy@hrminstallation.com

Susan Grupp s.grupp@cox.net

IV. Accident Procedures

All injuries (including potential hazards) should be reported to the Safety Officer. Incident Tracking will be used to evaluate effectiveness of the program and for future instruction. If the Safety Officer is unavailable, the President of the Granby Little League is to be contacted.

An incident *or near-miss* that causes any player, manager, coach, umpire, volunteer or spectator to receive medical treatment, including First Aid, must be reported.

Both incidents and near-misses need to be reported within 48 hours to:

Mike Smoolca, Safety Officer, GLL
(860) 798-8992
m-smoolca@hotmail.com

The Incident and Near Miss form is available on the GLL website. Managers are required to maintain copies of the form at all games and practices.

Safety Officer's Responsibilities

Within 24-48 hours of receiving the telephone notification and/ completed report, the Safety Officer or President will contact the injured party or the 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;
- (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Granby Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries is more than minor in nature, the Safety Officer or President shall periodically call the injured party to

- (1) check on the status of any injuries,
- (2) 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).

V. Volunteer Applications and Background Checks

All volunteers over 18 years of age are required to provide a signed volunteer application, along with a copy of government-issued photo identification. Volunteers under the age of 18 are allowed to be umpires only, or occasional coaching assistant, and must be under the close supervision of head coaches, who are responsible for ensuring appropriate behavior. Non-umpires under the age of 18 do not need to be registered with the Safety Officer.

A nationwide criminal background check *and* nationwide sex offender search will be conducted on all volunteers, which include Board members, managers, coaches, umpires and anyone interacting with the children. The Safety Officer can use any background check services necessary to assure the safety of the children. Generally, GLL intends to use Lexis Nexis, a firm coordinating with Little League for background checks. Volunteers on whom a background check is done with Lexis Nexis will receive notification by mail of the results. In some cases a name-only match will occur, which may cause some concern for volunteers who are not in fact the criminal on record. Further research will be conducted to determine identity in these cases.

Anyone who refuses to complete a Volunteer application form will not be allowed to participate in the capacities mentioned in the previous paragraph. In some cases, a Social Security Number (SSN) may be requested and required as part of the background check, if needed.

Team parents do not necessarily have to complete background checks. This is up to the discretion of the commissioners and managers. If the team parent is volunteering in an administrative capacity only and not interacting with the children, no background check is needed. If interaction with the children is expected due to supervision, including dugout interaction, managing transportation, season-ending parties without parental supervision or any other interaction, then a background check must be successfully completed.

Snack Shack operators do not necessarily have to complete background checks. This is up to the discretion of the Snack Shack Supervisor. Snack Shack volunteers who have not successfully completed background checks should not be interacting with children in any way other than a storefront operator in a public facility would.

Team managers should explain to parents at the beginning of the season the above guidelines and explain who has and has not had background checks.

A clear delineation between coaches and non-coaches, including assistants, must be made. Parents or others cannot fall into a “gray area” where there is occasional ball-tossing or helping during practice without being confirmed through a background check.

The Safety Officer will provide a list each season of those who have been approved with acceptable background checks. Anyone 18 or older not on this list cannot volunteer as a coach, umpire or in any other capacity that interacts with the children.

General guidelines for acceptable background checks include the provision that a limited number of non-DUI, non-homicide traffic incidents are not cause for rejection, within reason. Checks that reveal criminal convictions could result in rejection in the discretion of the Safety Officer and President. If the Safety Officer and President reject an applicant, that applicant can choose to appeal the decision to a smaller committee made up of Board members as selected by the President.

VI. Required Training

There are five forms of training for all managers and coaches: Reading this safety plan and the First Aid procedures; attending fundamentals training through the NYSCA; reading the Little League Code of Conduct; attending First Aid training; and attending the live coaching clinic.

- First Aid training and the live coaching clinic are optional but strongly encouraged. However, each coach or manager must attend First Aid training and live training once every three years, and some representative from each team must, each season, attend First Aid training and basic coaches training.
- Reading and understanding the safety plan and first aid in general is mandatory for all managers and coaches each year.
- All volunteers are responsible for ensuring their own competency beyond the above requirements. Coaches should proactively ask others, including board members, questions about teaching children, the rules of baseball and softball, physical training and safety issues as needed, and research, responsibly, books and reputable websites for coaches' tips and training information. Use of the GLL and national Little League websites is expected.

A. Reading Safety Manuals and First Aid Procedures

This safety plan and first aid guidelines will be distributed to all Board members, coaches, managers and parents via the GLL website. Additionally, the Snack Shack coordinator should provide written copies at the Snack Shack.

B. Attending NYSCA Fundamentals Training

The Granby Parks and Recreation Department works cooperatively with GLL has administered basic training for T-Ball, Softball and Baseball in past years. All new managers and coaches were required to take fundamental youth sports coaching training and the fundamental training for the sport (baseball, softball or T-Ball) they are coaching. This is certified through the National Alliance for Youth Sports Coaches (NYSCA). This is not a requirement for 2012 but may be re-instituted in future years.

At the appropriate times, specifics on time and location of training will be posted on the Granby Little League website regarding changes or other training such as the NYSCA training, which is offered every year by the Granby Park & Recreation Department at the Senior Center.

Further questions about training coordinated by the Parks & Recreation Department can be found by calling 860-844-5356.

C. Reading the Little League Code of Conduct

Commissioners will distribute the LL Code of Conduct to all managers, who should distribute to all parents and encourage reading of the material. Managers and coaches are required to read and be familiar with the material.

D. Attending First Aid Training

Granby Ambulance / Granby Police work in coordination with GLL to offer First Aid fundamentals. This workshop will be coordinated with the clinic noted below. Further details can be obtained on the GLL website. This training is optional if scheduled in a given season. If coaches cannot attend, commissioners must become comfortable that this training / competency has been obtained / developed elsewhere.

In 2012, First Aid training will occur during the weeks of 4/9, 4/16 or 4/23 at Simsbury Sports Academy.

E. Attending Baseball Coaches Training Clinic

GLL is working with Simsbury Sports Academy to provide a thorough “live” training session on how to coach baseball. The following dates have been established for 2012:

- March 8, 2012 Rules Training provided by District 6 Umpire-in-Chief
- March 11, 2012 Michelle Smith Clinic, Little League, Softball
- April 7, 2012 Majors and AAA Baseball
- April 14, 2012 AA and Farm Baseball
- April 15, 2012 Tee-Ball Managers
- April 15, 2012 All Softball Managers

Details will be available on the GLL site. This training is mandatory. If coaches cannot attend, commissioners must become comfortable that this training / competency has been obtained /developed elsewhere. Some type of basics coaches training is required every three years

VII. Pitch Count Rules

GLL will follow the national Little League pitch count rules for baseball that are effective for 2012. These rules do not apply to softball.

2012 Rules

Pitchers in Little League range from age 7 to 18. An age-based maximum is applied to the number of pitches a child can throw in one day:

<u>Age</u>	<u>Maximum Pitches / Day</u>
17-18	105
13-16	95
11-12	85
10 and Under	75

Additionally, the following rest periods must be adhered to.

Pitchers age 7-14:

<u>Pitches Thrown in One Day</u>	<u>Required Calendar Days of Rest</u>
66 or more	4
51-65	3
36-50	2
21-35	1
20 or less	0

Pitchers age 15-18:

<u>Pitches Thrown in One Day</u>	<u>Required Calendar Days of Rest</u>
76 or more	4
61-75	3
46-60	2
31-45	1
30 or less	0

Coaches and parents must also use common sense and consider pitches thrown during practice, warm-up and other activities, and the throwing activity of pitchers when playing in the field. While no hard guidelines are imposed in these cases, common sense must be used. If a player throws 30 pitches in a practice scrimmage the day before a game and fields many plays in the infield at the start of a game, the pitch limit should be lower for that child if he or she enters the game as a pitcher.

No pitcher will pitch in more than one game per day if they exceed 30 pitches in the first game.

No catcher will pitch if they have caught four or more innings.

VIII. Bats

Little League (Majors) and below: it shall not be more than thirty-three (33) inches in length nor more than two and one-quarter (2¼) inches in diameter. Non-wood bats shall be labeled with a BPF (bat performance factor) of 1.15 or less;

EXCEPTION: For the 2011-2012 Little League (Majors) and below, for regular season play and Tournament, composite bats are prohibited unless approved by Little League International. The list of approved and licensed composite bats is found at the following link:

<http://www.littleleague.org/learn/equipment/approvedcompbatssmall.htm>

Junior League: it shall not be more than 34 inches in length; nor more than 2 5/8 inches in diameter, and if wood, not less than fifteen-sixteenths (15/16) inches in diameter (7/8 inch for bats less than 30”) at its smallest part. All composite bats shall meet the Batted Ball Coefficient of Restitution (BBCOR) performance standard, and such bats shall be so labeled with a silkscreen or other permanent certification mark. The certification mark shall be rectangular, a minimum of a half-inch on each side and located on the barrel of the bat in any contrasting color.

The moratorium on composite bats, which now applies to all baseball divisions of Little League, does not apply to any softball divisions of Little League.

IX. Specific Safety Guidelines

This section provides specific guidelines on safety and procedures related to lightning risk, heat risk, communicable disease risk and the Heimlich maneuver.

A. Lightning

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 players to safety - regardless of if the "flash-bang" proximity measure applies. When in doubt, STOP PLAYING!

"Flash-Bang" Method

One way of determining how close a recent lightning strike is to you 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 & the sound of thunder that follows it. Stop playing & leave the area when the count between the lightning flash and the sound of its thunder is 30 seconds (6 miles) or less.

Allow a minimum of 30 minutes to pass after the last lightning flash and bang of thunder before resuming activity.

Lightning Facts and Safety Procedures consider the following facts:

1. The average lightning stroke is 6 - 8 miles long.
2. The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.
3. Once the leading edge of thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud.
4. On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others are. Large enclosed shelters (substantially constructed buildings) are the safest (like our snack bars and press boxes). For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the 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 and 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.

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. 1. The first rule 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.
3. Call 9-1-1 as soon as possible for help.
4. Check for burns to the body.
5. Give first aid as needed.
6. If breathing and/or heartbeat have stopped, perform CPR until EMS arrives.
7. Contact the league Safety Officer and the league President ASAP.

B. Heat Risk

Heat related Illnesses

Players are constantly expending energy and depleting the moisture in their bodies. Even on a cool day, prolonged and vigorous exercise can cause dehydration.

- The warmer and more humid the weather, the shorter the time it takes to become dehydrated and/or overheated.
- The greatest danger of heat related illness is when a player becomes dehydrated and loses the ability to sweat.
- Sweat provides natural cooling system for the body and if it stops working, the body quickly overheats and numerous life-threatening situations arise:
 - Kidney damage/failure
 - Brain damage – heat stroke
 - Circulatory compromise

Signs and Symptoms of Heat Exhaustion

- Profuse sweating
- Extremely reddened skin

Signs and Symptoms of Heat Stroke

- Sweating stops – skin is dry, red, and very hot.
- Altered mental status – confused, disoriented.
- Unconsciousness – call 911

Preventative Measures

- Make sure all players have their own water bottle at every practice and game.
- Take frequent water breaks – more often as the weather gets hotter.
- Look for extreme or profuse sweating. Act quickly if sweating stops altogether

First Aid for Heat

- Call 911 if the victim has an altered mental state or is in distress. Err on the side of caution.
- Get the victim out of the heat and into a shaded area.
- Remove excess clothing.
- Give cool liquids – preferably water.
- Use ice packs under the arms, along groin, on forehead.
- Pour water onto clothing to cool down as much of the body as possible.

C. Communicable Disease Risk

The following procedures should be followed when open wounds occur.

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.

- Use gloves (provided in the First Aid kit) to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood-contaminated surfaces and equipment immediately to prevent possible transmission of communicable diseases.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact.
- Use caution when handling bloody dressings, mouth guards and other articles containing bodily fluids. Ensure no unnecessary contact is made between people and the objects that have been potentially contaminated with bodily fluids. Dispose of such materials safely. If in doubt, consult with emergency medical technicians regarding disposal procedures.

D. The Heimlich maneuver

The Heimlich maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation. When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?" If the person can speak or cough, do not perform the Heimlich maneuver or pat them on the back. Encourage them to cough.

To perform the Heimlich:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person's breastbone (sternum), but above the naval;
- Wrap second hand firmly over this fist;
- Pull the fist firmly and abruptly into the top of the stomach.

It is important to keep the fist below the chest bones and above the naval (belly button).

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).

These will be violent thrusts, as many times as it takes.

For a child:

- Place your hands at the top of the pelvis;
- Put the thumb of your hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway.

However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, Immediate medical care should be sought by calling 911 or going to the local emergency room.

X. Facilities Management Safety

This section addresses the safe management of the concession stand and storage sheds.

A. Concession Stand Guidelines

GLL operates the Snack Shack at Salmon Brook Park during many game days.

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

Menu

Currently the snack shack offers prepackage snacks and drinks. Among the foods that are prepared are hot dogs and hamburgers.

Cooking

Hot Dogs and Hamburgers are prepared on a grill and cooked to a minimum of 160 degrees Fahrenheit. The Grill is to be thoroughly cleaned after each use. All food that has been cooked but not sold will be discarded. **Do not save and reheat.**

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 there is no substitute for hand washing! (See Hand-washing Guidelines)

Food Handling

Touching food with bare hands can transfer germs to food. Do not handle food and money.

Health and Hygiene

Only healthy volunteers should prepare and serve food. Volunteers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended.

Cooling and Cold Storage

The manager of the Snack Shack will check the temperature of the refrigerator and freezer periodically to see if the food is cooling properly.

Ice

Cans/bottles are refrigerated. Ice is available it is will be used for sport-related injuries, not for consumption.

Dishwashing

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Any serving items should be washed in hot soapy water, rinsed well with clean water and dried with a clean paper towel or allowed to air dry.

Wiping Cloths

Disposable towels and appropriate cleaning solutions will be used to keep work area clean. Well-sanitized work surfaces prevent cross-contamination and discourage flies.

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.

Food Storage and Cleanliness

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food and dispose of the garbage properly. Do not leave it in the snack shack.

High Risk Warnings

US Centers for Disease Control and Prevention (CDC) list these circumstances

as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of food-borne illness.

- Inadequate cooling and cold holding.
- Preparing food too far in advance for service.
- Poor personal hygiene and infected personnel.
- Inadequate reheating.
- Inadequate hot holding.
- Contaminated raw foods and ingredients

Training and Operation by Snack Shack Volunteers

The coordinator of the Snack Shack must complete a food service course administered by the Farmington Valley Health District and be a qualified Food Operator. In addition, the Farmington Valley Health District inspects the Snack Shack annually. The Snack Shack Coordinator will be responsible for training and monitoring the volunteers who assist in the “Snack Shack”.

Food Management Guidelines including Hand Washing Techniques and Procedure for the Heimlich maneuver must be posted for all the volunteers to review.

No one under the age of 15 will be permitted in the Snack Shack at anytime.

Emergency and board member phone numbers are to be posted in the Snack Shack and a copy of the safety manual will be available.

Hand-washing Guidelines

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.
- Rinse your hands well. Allow the water to flow from your elbow to fingertips.
- Dry hands with a paper towel.
- Turn off the water using a paper towel, instead of your bare hands.
- Properly dispose of used paper towel

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- After handling money
- Before and after using disposable gloves
- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the restroom.
- After caring for or handling animals or small children.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food contact surfaces.
- After engaging in activities that contaminate hands.

B. Storage Shed Procedures

The following applies to all of the storage sheds used by GLL and apply to anyone who has been issued a key/combination to use those sheds.

All individuals with access to the GLL equipment sheds are responsible for:

- The orderly and safe storage of all equipment stored.
- Reading operator manuals and being familiar and trained regarding the use of machinery and any equipment before using.
- Ensuring no unauthorized individuals use equipment.
- Ensuring that no minors use machinery.
- Ensuring that, with regard to chemicals:
 - All chemicals or organic materials stored in Granby Little League sheds shall be properly marked and labeled regarding contents and applicable warnings.
 - All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
 - Any "loose" chemicals or organic materials within the sheds are cleaned up and disposed of as soon possible to prevent accidental poisoning.

Starting in 2008 there will be two pitching machines stored in the shed behind Field 2 at Salmon Brook Park. A battery and charger system is included. The charger can be extremely dangerous if not used properly. The charger plugs into an outlet in the shed on one end and has "car battery" type chargers on the other end that attach to positive and negative nodes of the battery when charging. The battery will often be charging inside the shed. It is extremely important for the following rules to be followed regarding Shed 2:

- No children are allowed in the shed with the exception of children who are accompanied by an adult in the second floor area
- The pass code to the lock on the shed will be shared with coaches only, changed at least once a season and changed mid-season if problems are indicated
- The shed will be closed and locked at all times except when equipment is being taken in and out of the shed and when someone is using the second-floor scoreboard area
 - When equipment is being taken in and out of the shed the doorway, if open, must be guarded by a responsible adult ensuring children are not entering the facility
 - If children are in the scoreboard area on the 2nd floor, no more than 3 children are allowed at one time; they must be accompanied by a responsible parent; and the first-floor door must be locked OR a second parent must be watching to make sure children do not go into the first floor where battery chargers are
- The pitching machines, batteries and battery chargers must be stored carefully:
 - They should all be on level surfaces
 - No tarps, bags or other equipment should be on top of the batteries or chargers

XI. Approved Volunteers for 2012

This list of approved volunteers will be posted on the Granby Little League site under Important Documents and Forms. It is intended to provide an easy resource for parents to determine the status of most volunteers. The definition of approval in this context is a successful background check. Presence on this list does not mean the volunteer has taken required coursework, such as NYSCA, that is needed to coach. Board members and active team parents may be on this list but not need coaching training. It is the responsibility of the team manager to

ensure that in addition to having an approved background check, a coach has had proper training. It is the responsibility of league commissioners to ensure that team managers have had appropriate background checks and training. This list might be updated later in the season via this safety plan or on a separate document posted on the Granby Little League website. *If you do not see any documentation of a volunteer having been approved through a background check and want to ensure the most up-to-date status, call the Safety Officer, Mike Smoolca, at (860) 798-8992 or contact him at msmoolca@hotmail.com*

XII. Facility Survey

The Facility Survey is completed and was submitted along with our 2012 Safety Plan. You contact the Safety Officer, Mike Smoolca, at (860) 798-8992 or at msmoolca@hotmail.com with any questions regarding the facility survey

XIII. Recent League Accident and Near-Miss Statistics

In 2011, 7 incident reports were filed and summarized as follows:

4/3/2011: A Majors Baseball player misfielded a ball and was later diagnosed with a fractured finger. He did not participate in team activities for several weeks while he recovered.

4/22/2011: A AA Baseball player was hit in the right eye with a baseball during warmups. He was taken to the Emergency Room and was examined, no further treatment was required.

5/3/2011: A Majors Baseball Player was accidentally struck with a bat by a parent helper. Player was taken to a local clinic for examination and no further treatment was required.

5/13/2011: A Juniors Softball player was hit by ball above the eye and a cut resulted. Cut was cleaned and she was able to continue playing.

5/27/2011: A Juniors Baseball player sprained his ankle sliding into a base. He did not participate in team activities during rehabilitation.

5/29/2011: A Juniors Softball player misfielded a ball which bounced up and hit her nose, she was removed from the game, ice was applied and bleeding was stopped.

6/20/2011: A 9/10 District player misfielded a ball and was later diagnosed with a minor fracture. He did not participate in team activities for 2 weeks while recovering.

XIV. Training Questions and Answers Supplement

The following document was made available on the Granby Little League website in the Spring of 2012 prior to the training deadlines in order to supplement email, phone and live communications and ensure that all volunteers clearly understand the training requirements.

GLL Required Training:

FAQs

Frequently Asked Questions (and the Answers) Regarding Training

Q: If I want to coach in Granby Little League, what training requirements are there?

A: There are six requirements. (1) If you are a new coach you must be NYSCA certified (being suspended for 2012). (2) You must receive first aid training every three years. (3) You must receive fresh coaching training every three years. (4) You must make sure that you are part of a coaching team in 2012 such that someone from the coaching staff of your team receives fresh coaching training in 2012 and someone receives fresh first-aid training in 2012. (5) You must submit the volunteer application and be approved by the Safety Officer when a successful background check is completed. (6) You must either be approved as a manager (head coach) by the GLL board or selected as an assistant (coach) by one of the managers with the approval of the league's commissioner and Safety Officer.

Q: I'm just assistant-coaching. What are the requirements for that?

A: The same. Managers (also called "head coaches") and assistants (also called "coaches") have the same requirements, listed above.

Q: Why are you being so strict?

A: National Little League's rules have gotten stricter. GLL does believe it makes sense to move forward with the national requirements in an attempt to assure the safety of the kids and maintain a well-trained coaching staff. We've avoided any training that would cost you money and we have tried to provide a few alternatives for meeting the requirements and strike a good balance of solid training without being unduly cumbersome.