

West University Little League



Safety Manual

2011 Edition

League ID Number 034-31-613

West University Little Leagues Safety Code

Our Goals are Education and Prevention

1. No games or practices should be held when weather, field conditions are not good, or when lighting is inadequate.
2. Inspect play area frequently for holes, damage, glass or other foreign objects.
3. Only players, managers, coaches, and umpires are permitted in the playing field during games.
4. Inspect equipment regularly and make sure it fits properly.
5. Catchers must wear catcher's helmet, mask, throat protector, shin guards, long model chest protector, and protective supporter (boys), at all times.
6. Headfirst sliding is prohibited, except when a runner is returning to a base.
7. "Horse play" is not permitted on the playing field at any time.
8. Catchers must wear a catcher's helmet and mask with throat protector when warming up pitchers. This applies between innings and in the bullpen.
9. Managers/coaches must have their issued first-aid kit at each practice and game.
10. Team warm ups, pitching, and catching are to be supervised by a team manager, coach or an approved parent volunteer.

The 2011 West University Little League season marks our ongoing commitment to safety. The purpose is to advise managers and coaches in proper first aid procedure. Players and parent will be actively involved in the league safety training and prevention program, too. With proper information, the league hopes to prevent injuries from occurring in the first place. With all of us working together, our players will be safer.

Thanks, in advance, for your cooperation.

West University Little League Emergency Safety Procedures

BE SURE TO HAVE YOUR ORIGINAL MEDICAL RELEASE FORMS WITH TEAM AT ALL TIMES

In case of medical emergency:

1. Give first aid and have someone call "911" immediately if an ambulance is necessary (e.g., severe injury, neck or head injury, not breathing - error on the side of caution).
2. Notify parents immediately, if they are not at the scene.
3. Notify league safety director by phone within 24-hours. (See last page of safety manual for details)
4. Fill out a West University Little League Incident Safety Report Form and hand deliver it per the instructions on the form. One can be picked up at the dugout, or can be printed off of the website (www.westull.org).
5. Talk to your team about the situation if it involves them. Often, players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
6. Talk to anyone in West University Little League you feel will be helpful (i.e., League Safety Director, President of the league, Green Hat, etc.)
7. West University Little League insurance is supplementary to your own insurance policy. Claims must be filed with the League Safety Director.

REMEMBER

Safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to a West University Little League board member (Green Hat), immediately. Do not play on a field that is not safe or with unsafe playing equipment. Be sure that your players are fully equipped at all times, especially catchers and batters. Check your team's equipment often.

Field Safety Checklist

The following checklist should be reviewed and/or completed periodically. All umpires, managers and coaches are responsible for noting field safety conditions.

| <i>Field Condition</i> | Repairs Needed | |
|-------------------------------|----------------|-----------|
| | YES | NO |
| Backstop repair | ___ | ___ |
| Home plate repair | ___ | ___ |
| Bases (secure) | ___ | ___ |
| Bases repair | ___ | ___ |
| Pitcher's mound | ___ | ___ |
| Batter's box level | ___ | ___ |
| Batter's box marked | ___ | ___ |
| Grass surface (even) | ___ | ___ |
| Infield fence repair | ___ | ___ |
| Outfield fence repair | ___ | ___ |
| Foul ball net repair | ___ | ___ |
| Foul lines marked | ___ | ___ |
| Sprinkler condition | ___ | ___ |
| Warning track | ___ | ___ |
| Coach boxes level | ___ | ___ |
| Coach boxes marked | ___ | ___ |
| Dirt needed | ___ | ___ |

| <i>Dugouts</i> | Repairs Needed | |
|-----------------------|----------------|-----------|
| | YES | NO |
| Fencing need repair | ___ | ___ |
| Bench needs repair | ___ | ___ |
| Roof needs repair | ___ | ___ |
| Bat racks | ___ | ___ |
| Helmet racks | ___ | ___ |
| Trash cans | ___ | ___ |
| Clean up needed | ___ | ___ |

| <i>Spectator Areas</i> | Repairs Needed | |
|-------------------------------|----------------|-----------|
| | YES | NO |
| Bleachers need repair | ___ | ___ |
| Parking area safe | ___ | ___ |
| Protective screens OK | ___ | ___ |
| Bleachers clean | ___ | ___ |

| <i>Catcher's Equipment</i> | Repairs Needed | |
|-----------------------------------|----------------|-----------|
| | YES | NO |
| Shin guard OK | ___ | ___ |
| Helmets OK | ___ | ___ |
| Facemasks OK | ___ | ___ |
| Throat protector OK | ___ | ___ |
| Catcher's cup (boys) | ___ | ___ |
| Chest protector | ___ | ___ |
| Catcher's mitt | ___ | ___ |

| <i>Safety Equipment</i> | Repairs Needed | |
|-------------------------------------|----------------|-----------|
| | YES | NO |
| First aid kit each team | ___ | ___ |
| Medical Releases | ___ | ___ |
| Ice for injuries | ___ | ___ |
| Blanket for shock | ___ | ___ |
| West U. Little League Safety Manual | ___ | ___ |
| Injury report forms | ___ | ___ |

| <i>Players' Equipment</i> | Repairs Needed | |
|----------------------------------|----------------|-----------|
| | YES | NO |
| Batting helmets OK | ___ | ___ |
| Jewelry removed | ___ | ___ |
| Bats inspected | ___ | ___ |
| Shoes checked | ___ | ___ |
| Uniforms checked | ___ | ___ |
| Athletic supporters (boys) | ___ | ___ |
| Little League Patch | ___ | ___ |

TEN COMMANDMENTS OF SAFETY

- I. Be alert
- II. Check playing field for hazards
- III. Wear proper equipment
- IV. Ensure equipment is in good shape
- V. Ensure first aid is available
- VI. Maintain control of the situation
- VII. Maintain discipline
- VIII. Safety is a team sport
- IX. Be organized
- X. Have fun!

Before The Game
Umpires and Coaches meet at plate

1. Introduce plate umpire, base umpires, managers and coaches.
2. Receive official lineup cards from each team.
3. Discuss any local playing rules (time limit, playing boundaries, etc.).
4. Discuss strike zone.
5. Discuss unsportsmanlike conduct by the players.
6. Discuss the "innings pitched by a pitcher" rule.
7. Clarify calling the game- due to darkness or weather (rain, lightning, etc.).
8. Inspect playing field for unsafe conditions.
9. Discuss legal pitching motions or balks.
10. Get two game balls from home team.
11. Be sure players are not wearing jewelry or metallic objects.
12. Be sure players are in full uniform - shirts tucked in and hats on.
13. Umpires inspect equipment for damage and to meet regulations.
14. Ensure games start promptly (on time). Note when game started.

During The Game
Umpires and Coaches

1. Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take field with two outs.
2. Make sure all players are wearing the proper equipment.
3. Encourage everyone to think, "Safety First".
4. Continue to monitor field for safety and playability.
5. Pitchers warming up in foul territory must have a spotter and catcher with helmet, chest protector and glove.
6. Keep game moving - eight pitches or one minute to warm up the pitcher between innings.
7. Make the calls loud and clear, signaling each call properly.
8. Umpires should be in position to make the call.
9. No arguing about any call made by the umpire, especially judgment calls.
10. Managers are responsible for keeping their fans on their best behavior.

Emergency

Phone Numbers

Make sure that someone at your practice/game has a cellular phone.

Dial "911" for Emergency

West University Police: 713/ 668-0330

West University Fire Department: 713/ 662-5835

Southside Place Police & Fire: 713/ 668-2341

Bellaire Police Department: 713/ 668-0487

Communicable Disease Procedure

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, here is a remote risk that other blood-borne infectious diseases can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include but not be limited to the following:

1. 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.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure, when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces, if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CDC recommends 1-100) or other disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
6. 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.
7. Managers, coaches or volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition resolves.
8. Contaminated towels should be disposed of/disinfected properly.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids.

WULL Phone Numbers

Safety Director:

Rodney B. Christ
713/907-6074 (cell)
713/850-7747 (office)
rbchrist@cptinsurance.com

Safety Coordinator:

Alex Juden
(281)235-2317 (cell)
(713)375-3507 (office)
ajuden@slb.com

West U. Little League Board of Directors

| | |
|---------------------------|-------------------|
| President | Brent Bechtol |
| Vice Pres / Player Agent | Stephen Crain |
| Secretary | Ted Gobillot |
| Treasurer | Peyton Burch |
| Auxiliary Director | Karen Davis |
| Equipment Director | Kurt Keene |
| Facilities Director | Kevin Leyendecker |
| Fields Director | Robby Winston |
| McGovern Complex Director | David Castaneda |
| Senior Director | Ed James |
| Junior Director | Tom Bastian |
| Major Director | Scott Resnick |
| AAA - Minor | Dewey Gonsoulin |
| AA - Minor | Todd Greenwalt |
| A - Minor | Mark Cook |
| PeeWee Director | Joe Parks |
| Varsity & Rookie Director | Sean Keenan |
| Challenger Director | Michael Miller |
| Medical Director | Mike Streitmann |
| Safety Director | Rod Christ |
| Team Sponsor Director | Hank Holmes |
| Training Director | Dean Doxakis |
| Little League Compliance | (See Gobillot) |
| Umpire Director | Ross Fava |
| Fall Ball Director | Jim Bartlett |
| Tournament Director | Steve Hughey |