

# **SAFETY MANUAL**

SPRING 2018



Brian Evars  
Safety Officer  
League ID Number 4055202



## **INTRODUCTION**

This Safety Manual is being introduced 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 Hillsborough Little League Baseball," and is provided as a tool for managers and coaches.

## **SAFETY CODE** - Dedicated to Injury Prevention

- Responsibility for Safety procedures belongs to a board member of the Hillsborough Little League. For the 2018 year, the Safety Officer is Brian Evars.
- Arrangements should be made in advance of all games and practices for emergency medical services. It is highly recommended that all coaches and managers have the emergency phone numbers immediately at their disposal. The emergency phone numbers were given at the mandatory coaches and managers meeting before practices began.
- Managers, coaches and umpires should have training in first-aid on January 30<sup>th</sup> 2018. First-aid kits are located in the equipment box at every field used by Hillsborough Little League.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate. For up-to-date field conditions, visit <http://www.hillsboroughrecreation.com/Fields>.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. The manager of the home team should either personally inspect or designate his coach to inspect the field prior to use. Any hazards requiring attention should be reported to the Safety Officer (Brian Evars - 650-242-4300, [safety@hllbaseball.org](mailto:safety@hllbaseball.org) ) or the Fields Director ( Bill Jorajuria, [wjorajuria@yahoo.com](mailto:wjorajuria@yahoo.com))
- Dugouts and bat racks are positioned behind screened fences
- All team equipment should be stored within the team dugout, 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.
- 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, pickle, swinging bats, etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. If equipment is no longer usable, destroy and discard properly to prevent children from attempting to re-use or repair it. Managers are to contact Ken Tollmann at [tollmann5@comcast.net](mailto:tollmann5@comcast.net) & David Rhein [equiptment@hllbaseball.org](mailto:equiptment@hllbaseball.org) for replacement equipment.
- 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, base runners and player coaches must wear Little League approved protective helmets during batting practice and games.
- 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. NO EXCEPTIONS.
- The Catcher must wear catcher's helmet and mask with a throat guard when warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- Except when a runner is returning to a base, headfirst slides are not permitted.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" or sports goggles
- Players may not wear watches, rings, pins or metallic items during games and practices.
- Batting/Catchers helmets should not be painted unless approved by the manufacturer.
- Regulations prohibit on-deck batters. No player is allowed to 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.

In addition to the Safety Code for Little League as specified in Appendix B of the 2017 baseball official regulations and playing rules manual the Hillsborough Little League abides by the following rules to enhance safety.



- Managers, coaches, and all volunteers involved with HLL must be approved by the Board and have completed the background check process prior to any interaction with any players.
- Medical Release Forms must be on hand at practices and games. If in doubt about the seriousness of a player injury, seek medical care (err on the safe side).
- Individual coaching with a single player shall be done on the assigned practice field or within sight of the manager and team.
- Foul territory is a dangerous area for spectators of all ages. It is up to the coaches to advise players and their families of the potential hazard of sitting and/or playing in foul territory. This is especially true of the District Office fields.
- Athletic supporters with protective cups are mandatory for all male players in AA, AAA Minors and Majors.
- Pitchers in the T-ball, A, AA divisions shall wear Little League Approved Batting Helmets at all times when in the field.
- "Head Savers" that fit into baseball caps are required for all pitchers in AAA, Minors and Majors. Each team should be provided with four head savers.
- Hillsborough Little League uses reduced impact baseballs in the lower divisions. These are distributed to each team along with equipment under the direction of the equipment manager of Hillsborough Little League.
- During sliding practice, bases should not be strapped down or anchored. Disengage-able bases shall be used on all fields
- A double-first base is used to prevent collisions on all fields.
- Managers and coaches may not warm up pitchers before or during a game.
- Preventive health practices (warm-up, stretching, etc.) should be a standard procedure for pre-practice and pre-game warm-up.
- An athlete suspected of having a concussion or head injury must be removed from the activity and be cleared by a health care provider before returning to the activity. **CA Law AB25**
- Parents must also provide written permission for the child to return to any baseball activity after suffering a concussion.
- After tending to the player and parents, the coach should contact the Safety Director if a child is removed from play because of a suspected concussion.
- Managers and Coaches are instructed in how to prevent concussions during practices and games. The steps to evaluate a child who has just suffered a blow to the head will determine if it is safe to return to the game, needs to sit out of the game or go to the hospital immediately. Treatment and recovery from concussions will be discussed.



- Managers and coaches are encouraged to train players in proper mechanics of the game.
- Managers and coaches are to teach infielders to stay out of the base paths.
- Managers and coaches are to teach players to never throw a ball to someone who doesn't have a glove ready to catch a ball or who isn't looking..
- Practice and game strategy: Getting "beaned" is a common fear and an occasional cause of minor injuries. These problems can be minimized by including a batting practice session on how to turn away from a potential bean ball (see training manual). Please also discourage throwing the bat after a hit ball, and dangerous base running techniques such as breaking up a double play and intentional interference. Teach proper sliding techniques using unanchored bases.
- Managers and coaches are encouraged to teach catchers how to catch a ball and apply a tag without blocking the plate to prevent collisions at the plate between the catcher and a base runner.
- Managers and Coaches receive baseball fundamentals training supervised by the Hillsborough Little League Coaching Coordinator on February 24, 2018.

If you see a need to add to the safety code, please contact Brian Evars at 650-242-4300 or [safety@hllbaseball.org](mailto:safety@hllbaseball.org)

### **Important Phone Numbers/Website**

**For any EMERGENCY call 911 immediately**

\*Cell phone towers NOW route to the county dispatch center for fastest response for local fire, police & medical resources.

Hillsborough Police Department (Non Emergency)      **650-375-7470**

Hillsborough Little League Safety Officer:  
Brian Evars      **650-242-4300 (mobile)**

**[safety@hllbaseball.org](mailto:safety@hllbaseball.org)**

HLL Website: <http://www.hllbaseball.org>



## **AEDs - Automated External Defibrillator**

WHAT IS AN AED? – The enclosed link from National Heart, Lung and Blood Institute contains important information about this life saving device.

<https://www.nhlbi.nih.gov/health-topics/automated-external-defibrillator>

### LOCATIONS

- AED are located adjacent to all Hillsborough Little League Fields with EXCEPTION to Vista Park.
- District (Minors & Majors Field) has 1 AED. The location is adjacent to the men's restroom in the main courtyard/breezeway of the District Offices.
- North School (Crocker & North Fields) has 2 AEDs. The 1<sup>st</sup> is located at the front entry of the open breezeway directly across from the Main / Principals Office. This is the closet location for North Field & Crocker Field infield area. The 2<sup>nd</sup> AED is located at the top of the main breezeway of North School near southern entrance to the North Multi Purpose Room.
- West School (West Field) West has 1 AED located in the open breezeway on the 1<sup>st</sup> Base side of West Field near the restrooms.



## SOME IMPORTANT DO'S AND DONT'S

### **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.
- Assist those who require medical attention and, when administering aid, remember to:
  1. Look for signs of injury (blood, black-and-blue deformity of joint, etc.).
  2. Listen to the injured describe what happened and what hurts, if conscious. Before questioning, you may have to calm and soothe an excited child.
  3. Feel gently and carefully the injured area for signs of swelling or grating of broken bone.
- Have your players' Medical Release Forms and a team roster with key contact telephone numbers with you at all games and practices.
- Know the specific address and cross streets of the field(s) at which you are playing.
- Ask parents to fill out a form highlighting helpful insights on each player's medical history, allergies, 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.
- Make sure you are comfortable with the first aid kits with which you have been provided, and please see the Safety Officer if you have suggestions.
- Remember that the most common baseball injuries relate to strains (stretching is important), thrown bats and poor sliding technique.

### **Don'ts**

- Administer any medications.
- 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 non-player child at a practice or game.



- Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

### **Hillsborough Little League Concussion Education and Management Protocol**

- An athlete suspected of having a concussion or head injury must be removed from the activity and be cleared by a health care provider before returning to the activity.  
CA Law AB25
- Managers and Coaches are instructed in how to prevent concussions during practices and games. The steps to evaluate a child who has just suffered a blow to the head will determine if it is safe to return to the game, needs to sit out of the game or go to the hospital immediately. Treatment and recovery from concussions will be discussed.
- Each team will have CDC approved concussion information in team bags along with the medical release forms for each player.
- Parents must also provide written permission from a medical doctor for the child to return to any baseball activity.
- After tending to the player and parents, the coach should contact the Safety Director if a child is removed from play because of a suspected concussion.

#### **Concussion Prevention**

- Abide by helmet and head saver rules of Hillsborough Little League.
- Only the batter in the batters box may swing a bat. There is no on-deck circle.
- No head-first sliding. The only exception is when returning to a base.
- Avoid collisions.

#### **Physical Symptoms of a Concussion**

- Double vision
- Headache or reported head pressure
- Nausea / vomiting
- Dizziness / can't maintain balance
- Sensitivity to light or noise
- Sluggishness, grogginess
- Clumsy movements
- Concentration and memory problems
- Confused
- Doesn't "feel right"

#### **Non-Physical Symptoms of Concussion**





- Appears dazed or stunned
- Is confused about what to do on the field
- Forgets a simple instruction
- Is unsure of the score, or who or where they're playing
- Answers questions slowly
- Loses consciousness, even briefly
- Shows immediate behavior or personality changes
- Can't recall what happened before or after the trauma

#### **What to Do if you suspect a Concussion**

1. Remove the child from the field.
2. Assign an adult to stay with and observe the child.
3. Contact the parents and tell them to seek medical attention right away.
4. Tell the parents the details of the event and the signs and symptoms observed.
5. Give your contact information to the parents in case the medical team needs more information.
6. Notify the HLL Safety Director of the incident.

#### **Hillsborough Little League Code of Conduct for Parents and Players**

- Watch for small children around parked cars.
- Speed limit 5 mph in roadways and parking lots while attending any function.
- No alcohol or smoking allowed in any parking lot, field or common areas within a Hillsborough Little League complex.
- No playing in parking lots or streets at any time.
- No playing on and around lawn equipment.
- Use crosswalks when crossing roadways. Always be alert for traffic.
- No profanity please.
- No throwing balls against dugout or against backstop. Catchers must be used for all batting practice sessions.
- No throwing rocks.
- No horse-play in walkways at any time.
- No climbing fences.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of a Hillsborough Little League complex.
- Only a player in the batters box may swing a bat (Age 5-12).
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.



### **Communicable Disease Procedures**

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue a practice or game.
2. Routinely use gloves anticipated (provided in first-aid kit) to prevent mucous membrane exposure when in contact with blood, or other body fluids.
3. Immediately wash hands and other skin surfaces if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact with others until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

### **Lightning Evacuation Procedures**

1. If lightning is seen or thunder is heard stop the game or practice.
2. Stay away from metal fencing (including dugouts).
3. Do not hold a metal bat.
4. Walk, don't run to car, and wait inside the car or other protective building for a decision on whether or not to continue the game or practice.

### **Accident Reporting Procedures**

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

When to report: All such incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for 2018 is Brian Evars. He can be reached at the following:

Cell Phone: 650-242-4300  
Email: [safety@hllbaseball.org](mailto:safety@hllbaseball.org)



How to make the report: Reporting incidents can be done in a variety of forms. Most typically, they are done by telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

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

- Verify the information received.
- Obtain any other information deemed necessary.
- Check on the status of the injured party.
- 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 Hillsborough 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 shall periodically call the injured party to:

- Check on the status of any injuries.
- 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.)

### **Manager and Coaches Behavior and Conduct**

#### **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 be positive with teammates at all times.
- 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 each other.



- 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 Coaches?**

- 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 or shout at any member of my team, the opposing team, or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

### **Conduct Regarding Umpires**

- Judgment Calls – cannot be argued or challenged under any circumstances.
- Rule Interpretations – A Manager may express disagreement with an Umpire’s rule interpretation. To do that, the Manager must follow the following steps:
  - a. Must ask permission to approach and speak with the Umpire;
  - b. Must discuss their views citing the specific rule in a current edition of the Little League rule book;
  - c. Must present the page and paragraph in a rule book;
  - d. Must be timely in the challenge. Once play has resumed no further challenges may take place on that specific call/play.
  - e. No extended delays in the play of the game will be permitted, particularly if the rule book cannot be immediately produced.

### **What do Coaches 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 or shout at the players, the umpires, or me. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children



will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.

- 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. As well, our coaches meetings are open to all who are interested in having a say in the way our league is run.
- Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits.
- Learn more about the Little League organization by signing up for the Little League E-News, <http://www.littleleague.org/common/enews/index.asp>

### **STORAGE SHED PROCEDURES**

The following applies to all the storage sheds used by Hillsborough Little League and apply to anyone who has been issued a key by Hillsborough Little League to use those sheds.

All individuals with keys to the Hillsborough Little League equipment sheds, (i.e. managers, umpires, etc.) must be aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.

- Before you use any machinery located in the shed, please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in Hillsborough Little League sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

### **SOME GENTLE REMINDERS**

Make sure your coaches have correctly filled out the Little League Volunteer Application and sent it to the Safety Officer.



Hillsborough Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible.

Check the website ([www.hllbaseball.org](http://www.hllbaseball.org)) regularly for league updates, memorandum, and special notices. Lots of useful information and a complete league calendar can be found there and can be a very reliable resource.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or another Board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, lastly check your team's equipment often.



# CONCESSION SAFETY MANUAL

SPRING 2018

Brian Evars  
Safety Officer  
League ID Number 4055202



## INTRODUCTION

This Concession Safety Manual is being presented with the goal of providing a safer environment for kids and all participants of Hillsborough Little League Baseball.

## CONCESSION STAND SAFETY CODE

- Only persons authorized by Hillsborough Little League board of directors or its contracted concessions vendor will be allowed behind the counter of the concession stand.
- People working in the concession stands will be trained in safe food preparation. Training will cover safe use of the equipment.
- Cooking equipment will be inspected periodically and repaired or replaced if need be. The contracted concessions vendor will notify the Safety Officer for any concerns.
- Propane tanks will be turned off at the grill and at the tank after use.
- A Certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times. All concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked First Aid Kit will be placed in the concession stand.

If you see a need to add to the safety code, contact Hillsborough Little League Safety Officer: Brian Evars **650-242-4300 (mobile)** or **safety@hllbaseball.org**

## Important Phone Numbers/Website

For any EMERGENCY call 911 immediately

\*Cell phone towers NOW route to the county dispatch center for fastest response for local fire, police & medical resources.

Hillsborough Police Department (Non Emergency) **650-375-7470**

Hillsborough Little League Safety Officer:

Brian Evars **650-242-4300 (mobile)**  
**safety@hllbaseball.org**

HLL Website: <http://www.hllbaseball.org>





## **HILLSBOROUGH LITTLE LEAGUE SAFETY PROCEDURES**

### **Communicable Disease Procedures**

7. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
8. Routinely use gloves to prevent mucous membrane exposure when in contact with blood or other body fluids are anticipated (provided in first-aid kit).
9. Immediately wash hands and other skin surface if contaminated with blood.
10. Clean all blood contaminated surfaces and equipment.
11. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
12. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

### **Accident Reporting Procedures**

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

When to report: All such incidents described above must be reported to the Safety Officer within 48 hours of the incident.

The Safety Officer for 2018 is Brian Evars. He can be reached at the following:

Mobile: 650-242-4300  
Email: [safety@hllbaseball.org](mailto:safety@hllbaseball.org)



How to make the report: Reporting incidents can be done in a variety of forms. Most typically, they are done by telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

Safety Officer's Responsibilities: Within 48 hours of receiving the incident report, the Safety Officer 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 Hillsborough Little League'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 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.)