



League Safety Officer Manual

League Name

League # _____ - _____ - _____

The Flourtown-Erdenheim Little League

2008 Safety Plan for Bysher Field



Flourtown-Erdenheim Little League

Physical Location - 50 Bysher Avenue, Flourtown Pa. 19031

Mailing Address – Post Office Box 162, Flourtown, Pa. 19031

<http://www.fellbaseball.org>

[Springfield Township Administration and Police / Fire \(215\) 836-7600](#)

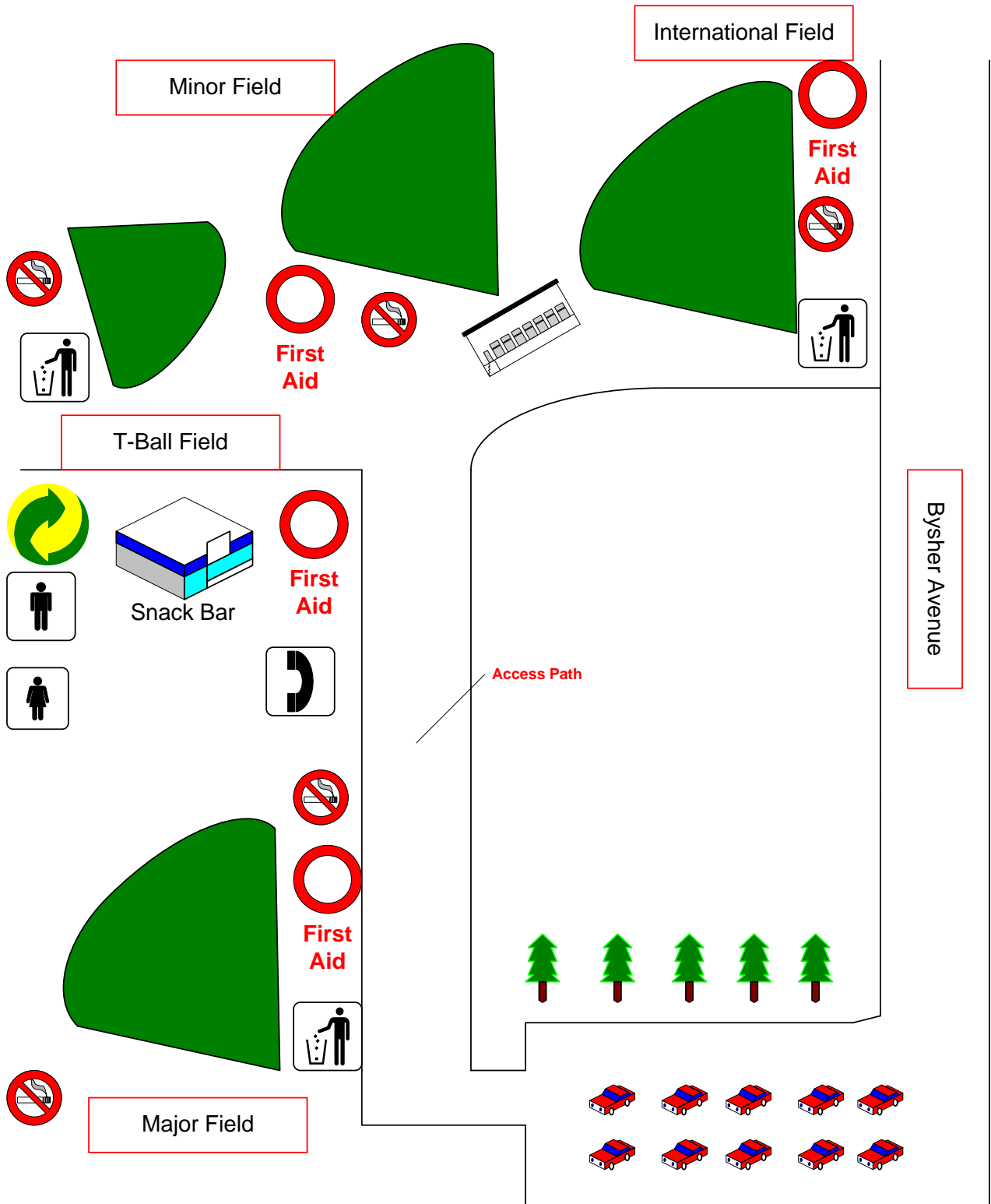
Flourtown-Erdenheim Little League Mission:

The mission of the Flourtown-Erdenheim Little League is to provide a positive experience for all children in our community teaching friendship and sportsmanship through baseball. The Flourtown-Erdenheim Little League takes great pride in the support, enrichment, motivation, and above all the fun that we provide all of our player members.

Safety Code

In order to ensure an enjoyable environment, it is imperative that we provide a safe environment for everyone involved. This safe environment will require the help from all of you – parents, managers, coaches, administrators, snack-bar staff, etc. The Safety Officer shall complete the Annual Little League Facility Survey for 2008 and submit to the Board of Directors for approval. This Safety Manual is posted on our Website for all of our members to access. Please read, learn and follow the instructions in this manual, so that our league provides a safer baseball experience to our players.

Bysher Field Facility Map



Qualified Safety Plan Requirements

- ✓ (1) Have Active Safety Officer on File with LL Headquarters
- ✓ (2) Publish and Distribute a paper copy of the applicable safety manual to volunteers
- ✓ (3) Post and distribute emergency and key officials phone number
- ✓ (4) Use 2008 Volunteer Application Form and check for sex abuse
- ✓ (5) Provide and require fundamentals training with at least one coach or manager from each team in attendance (fundamentals include hitting, sliding, fielding, pitching)
- ✓ (6) Require first aid training for coaches and managers with at least one coach from each team attending
- ✓ (7) Require coaches and umpires to walk the field for hazards prior to use
- ✓ (8) Complete the 2008 Annual Little League Facility Survey
- ✓ (9) Written safety procedures for concession stand; concession manager trainee in safe food handling preparation and procedures
- ✓ (10) Require regular inspection and replacement of equipment
- ✓ (11) Implement prompt accident reporting and tracking procedure
- ✓ (12) Require a first aid kit at each game and practice
- ✓ (13) Enforce Little League rules including proper equipment

Flourtown-Erdenheim Safety Officer

(1) Lou Schmidt - e-mail at safety@fellbaseball.org to report any question or problem

Flourtown-Erdenheim Little League Safety Committee

Dave Marble - President - President@fellbaseball.org

Dave Luxton - Vice President - vicepresident@fellbaseball.org

Steve Davis - Past President - home@fellbaseball.org

Lou Schmidt - Safety Officer - safety@fellbaseball.org

(2) Publish Safety Plan to All Managers & Volunteers

In addition to paper copies and forms included in the Volunteer Packs you may get the latest safety information at <http://www.fellbaseball.org/08pages/safety.htm>

Contact Information for Flourtown-Erdenheim Board of Directors

Flourtown-Erdenheim Little League 2008 Board Members (3)

Position	Elected	Phone	Email
President	David Marble	(610) 618-6520	president@fellbaseball.org
Vice President	Dave Luxton	(215) 206-9651	vicepres@fellbaseball.org
Past President	Steve Davis	Home: (215)-233-0718 Cell (267) 455-3280	pres@fellbaseball.org
Treasurer	Tom Cotton		treasurer@fellbaseball.org
Secretary	JoAnna Kratz		secretary@fellbaseball.org
Tee Ball	Matt McCabe, Jim Dailey		tball@fellbaseball.org
Baseball International	Fran Hahn, Jim Majewski		international@fellbaseball.org
Baseball Minor	Jamie Dugan,		minors@fellbaseball.org
Baseball Major	Dave Kotch, Mark Lunney, Bob Murphy		majors@fellbaseball.org
Baseball Junior & Senior	Dave Kotch		senior@fellbaseball.org
Equipment	Pat Mulligan		equipment@fellbaseball.org
Safety	Lou Schmidt		safety@fellbaseball.org
Snack Bar Managers	Steve Davis		snackbar@fellbaseball.org
Tournaments	Jim Reilly		tournament@fellbaseball.org
Umpire-In-Chief	Dave Luxton		umpire@fellbaseball.org

Background Checking Of Flourtown-Erdenheim Little League Volunteers (4)

Flourtown-Erdenheim Little League shall utilize the 2008 Official Little League Baseball Volunteer Application and shall conduct background checks on all volunteers per direction of Flourtown-Erdenheim President and District 22 Administrator. The application can be found on our website, a copy is provided with this manual.

<http://www.fellbaseball.org/08pages/safety.htm>

Coaches and Manager Training for Managers: (5)

Each Team shall have as a minimum one coach or manager to participate in a league sponsored coach's clinic this year. Each Commissioner shall enforce and document this participation, supplying the League President their listings of those who attended and those who did not attend. Flourtown-Erdenheim always encourages all coaches, managers, and team volunteers to attend every year. Flourtown-Erdenheim Little League once again offers coaching clinics before the start of every season. Please see the website for date and times. .

First-aid training for Managers and Coaches: (6)

Each Team shall have as a minimum one coach or manager to participate in First-aid Training (FA/T) this year. Each Player Agent shall enforce and document this participation, supplying the League President their listings of those who attended and those who did not attend. Flourtown-Erdenheim always encourages all coaches, managers, and team volunteers to attend every year.

First aid and emergency training will be given to at least one representative (manager or coach) from all teams. Please see the web site for dates and times. Periodic updates on safety will also be given at the regular informal manager/coach meetings throughout the season. Special emphasis on heat illnesses and current medical conditions [i.e. diabetic player (insulin kit present), etc.] was addressed at this time. Umpires attended a separate clinic in safety training, importance, and first aid.

General Safety Rules (7)

No games or practices shall be held when weather or conditions of the playing field present any type of safety hazard to the participants. This includes and is particular to inadequate lighting during the early parts of the season. Prior to the start of any game the playing field shall be inspected by coaches/umpires before use. All team equipment shall be stored within the team dugout, or behind screens, and not within the playing field.

- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Managers and coaches are to occupy or stay very close to the dugout area and will refrain from wandering away from the dugout area.
- Coaches and managers will be responsible for keeping bats and loose equipment off the playing field.
- During practice sessions and games, all players should be alert and aware of the activities taking place (batting practice, infield practice etc).
- 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 the areas that are frequented by, and thus endanger spectators. Additionally some stretching and light exercises should occur at the start of practices sessions and games.
- All adults (parents, managers, coaches, umpires, board members, volunteers, etc.) that are currently trained in safety and related fields (i.e. police, fire, hospital, and emergency care personnel, and doctors or individuals with current first aid certifications) are asked to identify themselves at registration to board personnel.
- All parents and guardians at registration shall be provided with the Parental Code of Conduct which articulates the Flourtown-Erdenheim Little Leagues behavior policy.

Complete 2008 Annual Facility Survey and Return to Little League Headquarters (8)

Safety Checklist Sheets

A checklist will be used by each manager to request repairs for their field

Managers can update the blank forms at games and forward to the Safety Director for review and actions necessary.

League Name:		Flourtown-Erdenheim				Field: Bysher Field					
Safety Director:		Lou Schmidt				Inspection Date:					
Major	X	Minor	X	International	X	T-Ball	X	Baseball	X		

Field	Check	Field	Check	Field	Check	Field	Check
Major		Minor		International		T-Ball	

Ratings: 1-Excellent (Small Problem), 2-Good, 3-Fair, 4-Poor, 5-Bad (Serious problem)

SPECTATOR AREA		OUTFIELD CONDITIONS (cont.)	
Bleachers		Uneven surface	
Hand-rails		Wire and fencing	
Guard rails		Lighting	
Parking area		Other	
Crowd control			
		PLAYER EQUIPMENT	
DUGOUTS		Batting helmets	
Wire and fencing		Bats	
Benches		Shoes	
Roof condition		Belts	
Bat racks		Personal safety equipment	
Helmet racks		Uniform (Little League Patch, etc.)	
Cleanliness		Jewelry	
INFIELD CONDITION		CATCHER EQUIPMENT	
Backstop		Shin guards	
Bases secure		Helmet	
Pitcher mound		Chest protector	
Surface condition (level, holes, clay, etc)		Face mask with throat guard	
Coaches box (level, holes, etc)			
Infield fence		SNACK BAR	
Home plate (broken, worn, height, etc)		First-aid kit with proper supplies	
Batter's box (level, holes, etc)		Parent medical release	
Grass (height, ridge at grass boundaries)		Blanket for treating shock	
Foul ball nets		Following food safety practices	
Lighting		Ventilation	
Sprinkler heads (too high or low, etc)		Fire extinguisher	
		Cleanliness	
Other		Quality of cooked food	

Snack bar – safe food preparation and handling: (9)

Flourtown-Erdenheim Little League is committed to maintaining the health and safety of players, adults, and visitors which attend Little League functions. Recognition of food poisoning as a major health hazard has been increasing. Since many leagues serve packaged and/or prepared food, food service is relatively uncontrolled (i.e. with volunteer workers). There is a serious risk of food poisoning, which may result in litigation against the League, its Board of Directors and Little League Inc.

It is crucial that food be properly handled and that food service establishments are kept clean and sanitary to prevent customers from getting sick from the food you serve. Knowledge of proper food-handling techniques is important in preventing food borne illness.

Bacteria, parasites, viruses, and toxins have all been implicated in food borne illness. According to the U.S. Food and Drug Administration, as many as 10,000 deaths each year have been attributed to food poisoning in the United States.

Following safe food handling procedures will improve food quality, reduce losses from food spoilage, and help to maintain the high standard of service expected from your customers. Failure to follow safe food handling practices can lead to food poisoning and costly legal procedures.

Please wash your hands with soap before you start

Also, please wash your hands frequently.

Please handle all food materials in a sanitary manner.

Please use gloves to handle food materials which are not already wrapped.

Preparing Hot dogs and Hamburgers:

Please make sure that the barbecue is cleaned thoroughly prior to cooking any food material on it.

Hamburgers should be cooked for a sufficient amount of time so there should not be any uncooked meat.

Hot dogs should also be cooked thoroughly.

Please make sure that the outside of the food does not get burned.

Food items such as meats, condiments, onions, cheese, etc. should be kept out of direct sun. At the end of the day, prior to closing, please throw away any of the food material that has been heated such as nacho cheese, hamburgers, etc

For additional information see the USDA safe food handling information below. All procedures will be posted in the snack stand for review.

Safe Food Handling

Barbecue and Food Safety

Cooking outdoors was once only a summer activity shared with family and friends. Now more than half of Americans say they are cooking outdoors year round. So whether the snow is blowing or the sun is shining brightly, it's important to follow food safety guidelines to prevent harmful bacteria from multiplying and causing foodborne illness. Use these simple guidelines for grilling food safely.

From the Store: Home First

When shopping, buy cold food like meat and poultry last, right before checkout. Separate raw meat and poultry from other food in your shopping cart. To guard against cross-contamination — which can happen when raw meat or poultry juices drip on other food — put packages of raw meat and poultry into plastic bags.

Plan to drive directly home from the grocery store. You may want to take a cooler with ice for perishables. Always refrigerate perishable food within 2 hours. Refrigerate within 1 hour when the temperature is above 90 °F.

At home, place meat and poultry in the refrigerator immediately. Freeze poultry and ground meat that won't be used in 1 or 2 days; freeze other meat within 4 to 5 days.

Thaw Safely

Completely thaw meat and poultry before grilling so it cooks more evenly. Use the refrigerator for slow, safe thawing or thaw sealed packages in cold water. You can microwave defrost if the food will be placed immediately on the grill.

Marinating

A marinade is a savory, acidic sauce in which a food is soaked to enrich its flavor or to tenderize it. Marinate food in the refrigerator, not on the counter. Poultry and cubed meat or stew meat can be marinated up to 2 days. Beef, veal, pork, and lamb roasts, chops, and steaks may be marinated up to 5 days. If some of the marinade is to be used as a sauce on the cooked food, reserve a portion of the marinade before putting raw meat and poultry in it. However, if the marinade used on raw meat or poultry is to be reused, make sure to let it come to a boil first to destroy any harmful bacteria.

Transporting

When carrying food to another location, keep it cold to minimize bacterial growth. Use an insulated cooler with sufficient ice or ice packs to keep the food at 40 °F or below. Pack food right from the refrigerator into the cooler immediately before leaving home.

Keep Cold Food Cold

Keep meat and poultry refrigerated until ready to use. Only take out the meat and poultry that will immediately be placed on the grill.

When using a cooler, keep it out of the direct sun by placing it in the shade or shelter. Avoid opening the lid too often, which lets cold air out and warm air in. Pack beverages in one cooler and perishables in a separate cooler.

Keep Everything Clean

Be sure there are plenty of clean utensils and platters. To prevent foodborne illness, don't use the same platter and utensils for raw and cooked meat and poultry. Harmful bacteria present in raw meat and poultry and their juices can contaminate safely cooked food.

If you're eating away from home, find out if there's a source of clean water. If not, bring water for preparation and cleaning. Or pack clean cloths, and wet towelettes for cleaning surfaces and hands.

Precooking

Precooking food partially in the microwave, oven, or stove is a good way of reducing grilling time. Just make sure that the food goes immediately on the preheated grill to complete cooking.

- ✓ **SAFE MINIMUM INTERNAL TEMPERATURES**
- ✓ Whole poultry: 165 °F
- ✓ Poultry breasts: 165 °F
- ✓ Ground poultry: 165 °F
- ✓ Hamburgers, beef: 160 °F
- ✓ Beef, veal, and lamb (steaks, roasts and chops):
- ✓ Medium rare 145 °F
- ✓ Medium 160 °F
- ✓ All cuts of pork: 160 °F

Cook Thoroughly

Cook food to a safe minimum internal temperature to destroy harmful bacteria. Meat and poultry cooked on a grill often browns very fast on the outside. Use a food thermometer to be sure the food has reached a safe minimum internal temperature. Beef, veal, and lamb steaks, roasts and chops can be cooked to 145 °F. Hamburgers made of ground beef should reach 160 °F. All cuts of pork should reach 160 °F. All poultry should reach a minimum of 165 °F.

NEVER partially grill meat or poultry and finish cooking later.

Reheating

When reheating fully cooked meats like hot dogs, grill to 165 °F or until steaming hot.

Keep Hot Food Hot

After cooking meat and poultry on the grill, keep it hot until served — at 140 °F or warmer.

Keep cooked meats hot by setting them to the side of the grill rack, not directly over the coals where they could overcook. At home, the cooked meat can be kept hot in an oven set at approximately 200 °F, in a chafing dish or slow cooker, or on a warming tray.

Serving the Food

When taking food off the grill, use a clean platter. Don't put cooked food on the same platter that held raw meat or poultry. Any harmful bacteria present in the raw meat juices could contaminate safely cooked food.

In hot weather (above 90 °F), food should never sit out for more than 1 hour.

Leftovers

Refrigerate any leftovers promptly in shallow containers. Discard any food left out more than 2 hours (1 hour if temperatures are above 90 °F).

To prevent charring, remove visible fat that can cause a flare-up. Precook meat in the microwave immediately before placing it on the grill to release some of the juices that can drop on coals. Cook food in the center of the grill and move coals to the side to prevent fat and juices from dripping on them. Cut charred portions off the meat.

Require regular Inspection and replacement of equipment (10)

Proper Equipment: (10) & (13)

(Personal Equipment Compliance for Safety And Use First Responsibility Rests With Parents And/Or Guardians)

Using this list before every practice or game to insure that your team is supplied with the proper equipment is suggested. If any of these items are missing or defective, replace or remove from use. More information is contained in the Official Regulations and Playing Rules for Little League Baseball and Softball. All items except balls can be personal equipment, yet shall follow the restrictions and guidelines listed here and within the Official Regulations and Playing Rules for Little League Baseball and Softball with the parents, the managers, coaches, and umpires having the responsibility to enforce.

ITEM	DESCRIPTION	CONDITION (Good/Bad)
Batting Helmets (Can Be Personal Equipment)	Quantity of (7) per team supplied by league or supplemented by individual player's helmets. Free of cracks or chips. Chinstraps required if helmet has snaps. Snaps must be removed if chinstraps are not going to be used. Must meet NOCSAE specifications.	
Bats (Can Be Personal Equipment)	Smooth rounded wood or Little League approved material, free of cracks, dents or burrs. Non-wood bats must have a grip made of cork, tape or composite. The bat must clearly indicate the original manufacturer's marking as Little League approved, Umpires have the discretion and last call if the marking has worn off significantly, yet recognizable that it existed, to allow the bat for use.	
Baseballs and Softballs	All balls must meet Little League standards and specifications. Softballs may be white or yellow.	
Catcher's Helmet (Can Be Personal Equipment)	The catcher's helmet must be free of cracks or chips. Must meet NOCSAE specifications. It may not be a skullcap. Also a catcher's mask with attached dangling throat protector is required.	
Catcher's Glove (Can Be Personal Equipment)	For baseball, catchers must use a catcher's mitt of any shape, size or weight consistent with protecting the hand. For softball, a fielder's mitt or glove. Mitts must be free of tears, with all laces intact.	
Catcher's Chest Guard (Can Be Personal Equipment)	Long model chest protectors with neck collars are required, free from tears or cracks, with all straps intact.	
Catcher's Shin Guards (Can Be Personal Equipment)	Shin guards must cover the entire knee, and down over the top of the foot. The guards must be free of tears or cracks, with all straps intact.	
Fielding Gloves (All Styles) (Can Be Personal Equipment)	Players must use a fielder's glove of any shape, size or weight consistent with protecting the hand. Gloves must be free of tears with all laces intact.	

- Equipment should be inspected regularly. Review condition and proper fit at all times.**
- Batters must wear Little League approved protective helmets at practices 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. All male players are to wear protective cups and supporters for practices and games. Mouthpieces are optional.**
- Except when returning to base, head-first slides are not permitted.**
- During sliding practice, bases should not be strapped down or anchored. Initial training for sliding should be done on grass with shoes or cleats removed.**
- At no time during practices or games should "horse play" be permitted on the playing field.**
- Parents of players with glasses should be encouraged to secure safety glasses.**
- Players shall not wear watches, rings, earrings, pins, necklaces, pins at practices or games.**
- The player must wear a catcher's helmet and mask with a throat guard in warming up pitchers.**
- This applies between innings and in the bullpen during a game and also during practices. This also applies to pre-game warm-ups when infield and outfield occur.**
- Managers and coaches may not warm-up pitchers before or during a game.**
- On-deck batters are not permitted.**

Emergency Procedures: (11)

In the unfortunate event of an accident, the manager or coach must stay calm and tend to the injured player. It is only natural for the other members of the team to run to the injured player. In order to administer proper care to the injured player; instruct all other players to go back to their respective positions.

In case of a minor injury:

Use the first aid kit as needed to apply an ice pack or support bandages. First aid kits are provided at each field and at the Snack Bar. Ice and other medical supplies are available at the snack bar

If blood is present, wear gloves for protection of yourself and the injured. Use an anti-septic wipe to clean and apply light pressure to stop bleeding. Use a suitable bandage to cover the injured area.

If any part of the uniform or equipment is soiled with blood, then it must be thoroughly cleaned prior to use. Clothing may need to be changed for complete cleaning.

In case of a major injury:

Suspend all Play Immediately!

If you have determined that an injury is major, then medical attention should be obtained immediately. (if only for precautionary purposes.) To obtain emergency services call (215) 836-7600 and instruct the operator that ambulance service is required at Bysher Field, 50 Bysher Avenue, Flourtown. Keep the player calm and as comfortable as possible. Avoid moving the player in any way unless staying where you are presents a greater danger. If there is a board member present look to them to provide management and control of the situation. Determine if there are any medically trained individuals present.

When calling Emergency Dispatch (215) 836-7600, be prepared to give your name, your location, and a brief description of the emergency. Listen carefully to the operator's requests or questions. Once finished with the phone call, get in position to direct emergency personnel and vehicles to the injured player.

Choosing a Medical Care Facility

As the manager or coach of the team, it is your responsibility to determine if any player should continue in practice or a game. If you feel a need to get medical attention under any circumstances, then:

1. If emergency personnel are present, then allow them to provide directions.
2. Consult with the player's parents if for doctor or hospital information, and ask if they wish to take the player to one of these.
3. Check the player's medical release information provided by your league. This information must be with the team at all Little League events (practices, games, picnics, etc.) If the parent's are absent, then refer to the medical release information. If there is a doctor, medical clinic or hospital listed, then this should be your first choice. Provide this information to emergency personnel.

To obtain emergency services call (215) 836-7600 and instruct the operator that ambulance service is required at Bysher Field, 50 Bysher Avenue, Flourtown . Instruct someone to direct emergency personnel to the scene.

Flourtown-Erdenheim Little League has selected the following facility in the absence of a choice by the parents' or in the medical release information.

Hospital Facility Name: Chestnut Hill Hospital

Address 8835 Germantown Avenue
City Philadelphia, Pa 19118
Phone 215-753-2000
Web <http://www.chh.org>

Additional detailed information is available from Little League Baseball Inc.

Accident Reporting Procedure:

Little League Baseball is constantly looking for ways to improve the safety of every one. In order to help the league in this effort we are required to provide details reports of all accidents and/or injuries. Fill out the Accident Notification form and give it to the Safety Director within 48 hours of the incident. These forms should be available at all game fields and practice sites. Every manager and coach should have blank forms at all Little League events. The Safety Director supplies the Accident Notification Form. See attached form.

You may also report any safety or accident information by going to the web site at
<http://www.fellbaseball.org/08pages/safety.htm>

First Aid Kit: (12)

Every field is supplied with a first-aid kit prior to the start of season (practice). This kit should contain the following items: Additional Instant Cold Packs are provided to replace used packs.

Item	Count
Instant Cold Packs	4
Band aids	10
Band aids (large)	2
Non-Adherent Pad 2"x3"	2
Adhesive tape	1 roll
First aid manual	1
First-aid cream	1 tube
Burn-cream	1 tube
Antiseptic wipes	6

Contact the Safety Director to restock before any item runs out.

An additional safety kit is available at the snack bar. Please
Note: The first-aid kit must be with the team for all Little League activities.

Telephone access during a Game or Practice:

Direct Call To Springfield Emergency Dispatch (215) 836-7600

Designate a person at each team activity to make phone calls in an emergency. Remember when calling Emergency Dispatch (215) 836-7600; be prepared to give your name, your location, and a brief description of the emergency. Listen carefully to the operator's requests or questions. Once finished with the phone call, get in position to direct emergency personnel and vehicles to the injured player.

Player safety - to and from the Game:

Manager and Coaches, please use your judgment to insure that the young players have a safe method for them to come to and leave from a practice or a game. Little League activities begin and end with the trips to and from the field. Never leave players unattended after practice or games or any other activities.

Guidelines for Games during inclement weather:

The possibility of encountering one of the following during a game is far from negligible:

- Rain
- Lightning
- Heavy wind

Here are the guidelines of the steps necessary to take in case of inclement weather, for Manager, Coaches and Umpires during a game:

Rain:

Please use the tarp to put over the dugout to protect the players from the rain. Please find the tarps in the equipment shed.

Light rain that does not create an unsafe environment may not be cause to stop a game or practice.

Heavy rain that leads to puddling or soaking wet field conditions may cause stoppage of a game or practice. Use good judgment in determining if conditions have become unsafe. Note: The umpire is the sole person responsible for discontinuing play in a game. If a game or practice is stopped, remain with players until their parents have picked them up.

If it has been raining prior to a game or a practice, then carefully inspect the fields for safety prior to beginning any activity. Note: The managers of both teams determine whether the field is playable prior to the start of a game.

Lightning:

If a game is in progress and there is lightning with or without rain, the game should be cancelled. Keep everyone involved away from metal objects. Avoid open fields and trees. Make sure that everyone is in as safe a place as possible.