

# **Fish Creek Little League - Safety Manual**



# **BASEBALL**

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**Issued by:  
Fish Creek Little League Baseball Association  
Safety Officer**

# FISH CREEK LITTLE LEAGUE – SAFETY MANUAL

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## FISH CREEK LITTLE LEAGUE – SAFETY MANUAL



# Little League SAFETY POLICY



Little League Canada is committed to maintaining a safe and fun environment for all persons involved. This includes all players, officials, spectators and volunteers.

To achieve this we must and will recognize the health and safety hazards that exist while playing Little League baseball. We will evaluate & reduce the associated risks wherever possible, and play in a manner that strives to eliminate injury to our players and damage to property or equipment.

To meet this commitment, we foster a safety culture that ensures:

- **Involvement** in a safety program that proactively identifies and corrects unsafe conditions and at-risk behaviors;
- Comprehensive **training, education and resources** from regulated sources and qualified persons.
- **Full compliance** with regulatory requirements, contractual obligations, and internal policies and procedures;
- timely and thorough **Incident investigation and reporting**;
- Adhere to our CORE values of Safety, Ethics and Teamwork. These values are a part of every decision that we make and everything we do while we are involved with Little League Canada
- All Regions & Districts shall have a safety officer as part of their board membership. It is encouraged that all Leagues have a Safety officer appointed.
  - Leagues shall follow the Safety Manual of the governing District.

National Safety Officer shall work with the Regional & District Safety Officers to review injury trends and legislation regarding sports & safety of minors in sport minimum annually.

*We can succeed only if Directors, Managers, Coaches, Volunteers and Players consider themselves responsible for safety and are held accountable for the results of their efforts. Our GOAL is to ensure that we foster an environment that is safe and fun for our children and all involved.*

## FISH CREEK LITTLE LEAGUE – SAFETY MANUAL

### PURPOSE

The purpose of this Safety Manual is to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Alberta District 8 - Fish Creek Little League.

### COMMITMENT TO SAFETY

Prior to the start of a new Little League season, each manager and coach will be directed to review and become familiar with this Safety Manual which contains important safety and first aid information.

### LITTLE LEAGUE CHAPTER SAFETY REQUIREMENTS

- |               |   |
|---------------|---|
| Requirement 1 | Have an active <b>Safety Officer</b> on file with your District / League.   |
| Requirement 2 | <b>Distribute</b> a copy of a league specific safety manual to all applicable managers, coaches & appropriate individuals. Make this accessible on the website to all members.  |
| Requirement 3 | Use the Little League official <u>Volunteer Application Form</u> for all applicable managers, coaches and appropriate individuals. <b>All volunteers on the board and working with children must have a Police security check &amp; Vulnerable Sector Police Check.</b> |
| Requirement 4 | Provide and require <b>fundamentals training</b> , with at least one coach or manager from each team attending including any league developed Safety & First Aid Awareness training.  |
| Requirement 5 | Require coaches/umpires to walk fields for <b>hazards</b> before use. (Field check form available on LLC website- safety tab)   |
| Requirement 6 | Require regular <b>inspection</b> and replacement of equipment.   |
| Requirement 7 | Implement prompt accident <b>reporting</b> and tracking procedures.   |
| Requirement 8 | Require a <b>first-aid kit</b> at each game and practice for all aged teams.  |
| Requirement 9 | ALWAYS <b>enforce</b> Little League rules including proper equipment.   |

## **LITTLE LEAGUE PLEDGE**



**I will play fair  
and strive to win,  
but win or lose,  
I will always do my best!**

### **Safety Officer Role**

A safety officer is an individual who looks after the safety aspects of our Province/ District/ League. They are responsible for health and safety education facilitation of members, ensuring the organization and its participant's safety is a priority.

The safety officer develops and recommends safety measures, monitoring, anticipating and controlling hazardous and unsafe conditions, initiating and maintaining co-operation within an organization on health and safety matters.

Umpires are key members of the safety team in all areas of Little League. Safety Officers & Umpires shall communicate regularly and review potential risks frequently, including environmental ones.

### **Safety Officer Responsibilities**

- Conduct an annual update and issuance of Safety Plan.
- Ensure that the Safety Manual has been reviewed by the league President, VP Officiating, division directors, equipment and diamond directors, and other necessary parties annually.
- Support the safety program by facilitating all mandated safety classes.
- Ensure that all diamonds and fields have been inspected before and during playing season.
- Act immediately to resolve any safety violation once it has been brought to his/her/their attention.

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- Make sure that all first aid kits are fully stocked and kept in the designated areas.
- Keep a log of all injury or health concern reports.
- Supply the Board of Directors, at season end, with a recap of all safety related incidents (including violence, verbal assault & harassment), and any corrective actions taken.
- Follow up on injury and safety reports, if necessary, by getting all pertinent information needed from managers, players and parents so insurance claims may be filled out in correct timely fashion.
- Keep the Provincial/ District Safety Officer informed whenever a major accident or incident occurs - this will assist all leagues with improving their safety program.
- Ensure collated information is provided to Provincial/ District Safety Officer by way of the Little League Baseball Canada - Injury Tracking Report. These reports can be sent via any means: meetings, email, fax etc.

## **EMERGENCY PROCEDURES**

### **Emergency Phone Numbers**

Emergency Number - EMS, Fire, Police	911
Police Department, non-emergency reports	403-266-1234
President – Jason Mykes	403-923-0923
VP Officiating, Umpire in Chief – Mark Van Der Leest	587-917-9063
Player Agent – Ashley Gelinas	403-464-8687
Safety Officer – Delaina Schweitzer	780-984-2285
Diamond Director – Lawry Thompson	403-462-1982

### **MINOR vs MAJOR INJURIES:**

MINOR injury is something that can be treated in the location you are in with the help of a First Aid Kit.

MAJOR injury is a more severe trauma that cannot be treated or address at the location, and requires professional medical attention. These are very subjective & will depend on the person administering first aid. It is never wrong to treat an injury as Major if you are uncertain.

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### MINOR injury: Examples of treatment

If any items in the first aid kit need replacing, email [safety@fcll.ca](mailto:safety@fcll.ca) to communicate the need.

Use the first aid kit as needed to apply ice packs or support bandages. When treating an injury remember

**RICE: Rest, Ice, Compression, Elevation.**

If **blood** is present, it must be cleaned up, treated, and covered before resuming play:

- Wear barrier gloves (latex gloves) whenever possible to protect yourself and the injured person.
- Clean wounds with soap and water or an antiseptic wipe.
- Apply light pressure to stop bleeding. Apply bandages to cover the wound.
- If the bleeding isn't slowing down, or major swelling occurs, elevate it above the heart if this is a safe option.

If any part of the uniform is soiled with blood it is considered a hazard and the uniform must be replaced and thoroughly cleaned prior to continued use; if this is not possible, the injured person must sit out the balance of the practice or game.

### MAJOR injury: Examples of treatment

If you believe a player has sustained a major injury, you must seek professional medical attention immediately.

- **If appropriate, call 911 or direct the person's family the person to go to the nearest hospital if it is safe option.**
- **Stay with the injured person** and provide comfort until medical attention arrives. Keep the person calm and as comfortable as possible. Avoid moving the player in any way unless they are in immediate danger.
- **NOTE: When calling 911, be prepared to:**
  - **Give your name, location and a brief description of the emergency.**
  - **Listen carefully to the operator's requests or questions.**
  - **Delegate a person(s) to an appropriate location to meet and direct emergency personnel and vehicles to the injured person.**



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### **Defining terms**

To clarify the meaning of these guidelines, we are defining use of the terms essential to an understanding of a basic accident-prevention program in Little League Baseball. They are as follows:

- ACCIDENT is a sudden, undesirable and unplanned occurrence often resulting in bodily injury, disability and/or property damage.
- ACCIDENT CAUSE is an unsafe condition, situation or act that may result directly in or contribute to the occurrence of an accident.
- CORRECTIVE ACTION is the positive steps or measures taken to eliminate, or at least minimize, an accident cause.
- CASE is used in the general sense, such as: accident case, injury case, claim case or insurance case.
- HAZARD refers to a condition or a situation that could cause an accident or danger.
- INJURY is the physical harm or damage often resulting from an accident.
- INSURANCE CLAIM refers to the right of a parent, as in the case of accident insurance to have eligible medical expenses resulting from an accidental injury connected with a game or scheduled practice paid by the appropriate insurance company.
- TYPE OF ACCIDENT is a phrase used to describe an unintentional, sudden incident that can be identified so effective counter measures may be taken.
- Examples: struck by, tripped, fell, collision with, caught between, etc.
- AN UNSAFE ACT refers to unintentional human failure or lack of skill that can lead to an accident. It is one of the two general accident causes, the other being an unsafe condition.
- AN UNSAFE CONDITION is an abnormal or faulty situation or condition which may cause an accident. Its presence, particularly when an unsafe act is committed, may result in an accident.

### **Communicable Disease Procedures**

- Bleeding must be stopped, the wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Routinely use gloves to prevent any exposure when contact with blood or other body fluids is anticipated (provided in first-aid kit).

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- Immediately wash hands with soap and water including any other skin surfaces if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Managers, volunteers with open wounds should refrain from all direct contact until the condition is resolved .
- Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.
- All players must use their own water bottles.

### Choosing a Medical Care Facility:

If a player needs professional medical attention, the manager or coach will:

- Defer to the emergency personnel that are present and allow them to take over care and transport the injured person to the appropriate facility.
- Consult with the player's parents (if present) for physician or hospital information, and ask if they wish to
- take their child to the facility of their choice.
- If no parent of the injured player is present, check the player's **medical release** form provided by the League and retained in the manager's binder.
- This MEDICAL RELEASE INFORMATION for every player **MUST** be with the team at all Little League events.

This includes:

- Games, practices, pictures, team parties, etc. (particularly if parents are not present
- If there is a doctor, medical clinic or hospital listed, provide this information to emergency personnel.

## **PROVIDING FIRST AID - IMPORTANT DO'S AND DON'TS**

### **DO**

- Reassure and aid children/ persons who are injured, frightened or lost.
- Provide, or assist in obtaining, medical attention for those who require it.

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- Know your limitations. **It's okay to ask for help.**
- Carry your first aid kit to the field of all games and practices.
- Assist those who require medical attention - and when administering aid,

Remember to ....

- **LOOK** for signs of injury (blood, bruises, deformity of limbs, etc.).
- **LISTEN** to the injured person describe what happened and what hurts. Before questioning, you may have to calm an anxious child.
- Gently and carefully **FEEL** the injured area for signs of swelling or grating of broken bones.
- Have your players' Medical Information Forms with you at all games, practices and team functions. Arrange to have a fully charged cellular phone available during ALL games and practices.
- If the person requires their own medication and they or their guardian can administer it, assist as able.
- Always communicate with the injured what the next thing you are going to check or do is.
- It is helpful to ask all parents of team members who has their First Aid certificate up to date so as to be able to turn to them in the event of an emergency. (This does not make anyone liable in the event of an injury, it only expedites the response.)

### **DON'T**

- Administer any medications unless you are qualified or asked by a parent to.
- Provide any food or beverage other than water.
- Hesitate in administering aid when needed.
- Be afraid to ask for help if you are not sure of the proper procedures (such as CPR).
- Transport injured individuals except in extreme emergencies.
- NEVER leave an unattended child at a practice or game.
- Hesitate to report any suspected safety hazard to the Safety Officer immediately.

**Safety is Everyone's Responsibility!**

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For the best possible player experience, we ask everyone to step up and help deliver on the goal of providing a fun, safe, and positive environment for our children. Creating this environment requires help and participation from board members, managers, coaches, players, parents, volunteers and spectators.

### **CODE OF CONDUCT**

The board of directors of Fish Creek Little League has mandated the following Code of Conduct. All coaches and managers are required to read this Code of Conduct, understand and agree to comply with the Code of Conduct. In addition, each Manager commits to sharing this formally with the team and parents at the onset of each season.

The Board of Directors will review all infractions of the Little League Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league. Where necessary, the Board will create a disciplinary committee to resolve a specific issue.

Although undesirable to take any disciplinary action, to maintain a safe and secure environment for our players and families, failure to comply with certain of the above guidelines could result in expulsion from the Little League field or complexes.

#### **Code of Conduct for Little League Canada is as follows:**

- **Speed Limit 5 mph** in roadways and parking lots while attending any Little League function. Watch for small children around parked cars.
- **No Alcohol** allowed on or around: fields or common areas during any Little League games, tournaments or practices etc.
- **No SMOKING** or Tobacco products of any kind (including spit tobacco and vaping) allowed in any common areas where Little League Players are present.
- **No DRUG USE** including **Cannabis** allowed in any common areas where Little League Players are present.
- **No Playing** in parking lots at any time.
- **No Playing** on and around lawn/maintenance equipment.
- **No** climbing fences or bleachers.
- **No** sitting on dugout roofs.
- **No Profanity allowed** in any parking lot, field, or common areas where Little League Players are present.
- **No Swinging Bats** or throwing baseballs at any time that is not part of a game or practice.

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- **No throwing balls** against dugouts or against backstop.
- **No throwing rocks.**
- Only a player on the field and at bat, may swing a bat (T-Ball, Coach Pitch, Minors or Majors), or the "on Deck" batter (Teen).
- **Observe all posted signs.** Players and spectators should be alert at all times for Foul Balls and Errant Throws.
- **No Dogs allowed off leash** around the playing fields as per City of Calgary Bylaws.

### **No Board Member, Manager, Coach, Player or Spectator shall:**

- At any time lay a hand upon, push, shove, strike or threaten to strike an official.
- Be guilty of initiating personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls or any other forceful, unsportsmanlike action.
- Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands or anywhere on the league complex while in an intoxicated state at any time.
- Intoxicated will be defined as any alcohol odor or behavior issue.
- Smoke while on the playing field or in any dugout at any time. Smoking will only be permitted in designated areas, which will be at least 20 feet from dugouts.
- Speak disrespectful manner to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or governance procedures.

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- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including removal from the game.

### **Expectations of Parents (in addition to above):**

- Respect, be considerate of, and support the Managers and Coaches. Coaching staff are all volunteers and are committing a lot of their time and experience! Remember: Coaching staff are at differing levels and will be developing their skills at varying degrees.
- Commit to helping the players develop and have fun playing baseball.
- Respect the umpires and refrain from negative remarks in response to umpiring decisions.
- Help your team and /or "our" league by volunteering your time on and off the diamond. Commit to having players at the diamonds on time and to helping the coaches with volunteer roles (including diamond set up and manage game tracking sheets).
- Address concerns through your Manager, Division Director, Safety Officer or VP Officiating.
- Share any safety concerns with Team Managers, VP Officiating and Division Directors (unsafe playing environment/equipment).
- Take responsibility for the care and return of your child's jersey and any league equipment.
- Support and encourage all players as they develop and compete.
- Respect the "fair play" philosophy (fair play = a relatively balanced play time for each player throughout the season in house league).
- During game, players must remain in the dugout area in an orderly fashion at all times, not with spectators.
- After each game, each team must clean up trash in dugout and around stands.

### **General Safety Guidelines**

In a 'nutshell': what to know in addition to those in current Little League Rule book:

- Have a set plan (amongst Manager & Coaches) for any injuries or emergencies for any games or practices.

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- Managers, coaches and umpires should have some awareness of how to use a First Aid kit.
- First Aid kits are available at all game and practice fields at all times and located in every equipment bag provided to every team. Do not leave them unprotected in the rain.
- Responsibility for safety procedures belongs to every adult member of the local league. It is the responsibility of the Manager to report ALL injuries that occur during sanctioned practices or games.
- Do not hold games or practices when weather or field conditions are poor. This includes but is not limited to: too wet and slippery as well as too windy with strong gusts of dust and shale (particles potentially harming the eyes of the players, umps and volunteers); air quality; heat index; nearby protests or active crime. The District Administrator or delegate, Safety Officer (District or League), or Umpire in Chief Umpire at the field will determine if a field is unplayable (with discussion with Coaches). Coaches will assess fields for practices and report hazards to the Safety Officer.
- Prior to each game or practice, umpires and/or managers will walk the field to inspect for hazards.
- Only league approved managers and/or coaches are allowed to practice teams.
- All players, managers, coaches and spectators are to remain alert and watch for batted balls, foul balls or wild throws to avoid injury during games and practices.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- Managers are responsible for ensuring all players (particularly pitchers) are properly warmed up before playing (practices and games).
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas as that are frequented by, and thus endangering spectators, (i.e., playing catch, pepper, swinging bats, etc.)
- Managers and coaches will check and inspect all equipment regularly for damage and proper fit.
- Do not use damaged equipment; return any damaged equipment to the Equipment Coordinator for immediate repair or replacement.
- Team equipment should be stored within the team dugout or behind screens and not within the area defined by the umpires as live ball territory.
- Only managers and coaches must operate pitching machines.

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- Batters must wear approved protective helmets when batting in games or practices.
- Except when a runner is returning to a base, headfirst slides are not permitted. This does not apply to ages 13 and above.
- 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 dugouts.
- Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
- On-deck batters are not permitted, except in Junior division and above.
- Catcher's must wear full gear (a catcher's helmet, mask, throat protector, long model chest protector, shin guards and athletic supporter) during the game and when warming up pitchers between innings, in the bullpen or during practice. Note: Skullcaps are not permitted.
- All male players will wear athletic supporters during games and practices. Catchers must wear a cup. Female players must wear appropriate pelvic protection, also known as a 'Jane cup'.
- Catchers must wear long-model chest protector.
- Players will not wear bands, watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- Managers and coaches must remember they are not permitted to warm up pitchers, nor are spectators.
- Observe all posted signs.
- Managers will never leave an unattended child at a practice or game. Guardians must seek manager and coach approval to leave their children and ensure an emergency number is left with the manager and coaches.
- Arrange to have a cellular phone charged and easily accessible when a game or practice is at a facility. If applicable, all gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- There is no running or climbing allowed on the bleachers or fences.
- NEVER throw bats or helmets under ANY circumstance.



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- Report all major injuries within 24 hours to the Little League Safety Officer.
- ALL ADULTS ARE RESPONSIBLE FOR ENFORCING RULES AT ALL TIMES.

### **BATTING CAGE SAFETY RULES**

- Only league-approved managers and/or coaches will supervise batting cages.
- No player shall have access to or enter the field or use any machines without an adult present.
- Anyone entering the batting cage under any circumstance (picking up balls/batting) must always be wearing a batting helmet.
- The MAXIMUM ratio of coaches/parents to kids at any one time in or around the batting cages is 4 kids per coach/parent.
- It is recommended that:
  - A responsible adult/coach is to be the only one operating the batting machine.
  - A second adult is to supervise players waiting to use the batting machine.
  - Players/batters are to be instructed to always stay alert when the machine is set to pitch.

### **EQUIPMENT**

At the start of each season, all teams of **Fish Creek Little League** will be provided with equipment that has been examined by the Equipment Manager and Safety Officer to ensure the equipment complies with the Little League Rules and Regulations.

Any equipment that falls below the standards outlined in the Little League rulebook during the playing season will be immediately turned in to the Equipment Manager for replacement. The below standard equipment will then be destroyed so that no child may use it in the future.

No chemicals or potentially dangerous materials will be stored in or by the equipment room.

Managers and/or coaches will inspect equipment before practices and games. The umpires will also inspect all equipment before the game begins. Inspections will include all bats, batting helmets and catcher's gear, whether league supplied or a player's personal property. All equipment not meeting safety requirements or little league mandates will be removed from the playing field and dugouts.

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The manager or coach will inspect all batting cage equipment and machines before use by his/her team. An adult will supervise the players using the batting cages at all times.

### **FIELD HAZARDS**

The Safety Officer will ensure that each field is checked by the appropriate person before the start of each season to ensure that it is a safe playing environment; if not, the proper authority will be notified of the issues and make sure they are resolved before the season starts.

Managers, coaches and umpires will walk the field before the start of their game checking for any safety violations on the field, such as glass, rocks, sharp objects and standing water, as well as significant dips and bumps on the surface of the infield. Anything that is considered a hazard or risk will be resolved before the start of the practice or game. Games must be paused to fix any hazards noticed during play. All hazards found shall be reported to the league Safety Officer.

Note that coyotes, deer and other wildlife are known to frequent the East side of the FCLL Bow River diamonds, particularly around the hillside and marshy area, there. Coyote attacks on humans are rare, but can occur. Attacks on unleashed dogs are more common. Do not leave children unattended in the area beyond the outfield fences (including the green space) and keep dogs leashed at all times. Alberta Fish and Wildlife are aware of the situation. Here are two references for those who would like more information on this topic:

- Alberta Fish and Wildlife recorded information line 403-297-7789
- Wikipedia [http://en.wikipedia.org/wiki/Coyote#Attacks\\_on\\_humans](http://en.wikipedia.org/wiki/Coyote#Attacks_on_humans)

### **INJURY REPORTING**

#### **What to report:**

Report any incident involving a player, manager, coach, umpire, volunteer or spectator that leads to medical treatment and/or first aid to the Safety Officer. Generally, this is **anything that requires more than band aides**.

#### **When to report:**

Report any such incident to the League Safety Officer within 24 hours of the occurrence. The Safety Officer will forward this information to the Provincial/ District Safety Officer as needed. [Safety@fcll.ca](mailto:Safety@fcll.ca)

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### How to report:

Person reporting the incident must complete the ***Little League Baseball Canada - Injury Tracking Report*** form and submit it to the Safety Officer. Include the following **minimum** information:

- Name and telephone number of the individual(s) involved, including any injured party and their parent or guardian.
- The date, time and location of the incident.
- A detailed description of the incident.
- A preliminary estimation of the extent of any injuries and time of rest.
- The response to the incident.
- The name and telephone number of the person reporting the incident.
- The items in the first aid kit or equipment box that require replenishing or replacement ( i.e. ice packs or sanitizer).

It is up to the discretion of the manager and guardian if the player can return to the same practice/game that the incident occurred. It is up to the guardian of the injured player as to when the player will return at a later day, unless specifically indicated by a physician.

## **SAFETY OFFICER'S RESPONSIBILITIES FOR INJURY REPORTING**

To follow up with the injured party (or their parent/guardian) within 72 hours (from receiving notification of the injury) to:

- Verify the information received.
- Obtain any other information deemed necessary.
- Check on the status of the injured party.
- Advise the injured party (or their parent/guardian) of the League's insurance coverage and the provisions for submitting any claims in the event the injury required medical treatment (such as an emergency room or doctor's visit).

If an injury is considered **major** in nature, it is recommended the Safety Officer periodically follow up with the injured party to check on the status of their injury. Once the individual is participating in the league again, and no other claims are expected, the Safety Officer shall consider the case "closed" and no further follow up is necessary.

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### **BACKGROUND CHECK PROCEDURES**

- In keeping with National Little League International requirements, all volunteers must complete and return a **"Little League Volunteer Application"** form.
- Each volunteer must provide a copy of a government issued ID card for ID verification (driver's license, passport).
- The League will then conduct background checks on each individual with the Calgary Police to confirm that each volunteer does not have a dangerous background.
- The League or District Safety Officer will collect completed forms.
- Anyone **refusing** to fill out a volunteer application and Police Security Check & Vulnerable Sector Police Check is **ineligible** to be a league board director and will not be permitted to be alone with any players at any time.

### **CONCUSSION PROTOCOL**

**Mandatory Education** for all Safety Officers, League Division Directors, Managers & Coaches.

***Suggested Education:*** for all other officers in a League, District or Region.

Little League Canada is following the high standard set by Little League International and utilizing the Centre for Disease Control (CDC) comprehensive "Heads Up" education Program.

#### **Little League Canada Protocol**

All members mandated for Concussion training protocol shall complete the online training found at [www.Littleleague.ca](http://www.Littleleague.ca) under the Safety tab, or <https://www.cdc.gov/headsup/youthsports/training/index.html>

Once the course is completed you shall send a copy of your certificate of completion to the Fish Creek Little League Safety Officer.

#### **Online Resources**

- CDC Heads Up Online Program <https://www.cdc.gov/headsup/index.html>
- Resources for concussion management are located in the appendices of this document. Or visit <https://www.cdc.gov/HeadsUp/>

You may also choose to complete the free NCCP course which can be found at <https://www.coach.ca/making-head-way-concussion-elearning-series-p153487>

## **FISH CREEK LITTLE LEAGUE – SAFETY MANUAL**

### **EMERGENCY PLAN**

Serious injuries, which could be considered life threatening, occur infrequently. However, a manager or coach must be prepared. An adequate emergency plan must be developed to assist in handling an emergency. The following should be included in your emergency plan.

Always have with you at games and practices:

- Players' Medical release forms
- First Aid Kit
- A cellphone

Maintain a complete team roster, which includes the following:

- Players' names
- Parents' home, cell and work numbers.
- Emergency contact person and phone number (try and get two)

### **WEATHER CONDITIONS**

#### **Lightning**

Stop any game or practice at the first sound of thunder and permanently discontinue any game or practice at the first sign of any lightning. Stay away from metal fencing (including dugouts)! Also, avoid trees, poles and other high objects. Do not hold a metal bat. Walk, don't run, to your car and wait for a decision on whether or not to continue the game or practice. Play can commence 30 min after the last time lightning was seen.

#### **Heat**

Anytime the temperature is above 32 degrees C, provide plenty of water, shade and rest periods during games and practices. Encourage players to drink small amounts frequently. If you observe any player exhibiting signs of heat related illness (cramps, fatigue, light-headedness, nausea, vomiting or headache), you must remove the player from the field immediately, place in shade and hydrate. If symptoms do not improve immediately, seek prompt medical aid. If there is a heat warning or dangerous levels of heat mixed with humidity, managers and umpires should discuss rescheduling the game. The Safety Officer and UIC may cancel games due to Heat Index.

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### Drinking Guidelines for Hot Day Activities

Before	Drink 8 oz. immediately before exercise
During	Drink at least 4 oz. every 20 minutes
After:	Drink 16 oz. for every pound of weight lost
Dehydration signs:	Fatigue, flushed skin, light-headed.
What to do	Stop exercising, get out of sun, drink hydrating fluids
Severe signs:	Muscle spasms, clumsiness, delirium

***Extreme Heat Events (EHE) Activity Chart***

<b>Humidex Value</b>	<b>Discomfort at rest</b>	<b>Risk of overhaeting during exercise</b>	<b>Activity Modification</b>
Below 24 C	None	Low	N/A
25C to 29C	None	Low to Moderate	Drink Breaks should be considered
30C to 34C	Some	Moderate - Athletes should be monitored	Drink Breaks OR Cooling Breaks midway through each half
35C to 39C	High	High - Athletes should be monitored closely	Cooling Breaks midway through each half AND consider reduced game length or cancellation
40C +	EXTREME	EXTREME	ALL ACTIVITY CANCELLED

AHS uses this link to educate how to identify a heat stroke and how to respond:

<https://albertahealthservices.ca/news/heat.aspx>

## Cold

Games are not played if the temperature is *5 degrees Celsius or less*.

If in doubt regarding the weather, first confirm if the fields are in playable condition, verify this with the Diamond Director. Then confirm with the Safety Officer. At the start of our season the weather can be cold. Make sure players have jackets or sweaters to wear to keep their arms warm when in the dugout and properly warm up prior to taking to the field.

## Rain/Mud

Playing on wet or muddy fields creates an obvious safety hazard for players. The balls become wet and muddy; the pitchers and players cannot control them. Footing is slippery on infields, particularly on the pitching mound and around the bases. Pools of water develop in outfield areas, creating muddy, unstable footing. Further use in this condition causes ruts and holes that are hazardous and place players at much higher risk for

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injuries. If in doubt on whether the fields are in playable condition, verify with the Diamond Director that they are suitable for play, and if necessary, reschedule the game or practice.

### Air Quality

Fish Creek Little League's wishes to inform you that High Risk (Level 7) as determined by the Government of Canada's Air Health Quality Index or higher will be considered **unplayable conditions**, and all games will be canceled (all fields/diamonds will be closed).

During moderate air quality levels (4 thru 6,) the determination to play games will rest completely with the responsible parties for the event and with the individual families and players. Fish Creek Little League supports any decisions made in mutual agreement by head coaches with a scheduled game to reschedule for another date and time, subject to diamond and umpire availability. Fish Creek Little League will attempt to accommodate rescheduling games and other events that may need to be rescheduled due to air quality, such as team practices. Please note that Fish Creek Little League cannot guarantee diamond and/or umpire availability under these circumstances.

Fish Creek Little League fully supports the decisions made by any player and/or their family to be absent from an event due to health concerns, especially if underlying medical conditions exist. Fish Creek Little asks all families to update their player(s) status for games and team events for this evening ASAP so coaches can properly prepare for tonight's events and/or discuss with other coaches as appropriate to make informed determinations about plans for tonight.

Fish Creek Little League strongly encourages openness with the team's coaches and umpires if present should a player choose to attend despite concerns, and requests that a parent or guardian remain in attendance with the player to monitor the player's well-being. In the same regard, the parent or guardian is to be responsible for supervising and/or appropriately administering the players medication(s) if required.

During situations where play is occurring while the location is under an Air Health Quality Index of 1-6, all coaches and spectators are advised to be vigilant with early identification of symptoms of poor air quality affecting any individual present, not limited to players, coaches, umpires, and spectators. Symptoms of poor air quality include coughing, dry eyes/noses/mouths, aggravation of asthma, difficulty breathing, chest pains, irregular breathing patterns, wheezes, shortness of breath and uncomfortable awareness of breathing. Individual symptoms presenting themselves may not be serious on their own and should be responded to by seeking shelter in an indoors environment as soon as possible. In the event of an individual experiencing three symptoms or more, or otherwise severe forms of any symptom, may be a reason to seek medical help. Fish Creek Little League encourages any individual identifying an emergency to call 9-1-1 immediately.

Fish Creek Little League will continue to monitor the Government of Canada Air Health Quality Index throughout the day and will let all participants know if games are cancelled for the evening. For anyone who is interested please find the link to Government of

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Canada Air Health Quality index for a more in-depth description of the Air Health Quality or the Air Quality level.

[https://weather.gc.ca/airquality/pages/abaq-002\\_e.html](https://weather.gc.ca/airquality/pages/abaq-002_e.html)



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### Understanding Air Quality Health Index messages

The **AQHI** uses a scale to show the health risk associated with the air pollution we breathe.

The following table provides the health messages for 'at risk' individuals and the general public for each of the **AQHI** Health Risk Categories.

Health Risk	Air Quality Health Index	Health Messages	
		At Risk Population*	General Population
Low	1 - 3	<b>Enjoy</b> your usual outdoor activities.	<b>Ideal</b> air quality for outdoor activities.
Moderate	4 - 6	<b>Consider reducing</b> or rescheduling strenuous activities outdoors if you are experiencing symptoms.	<b>No need to modify</b> your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	7 - 10	<b>Reduce</b> or reschedule strenuous activities outdoors. Children and the elderly should also take it easy.	<b>Consider reducing</b> or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	Above 10	<b>Avoid</b> strenuous activities outdoors. Children and the elderly should also avoid outdoor physical exertion.	<b>Reduce</b> or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

\* People with heart or breathing problems are at greater risk. Follow your doctor's usual advice about exercising and managing your condition.

**\*An email will be sent from Fish Creek regarding all weather by 4 p.m. on the weekdays and 9 a.m. on the weekends. This email will state if Fish Creek diamonds are open or closed for the day due to any weather-related conditions.**



## **ASTHMA & RESPIRATORY PROBLEMS**

### **Asthma Emergency Signs & Response**

- An asthma attack: a person's wheezing or coughing does not improve after taking allergy or asthma medicine (15-20 minutes is what most asthma medications require) and they cannot talk without difficulty.
- Players, volunteers, and Umps with Asthma should always have their emergency medications/inhalers with them.
- Asthma is not the same for everyone. If symptoms escalate out of control, call 911.

### **Bites and Stings**

- Stings are usually caused by bees/wasps and other bugs. Bites can come from dogs, spiders, ants or mosquitoes.
- Stings and bites should not be ignored; they should be evaluated and treated when a player complains of a bite or sting.
- Many individuals are highly sensitive to stings that can cause them to develop breathing difficulties and very rapidly go into shock. This condition can be life threatening if not detected and treated as soon as possible.
- It is important that coaches and managers are aware of any members on their team that have reactions to stings and that the proper emergency equipment is available at all times.

### **First Aid Response**

If a player reports being stung or bitten by a bug a coach should check for:

1. Swelling in the area
2. Signs of allergic reactions (if any condition exists, call 9-1-1)
  - Nausea
  - Severe swelling
  - Breathing difficulties, including coughing and wheezing
  - Bluish face, lips, fingernails
  - Signs of shock
  - Unconsciousness

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### **Suggested Treatments for Bites and Stings**

#### **Bee Stings**

1. Wash the area and apply a Band-Aid to cover the area.
2. For multiple stings, soak area in cool water.
3. Check for allergic reactions (if any condition exists, call 9-1-1).

#### **Ant Bites**

1. Wash area thoroughly with clean water.
2. Cover the bite with very cold water to avoid swelling.
3. Watch for any signs of an allergic reaction.

#### **Animal Bites**

1. Control any bleeding that may occur.
2. Flush the area with cool clean water. Cover the area with a sterile pad or clean cloth.
3. Immediately notify parents and medical professionals to determine if a rabies shot or other treatment is required.

## **BEST SAFETY PRACTICES ON THE DIAMOND**

### **Checklist for Diamond Director, Managers, Coaches and Umpires**

The following checklists can serve as reminders to managers, coaches, umpires and volunteers before practices or games to help prevent an accident.

### **Safe Playing Areas**

Regular safety inspection of the field, practice fields, structures and dugouts are the best way to eliminate conditions that cause accidents.

Managers, coaches and umpires should routinely check playing areas for:

- Holes, damage, rough or uneven spots, slippery areas and long grass;
- Glass, rocks and other debris and foreign objects;
- Damage to screens or fences, including holes, sharp edges or loose edges;

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- Unsafe conditions around the backstop, pitcher's mound or warning track;
- Keep dugouts clean and free of debris.

### **Safe Equipment**

All equipment should be inspected before each season and use. Regular safety inspection of equipment is essential. Equipment Director, managers, coaches and umpires should:

- Be sure that all equipment is Little League approved (including personal equipment);
- Inspect bats and other equipment on a regular basis. Cracked or broken bats should never be used;
- Check to see that all personal protective equipment fits players properly. This includes helmets, masks, cups, catcher's pads and shoes.
- Keep loose equipment such as bats, gloves, masks, balls, helmets, etc. properly stored;
- Repair or replace all defective equipment.

### **Safe Procedures**

Managers and coaches must:

- Have a first aid kit at all practices. The league provides first aid kits. Have access to a telephone at all games and practices in case of an emergency (cell phone, neighbor, etc.) No fewer than two coaches should be present at a game or practice in case of an emergency;
- Know where an appropriate shelter is in case of severe weather;
- Stress the importance of being alert and attentive during all activities;
- Ensure that appropriate warm-up for players has been completed before each game and practice;
- Stress "no horseplay" with players;
- Check to see that all jewelry, watches, rings, etc. have been removed prior to a game or practice;
- Instruct players on the proper fundamentals of the game to ensure safe participation.

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- All managers, coaches, and volunteers need to do an online training from USA Baseball or SafeSport Canada called Child Abuse Prevention Training.

### **Attitude**

- An attitude of alertness, hustle and enthusiasm that has been recommended as a guideline for good coaching should be carried down to all players to spark them in the development of better skills.
- Good sportsmanship and courtesy, which are necessary for a harmonious and safe environment, can be taught best through the good example set by all adults on and off the field.
- Your most effective tool to inspire an attitude of self-confidence and a desire to excel is the use of much PRAISE and RECOGNITION. Of course, this must be given when deserved so it is not cheapened by too much repetition. After all, a good try rewarded by a word of encouragement may be a good play on the next attempt.
- Guidance on the most constructive attitude or point of view for both adults and youngsters can be summarized by recommending a POSITIVE APPROACH to all training techniques. Good training is the most effective weapon against accidents caused by unsafe acts.

### **Warm Up Drills**

Use of the term "warm up drills," in connection with safety, refers to ball handling practice rather than calisthenics. Misdirected balls can result in serious accident exposure. The following practices will help reduce the danger of being struck by a misdirected ball:

- All unauthorized people should remain off the field during drills.
- After the number of targets has been reduced to a minimum, one of the best preventive measures is to stress that the eye must be kept on the ball. This safe practice should be drilled so continuously that it becomes a reflex action.

### **Safe Ball Handling**

- Throwing and catching drills should be set up with players in two lines facing one another.
- Misjudging the flight of a batted ball may be corrected by drilling with fly balls that begin easy and are made more difficult as a player's judgment and skill improves. Everyone should eventually be able to handle balls that go overhead.

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- In addition to a player never losing sight of a ball from the time it leaves the bat, the player should keep the glove positioned and the body relaxed for a last split-second move, if needed.
- An infielder can best be protected by an aggressive short-hop fielding play by always keeping the "nose pointed at the ball" and the eyes glued on it. In addition, by moving forward, the player is in a better position to make a throw.
- It is safer for a player to knock a ball down and re-handle it than to let the ball determine the play.

### **Collisions**

Collisions result in more injuries than is the case with most other types of accidents. They are usually caused by errors in judgment or lack of teamwork between fielders. It is important to establish zones of defense to avoid collisions. It is particularly important when players are chasing high fly balls. Once the zones are established, play situation drills should be held until these moves and patterns become familiar to the players. The responsible player should call out his/her intentions in a loud voice to warn others away. Here are some general rules to follow:

- The fielder at third base should catch all balls that are reachable and are hit between third and the catcher.
- The fielder at first base should catch all balls that are reachable and are hit between first base and the catcher.
- The shortstop should call all balls reachable that are hit behind third base.
- The fielder at second base should call all balls reachable that are hit behind first base.
- The shortstop has the responsibility for fly balls hit in the center of the diamond and in the area of second base. Since the glove is on the left hand, it is easier for the shortstop than the fielder at second to catch fly balls over second base.
- The center fielder has the right of way in the outfield and should catch all balls that are reachable. Another player should take the ball if it is seen to be unreachable by the center fielder.
- Outfielders should have priority over infielders for fly balls hit between them.
- Priorities are not so easy to establish on ground balls, but most managers expect their third base player to field all ground balls they can reach, including cutting in front of the shortstop on slow hit grounders. The catcher is expected to field all topped and bunted balls that can be reached except when there is a force play or a squeeze play at home plate.

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### **Sliding Safety**

As is the case with other baseball fundamentals, a correct slide is also a safe one. It is well to guard against the accident of a collision and the possibility of a player being struck by a thrown ball as the player "hits the dirt".

- Long grass has been shown to be better than sand or a sawdust pit for teaching sliding.
- The bases must not be anchored down.
- Sliding pads are recommended, given our all dirt/gravel infields.
- The player should keep in mind that on approach hands and feet should be in the air. Once committed to slide, the player must not change strategy. Last minute hesitation causes most sliding injuries.
- Tennis shoes are suggested for beginning sliding and tagging practice to avoid injury to the defensive player.
- If the ground along the baselines becomes soft on a rainy day, such weather offers an excellent opportunity to have sliding drills. Base runners should have on long pants.
- Keep in mind that headfirst sliding has been eliminated for ages 12 and under, except when returning to a base.

### **Batter Safety**

A batter's greatest accident exposure is from the unsafe acts of others, namely wild pitches, which account for a major portion of all accidents. The best defense is an alert, confident concentration on the ball. This type of injury is more prevalent in Major rather than in Minor League play. Since the danger is increased as pitchers learn to throw with greater force and as more games are played, it is doubly important to take whatever countermeasures are necessary.

- A well-fitted NOCSAE approved helmet is the first requirement.
- The development of the novice batter's ability to take evasive action can be improved by getting the player to relax and concentrate on the ball from the time the pitcher starts his/her delivery until it lands in the catcher's mitt. Players with slow reflexes can also be helped by simulated batting and ducking practice with a tennis ball.
- The unsportsmanlike practice of crowding the plate or jumping around to rally the pitcher should not occur. This could endanger the batter if it causes the pitcher to lose control.

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- Making sure the batter hold the bat correctly when bunting can reduce painful finger and hand injuries. Youngsters have a tendency to lean too far over the plate and not keep the ball well out toward the end of the bat.
- When the batter becomes a base runner, the player should be taught to run outside the foul lines when going from home plate to first base and from third base to home plate to reduce the risk of being hit by a thrown ball.

### **Safe Handling of Bats**

The most easily prevented type of accident is the too frequent fault of beginners throwing the bat while running to first base. This unthinking act may be corrected through individual instruction to drop the bat safely by:

- Having the player drop the bat in a marked-off circle near where running starts;
- Counting the player "out" in practice whenever the player fails to drop the bat correctly;
- Providing bats with grips that are not slippery.
- Ensuring bats are Little League approved.

Managers, coaches and umpires should be on the alert to correct batters who have a tendency to step into the catcher as they swing.

A more serious injury that might occur is when a player inadvertently walks into the swing of a coach's bat when the coach is hitting fly balls or when the player inadvertently walks into the swing of a player swinging a bat. These situations demonstrate the need for everyone to become safety-minded, for their own good and the safety of others. The following precautions are suggested:

- The player, usually a catcher, assigned to catch balls for the coach hitting fly balls, should also be given the specific assignment of warning away anyone who comes too close.
- All players and adults should be trained to walk around batters swinging a bat. The ingrained safety habit of keeping clear may save someone a painful injury.

### **Catcher Safety**

The catcher, as might be expected from the amount of action involved, has more accidents than any other player. Statistics show that the severity of injuries is less in Major League play than in Minor League play. This bears out the fact that the more proficient the player the less chance of injury.

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- Assuming the catcher is wearing the required protection, the greatest exposure is to the ungloved hand. The catcher must learn to:
- relax
- always have the back of the throwing hand toward the pitcher when in position to catch;
- hold all fingers in a cupped position near the mitt, ready to trap the ball and throw it when runners are on base.
- The catcher should be taught to throw the mask and catcher's helmet in the direction opposite the approach in going for a high fly. The catcher should hold the mask and flip it away at the last moment
- As the catcher learns to play this difficult position, a good habit is to keep a safe distance back from the swinging bat. Estimate this distance as one foot farther from the batter than the ends of the outstretched fingers.
- The best protection is keeping the eye on the ball.

### **General Inattention**

Going back to the "why" of most ball handling accidents, it appears that inattention due to inaction or boredom is an underlying accident cause with which we must deal. This situation can be partly offset by using idle time to practice the basics of skillful and safe play, such as:

- Encourage otherwise idle fielders to "talk it up." Plenty of chatter encourages hustle and enthusiasm.
- Players waiting for a game or practice to start can pair off and play catch to improve their basic eye- on- the-ball technique.
- Practice should include plenty of variety in the drill work.
- Put a time limit on each drill and do not hold the total practice for more than two hours, or less, if interest begins to lag.
- Idle players along the sideline can be given the job of studying the form of other players to improve their own techniques. They may then report on what they have learned to improve their own form on running, ball handling, throwing, batting, defense and sliding.
- Our open dugouts create a safety issue. Parents should be discouraged from hanging around the dugouts. Players should be encouraged to sit down on the bench to remove their upper bodies and heads from the direct flight of foul balls.



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### **Control of Horseplay**

Horseplay includes any type of youthful, distracting behavior that could even remotely be the cause of an accident. Team play requires cooperation among players. If showoffs and smart alecks cannot find sufficient outlet for their high spirits in a game, then quick and impartial disciplinary action must be taken. It is recommended that there be a parent (coach) who oversees the bench.

### **ADDITIONAL DOCUMENTS REFERENCED IN THE FCLL SAFETY PLAN**

- Volunteer Application form is currently the Sterling (third party vendor) Background Check portal; issued access is through the Volunteer Coordinator
- Codes of Conduct (with registration waivers)
- Air Quality and Heat Injury Prevention, Safety Plan Addendum
- COVID-19 Protocols, Safety Plan Addendum
- Little League Guidebook (available on the LL website and LL App)