

Lincoln Little League

437-0407



ASAP Plan 2013

Emergency Numbers:

EMERGENCY NUMBERS INCLUDING POLICE, FIRE AND
MEDICAL **911**

NON-EMERGENCY PORTLAND POLICE: **503 823-3333**

POISON CONTROL CENTER: **1-800 222-1222**

Be Prepared To Tell:

- Location
- Street Address
- City
- Directions
- Telephone number from where the call is being made from
- Your name
- What happened (be brief but answer questions)
- Your assessment of the condition of the injured party
- Be able to tell what is being done for the injured party

DO NOT HANG UP FIRST.

LET THE DISPATCHER HANG UP FIRST.

Safety Manual Distribution to Volunteers

This Safety Manual is to be distributed in PRINTED FORM to all volunteers at the Annual Managers/Coaches Meeting.

It will also be distributed at the Annual Team Parent and Volunteer Meeting.

This Manual is posted on the League Website at www.lincolnyouthbaseballsoftball.com

This Manual will be e-mailed to all Managers, Coaches and Volunteers

Volunteer Background Checks

All volunteers will be required to register on the League website and must pass background checks.

Lincoln Little League Board of Directors and Contacts

Board	Position	e-mail	Phone
Mary Ann Walker	President	mary_annwalker@hotmail.com	(503) 679-1853
David Margolis	VP Baseball	david.margolis@intrel.com	(503) 302-6706
Jeff Keim	VP Softball	jeff.keim@gmail.com	(503) 781-8341
Laurie Husner	Treasurer	lauriehausner@comcast.net	(503) 465-1619
Ralph Risch	Secretary	jlsdakin@comcast.net	(503) 984-0347
Andy Lake	VP Coach/player Development	alake718@comcast.net	(503) 223-9203
Paul Stember	VP Fields / Safety Officer	pstember@mfcpsc.com	(503) 803-3126
Rob Herder	Lincoln Head Coach - Baseball	rherder@pps.k12.or.us	(503) 806-6677

A Note from the Lincoln Little League President:

Welcome to the Lincoln Little League ASAP Safety Plan. This plan provides two separate functions. The first is to outline the League's standards and practices concerning safety within its local leagues. Lincoln Little League's policies will be stated throughout this document. The second is that Oregon Lincoln Little League charters its Little League Challenger Program and therefore presents a unique application of Little League Baseball, Incorporated's plan for ASAP qualifications.

The Safety Officer authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. Lincoln Little League is pleased to have Paul Stember to serve as Safety Officer. Teams are invited to participate with Paul in making 2013 Lincoln's safest season ever.

With that, lets all have a safe and fun year. I look forward seeing you on the ball fields.

Mary Ann Walker, President

Lincoln Little League

A Note from the Lincoln Little League Safety Officer:

It is my privilege to be Lincoln Little League's Safety Officer for there is little that's more important to me than monitoring safety within our League. I have worked extensively with Lincoln Little League and I am very familiar with the responsibilities of this position. I'm looking forward to serving you and making this our safest year yet!

This Safety Plan provides guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, Lincoln Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes District Four's Safety Code, the Code of Conduct, and Safety Manual as well as the approved Safety Plans of the District's respective Leagues. The combination of these documents outlines specific safety issues and the League's policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in this plan and their leagues' documents.

I'm looking forward to working with you as we enjoy a fun, safe and competitive 2013 season!

Paul Stember

Lincoln Little League Safety Officer

Safety Officer's Duties:

- Purchase and prepare first aid kit for the Alpenrose Concession stand.
- Be available to meet with the league's equipment officers to discuss replacement of any defective gear.
- Schedule managers and coaches first aid and fundamentals training.
- Verify that the concession coordinators have appropriate permits to operate.
- Be available to train at the League's Umpire's training clinic about first aid and safety guidelines.
- Survey the two fields and facilities that are used by our Challenger program and turn in a repairs concern report to the Lincoln Little League Administrator.
- Follow up on any injuries reported and submit a C. N. A. insurance report form as necessary.
- Prepare the Leagues ASAP Safety Plan and meet with the league's Safety Officers for ASAP training and preparation.
- Distribute a paper copy of the ASAP to applicable volunteers, including managers and coaches, and concession workers.
- By season's end compile injury-tracking information and report the findings to the League President along with any suggestions for reducing injury or improving safety.
- Submit a qualified Safety Plan Registration Form to Little League International with ASAP Plan.
- Submit league player registration data and Coach/Manager data to Little League International with ASAP Plan.
- Recruit and train my replacement. The future safety officer of our league.

First Aid Kit:

Large band aids	6	1" wrap bandage	1
Reg. Band aids	20	3" Stretch bandage	1
Large bandage	2	Sting band aids	6
4x4 gauze	6	Sting kill wipe	6
2x2 gauze	6	Alcohol wipes	6
1" tape	1	Antiseptic wipes	6
Antibiotic ointment	6	Sterile water	1
Gloves	4 pair	Instant ice packs	2
Tongue blades	3	Rescue breathing mask kit	1

Promoting Safety Awareness:

The Lincoln Little League staff will promote all spectators and adult visitors the duty of Deputy Safety Officers and publicly acknowledge those accepting this honor. Adult spectators at Alpenrose Dairy will be permitted to stop other visitors from stepping over the backs of the bleachers to keep from tripping and perhaps injuring themselves or those sitting behind them. Lincoln Little League also will acknowledge those leagues having approved ASAP plans throughout its tournament season.

Activities:

Managers and coaches in the teams comprising Lincoln Little League shall be trained in first aid, baseball & softball fundamentals and common sense issues. Umpires trained by Lincoln Little League will be instructed in safety procedures during their training. Parents will be offered similar training opportunities.

The League's safety officer will organize training sessions and help leagues to arrange for licensed and certified trainers.

Little League's Emergency Management Training Program.

- Manager's and Coach's clinics given by the District and League Coach/Player Development Coordinator.
- Common sense issues presented by Safety Officer.
- Umpires clinic given to all of Lincoln Little League's staff umpires.

Fundamentals training will be offered for all managers and coaches and will be recommended to be mandatory for all first year managers and coaches as well as all new and returning tee-ball managers and coaches. It will be recommended that managers and coaches failing to take the training will be given a second opportunity at the League training sessions organized by the League Safety Officer. Failure to attend the League training sessions will result in a letter to the Board of Directors of the league of the volunteer failing to attend training and the League will recommend the replacement of that manager or coach.

Equipment:

All training opportunities for first year managers and coaches as well as new and returning tee-ball managers and coaches must include fundamentals for proper usage of all Little League equipment. Training will also include what umpires look for in Safety Checks of equipment during tournaments and how league umpires can perform Safety Checks.

Managers and coaches should pass the training on to parents and players. Managers and coaches as well as all assigned umpires are required to inspect all equipment used in the game before each use. Umpires are required to inspect the equipment before games and insure proper usage during games.

Managers and coaches will contact their league's equipment manager to replace any defective equipment right away. If an injury happens due to defective equipment, managers and coaches should indicate that defective equipment was used by the injured player on the accident report. Umpires will be instructed to report any equipment usage safety concerns to their league's Umpire-in-Chief who will then forward that concern onto the league's Safety Officer.

Facilities:

Lincoln Little League is proud and pleased to have the Alpenrose Dairy Baseball/Softball Complex available for Little League use each and every year. It becomes the responsibility of each league using the Alpenrose facility during the regular season to have an approved ASAP plan submitted and approved by Little League International before that league plays any games. Each league using the facility must also provide proof of insurance naming Alpenrose Dairy as "an other insured" on their Little League Annual Charter.

Any injuries on the field will be reported on the baseball accident report form. Any concession injuries will be reported on the concession accident or injuries report form.

Any injuries requiring professional medical help will have a claim form completed and signed before submitted for processing.

Field Locations:

Bridlemile Elementary School 4300 SW 47th Drive, Portland, Oregon USA 97221 (503) 916-6292	Hamilton Park 4309 SW Hamilton St Portland, OR	Alpenrose Dairy 6149 SW Shattuck Rd Portland, OR (503) 244-1133
East Sylvan Middle School 1849 SW 58th Ave Portland, OR (503) 916-5560	Portland Heights Park SW Patton Rd. & Old Orchard Rd	Healy Heights Park SW Fairmont Blvd Portland, OR
Robert Gray Middle School 5505 SW 23rd Portland, OR 97239 503-916-5676	Wallace Park East 2550 NW Raleigh St Portland, OR	Wallace Park West 2550 NW Raleigh St Portland, OR
Hillside Community Center 653 NW Culpepper Ter, Portland, OR 97210 (503) 823-3181	Albert Kelly Park 3601 SW Boundary St, Portland, OR 97221	West Sylvan Middle School S.W. Canyon Lane Portland, Oregon 97225 (503) 916-5560

Please see the associated field surveys, which are attached as an appendix to this ASAP.

Check out the Lincoln Little League website for the most current formation:

<http://www.lincolnyouthbaseballsoftball.com>

Golden Rules for Little League Parents:

1. I shall not criticize the umpire or any other volunteer of their District or League unless ready to assume his/her duties.
2. I shall not complain about anyone unless I have labored more hours on the Little League program than they have. Constructive criticism is encouraged but only if it follows offers to help.
3. I shall never be a "Grand Stand" manager.
4. I shall remember that only the designated number of team members may play at any one time.
5. I shall set an example of sportsmanship for my child and all other children to follow.
6. I shall not be critical unless willing to put out the necessary effort to correct my criticism.
7. I shall remember that all managers, officers and umpires are volunteer workers.
8. I shall remember that all officers and other personnel must earn a living and cannot work on Little League all the time.
9. I shall offer my services for work whenever possible.
10. I shall encourage my child to follow the Little League Pledge.

Parents' Role in Safety:

Most of the existing Little League rules have a basis in safety. Parents can help by setting a good example for all the players. It is important to follow Little League rules for the safety of everyone involved. The managers and coaches are or will be trained in first aid fundamentals and common sense safety. Please take the time to listen to the manager and coaches, learn these rules and make them common practice any time you practice baseball or softball with your children. Here are a few examples of our League's rules.

Complete a Medical Release (a copy is provided in the Appendix). This enables emergency medical care if parent or guardian is not in attendance, and also informs managers, coaches and medical providers of allergies or other medical problems.

No one holds a bat! Many players bring their own bats to practice and games. Players should keep their bats in their bags, in the dugout or on the ground in front of them until they are needed. **No one holds a bat except when going to the plate.**

The manager or coach will never leave a player alone at the field. It is very important that parents are on time to pick up the children on time. It is recommended that parents remain at the field if possible. If this is not possible, please contact the coach or manager prior to the event

No alcohol or tobacco on the field. If volunteers must smoke or chew tobacco, please do it away from the players in designated areas. If the players can see you smoke or chew, you are too close!

Please be extra cautious when entering and leaving the parking lots. Children may not always look for you, especially young future ball players.

It is important that you share any medical information that may affect your child during games and practice. If you have concerns or questions about this please contact the manager or League Safety Officer. All information is considered confidential.

Have your child eat a snack before practice or games. Hungry ball players don't concentrate well

Routinely check your child's equipment for safety concerns.

Arrive early. Get to practice and games early to allow for proper warm ups

Help out at practices. The more adults watching out for the children, the better our chance to avoid accidents. Volunteering in both District and League activities will make your child's experience even better.

Help with field maintenance. As a part of our safety program to reduce injury, the League is committed to keeping our playing fields in the best condition possible. You will be asked to participate in our annual field upkeep day.

Umpires:

In our League, the umpires are furnished from a pool of league volunteers. As Little League rules dictate, they are in complete control of what happens on the field. Umpires play an important role in safety. Umpire training is essential to the safety of the players, managers & coaches, spectators, and other umpires. The League Umpires clinic will be held during the preseason to teach the proper skills to anyone who is interested in umpiring. The following is a list of topics the clinic will cover.

- Umpires must be fair, impartial, and consistent. All trained Umpires will go away from training with a good understanding of the rules.
- Proper positioning (and rotation) in the field to avoid obstructing play or getting injured.
- Basic rules of baseball, and interpretations of commonly misunderstood rules.
- Safety violations.
- Pre-game procedures.
- Walk the field for foreign objects, holes and any hazards that might cause injury. Ensure installation of disengage-able bases.
- Inspect equipment for any safety violations prior to the start of any game.

Managers and Coaches:

All managers and coaches are representatives of their League and District as well as role models and should always conduct themselves accordingly. A positive example of sportsmanship, honesty and discipline will be observed and accepted by players and parents as dedication of our program and the important position of trainer and teacher.

TRAINING: League managers and coaches will have access to the following training opportunities. Each manager and coach is required to participate in first aid training and skills training at least once each two years, and a manager or coach from each team will be required to participate in each training session during 2012.

First Aid Training.

Lincoln Little League provides **first aid training** to the managers or coaches at no cost. All managers and coaches shall be required to attend such League-furnished first aid training, except that:

- A. Those who attended such training in the season immediately preceding this one are excused from attending such training this year, provided at least one manager or coach from each team attends training this year.
- B. Leagues may excuse from attending first aid training any manager or coach who is a licensed as a medical doctor, registered nurse, practical nurses or licensed paramedic. However, Little League, District Four and Lincoln Little League highly recommend that leagues utilize these individuals to present the training.

Lincoln Little League will sponsor the following training session for League managers and coaches.

Coaches Meeting & First Aid Training:

Date: March 19, 2013

Location: Multnomah Athletic Club
1819 S.W. Salmon Street
Portland, OR 97205

Training in Baseball and Softball Skills

Managers and coaches shall receive instruction on effectively teaching the fundamental skills involved in playing baseball and softball and in organizing and conducting safe practices and drills.

Umpiring clinics will be offered to all volunteers in all divisions. It should be mandatory that all managers & coaches attend.

The League will sponsor two opportunities for managers and coaches to participate in skills training, as follow:

Len Clark Coaches' Clinic:

Date: Sunday, March 3, 2013

Location: Garden Home Community Center Gym
7475 SW Oleson Road
Portland, OR 97223

Communicating with Team Parents regarding Safety

Managers shall confer with team parents before the first practice and asked about any medical conditions, such as asthma, diabetes, allergies or physical restrictions that may affect their ability to play or practice, and make note of any special instructions or phone numbers they may need in responding to such conditions.

Managers, coaches and parents should also discuss reasonable expectations regarding transportation to and from practice, bicycle safety, with special attention to visibility at dusk.

Managers and coaches should have the names and contact information for parents who will have cell phones and games and practices, which parents, if any, are licensed professionals in the medical field or trained in first Aid or CPR/

Scheduling of Alpenrose Concession Coordinators and Team Parents can happen at this meeting as well.

Key manager responsibilities at practice and games:

- **No player will be left after practice or games unattended.** Each team must have two adults (preferably manager and coach) wait with any child for his or her parents to arrive.
- **Team Equipment.** It is the manager's responsibility to inspect the team equipment before each use and take out any defective equipment so that it can be exchanged or replaced.
- **Pitching Machines.** Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only trained adults certified by League officials.
- **First Aid Kits.** Each team must bring a league-issued first aid kit to each practice, game and team activity.
- **Telephones.** It is mandatory that a phone/cell phone be available at all practices and games in case of an emergency.
- **Field Inspection.** Before every practice and game, a representative from each team will be required to walk the field in order to inspect for rocks, holes, glass, and any other dangerous conditions. Ensure installation of disengageable bases.

Both managers shall agree on the fitness of the playing field before the game starts. Once the game starts, the head umpire shall be the sole judge on the weather and condition of the playing field after the game starts.

Strictly Enforced

- All Little League rules relating to equipment are to be strictly enforced at all times.
- Catchers must wear catcher's helmet with facemask and throat guard, chest protector and shin guards while at Alpenrose. Male catchers must wear long-model chest protector, protective supporter and cup when squatting behind home plate. They will wear the mask, helmet and cup when warming up the pitcher before innings or in the bullpen and designated warm up areas. A mask will be worn during infield warm-up.
- No adult, coach or PARENT is permitted to warm up pitchers while in a squatting position on or off the game field or anywhere on the Alpenrose facility.
- All batters, base runners and base coaches (players) must wear a batting helmet that is NOCSAE approved.
- No gum, seeds, or food of any kind allowed on the field during play. Besides being a choking hazard, clean up is messy.
- Players cannot wear jewelry. Medical alert jewelry is permitted.
- Players who are ejected, ill or injured should remain under supervision until released to the parent or guardian.

Injury Prevention:

- Do not allow players to play on playground equipment during practice.
- No climbing fences at any field.
- Use shoulder and arm warm-up and stretches before throwing.
- No player should hold a bat, unless going to the plate to hit. There is no on-deck batter's circle. The next batter up will be given time to swing the bat before stepping into the batter's box.
- Team warm-ups should be in parallel lines throwing the same direction.
- Multiple drills should allow enough room for players to maneuver without collision.
- Teach basemen proper positioning to avoid collision with base runners.
- Head-first sliding is prohibited by Little League rules. Dive backs are OK.

Procedures For Responding To An Injury to a Player Some Important Do's and Don'ts

Do ...

- Have your first aid kit at all games and practices. Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
- Protect yourself against blood-transmitted disease. Use universal precautions when handling blood. Wear gloves and treat every body fluid as if it were contaminated.
- Perform first aid as needed. Know your limitations. Call 911 if necessary.
- Gather all blood contaminated articles and put them in the bag provided in your kit.
- Correctly dispose of Biohazard waste (give to safety officer, do not throw away in a garbage can!)
- Inform parents of injury and what happened.
- Complete an accident/injury report (formally entitled Activities/Reporting form. A copy is supplied in the Appendix) and send it to the League Safety Officer. If playing at Alpenrose, submit it to the Concessions Manager on duty
- Call the League Safety Officer to report the injury within 24 hours of incident.

Don't ...

- Administer *any* medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.).
- Transport injured individuals except in extreme emergencies. Call 9-1-1.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer immediately.

Additional information:

- Injured players requiring professional medical attention must have a doctor's release before returning to participate in practices and games.
- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Assist those who require medical attention - and when administering aid, remember to ...
- LOOK for signs of injury (Blood, Black-and-blue deformity of joint etc.).
- LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.
- Have your players' Medical Clearance Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

IMPORTANT: All injuries should be reported, even small ones. By tracking all injuries and accidents we may find a way of preventing them. Any injury requiring professional medical services will need to have a C.N.A. insurance form filed out and sent in. It is important that you contact the League Safety Officer so he can get this done. All injuries are to be reported within 24 hours of their occurrence.

Procedures for Biohazard Waste:

1. Put on gloves.
2. Clean wound.
3. Dress wound.
4. Wash hands.
5. Place bloody waste in plastic bag and tie or seal.
6. Clean or remove any blood contaminated equipment from the field including any clothing.
7. Wash hands again.
8. Put biohazard bag into first aid kit.
9. Fill out injury/accident report.
10. Contact the League Safety Officer to report the injury and exchange for a new first aid kit.

Treat all body fluids as if it were contaminated. Wear gloves and use universal precautions when blood or body fluid is present. All blood contamination must be removed from the field before play can resume. There can be no players allowed to play in blood soiled uniforms. A replacement uniform should be available for situations like this. When a replacement uniform is not available, the player will be permitted to play in appropriate clothing with the umpire's approval..

All injuries will be reported to the League Safety Officer by phone within 24 hours. An accident/injury report is required to be filled out by the team Manager and hand delivered to the League Safety Officer within 48 hours of the injury. The District Safety Officer will contact the League Safety Officer and both will complete the insurance form for any injuries requiring professional medical help. There can be no exceptions to this requirement, even if the person has other insurance and will file the claim with their own insurance company. This is necessary if the primary insurance fails to pay 100% and the Little League Insurance (C.N.A.) becomes the secondary payer. This will also be necessary if there are any liability claims against both the League and the District.

Reporting Injuries

The following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers concerning injuries.

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. The terms "medical treatment and/or first aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. Any incident that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require medical assistance must be reported promptly.

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

The League Safety officer is Paul Stember. His contact information is as follows:
(C) 503-803-3126 Email: pstember@mfcpin.com

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; and (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 Little League's insurance coverage and the provisions for submitting any claims for reimbursement.

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, and (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).

Effectively Promoting Safe Conduct and Safety Awareness

The Lincoln Little League Code of Conduct is intended to serve as a guide to aid the League in its ongoing commitment to promote safety awareness in all that we do.

We are fortunate to have a League in which harmony prevails, and the threat of violence is extremely rare. We maintain this climate by, among other ways, taking a personal approach to raising Safety Awareness.

As a service to all who support the League by attending our events, we constantly look for opportunities to promote safety awareness in a personal way, showing them that we care enough about their safety to come and visit with them and let them know that it is important to us that they be “extra safe” at our events.

Following are a sampling of conditions or actions that would prompt such a visit:

- Stepping over the back rests of the seats to get to and from a seat, for to do so creates the risk of catching one’s foot or sandal on the back, and resulting in stumbling forward and landing on another person or worse, the concrete floor of the stadium.
- Sitting atop the backrest of a seat instead of on the seat, for one could be accidentally bumped. It also sets unsafe example for others of all ages.
- Standing in areas where there is no screen between spectators and the game, especially as the setting sun could hinder one’s ability to see a ball coming at them; and
- Standing with their backs to the action or not paying attention while the ball is in play.

Other activities and conditions likely to prompt a safety officer visit include:

- Possessing or consuming alcoholic beverages or controlled substances
- Being under the influence of alcohol or controlled substances
- Playing in parking lots at any time.
- Playing on and around lawn equipment.
- Swinging bats at any time within the walkways and common areas of Alpenrose or any other facility.

- Throwing rocks or balls or disks in areas populated by guests.
- Smoking except in designated areas by adults
- Throwing baseballs at any time within the walkways and common areas of Alpenrose or any other facility.
- Roughhousing or prolonged horseplay and agitation of a friend or sibling, likely to lead to an angry response.
- Climbing fences.
- Sitting on rails

Because so much normal behavior could pose such a risk, we are never short of opportunities to be seen talking to someone. It is not uncommon for the Safety Officer to have had a friendly, neighborly chat about safety with virtually every person who comes to a League Tournament by the last game, by which time all eyes are on the Safety Guy, to see if he catches each “offender”. By that time, however, there are few who need such visits, as the Safety Awareness at the tournament is of at its peak.

The approach is consultative, not bossy. After all we don’t want to get into a fistfight over keeping people safe!

Lincoln Little League Safety Code

- Responsibility for Safety procedures should be that of an adult member of Lincoln Little League.
- Arrangements for emergency medical services should be made in advance of all games and practices.
- Managers, coaches and umpires should have training in first-aid. First aid kits are issued to each team manager and are located at each concession stand.
- Games or practices should be held when weather or field conditions are not good, and lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout, or behind screens, 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 one is endangered by wild throws or missed catches.
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters 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. EXCEPTIONS. Managers should encourage all male players to wear protective cups and supporters for practices and games.

- Except when runner is returning to a base, head first slides are prohibited.
- During sliding practice, bases should not be strapped down or anchored.
- At time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses."
- Player must not wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game.
- On-deck batters are not permitted (except in the Juniors Division)
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- All gates to the field must remain closed at all times. After players have entered or left the playing field, all gates should be closed and secured.
- Only a player on the field and at bat, may swing a bat (Age 5 - 12). Juniors (Age 13) on the field at bat or on deck may swing a bat. General Health

Physical Exams - With regard to the general health of its participants, Lincoln Little League includes the following wording in its Registration Booklet:

"While physical exams are not required by league policy, Little League Headquarters strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent. Items such as allergies, eye problems, diabetes, etc., will be kept confidential, except that your child's manager and coach will be aware of any potential problem."

Medical Approval and Release - The Medical Information and Treatment Release form is provided to all managers. This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e. allergies, etc.). Managers are strongly encouraged to obtain a completed Release for each of the

players on their team. Managers are to ensure that they have these forms with them for each practice and game.

What Parents should know about Little League Insurance

Communicable Disease Procedures - While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.

Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

Copies of the Code of Conduct, the Safety Code, and the Manager's Expectations are provided to each manager. It is expected that the manager provide each member of his or her team with a copy of each of these. The Code of Conduct and the Safety Code were listed previously in this document. The Manager's Expectations can be found below ...

Some Additional Thoughts...

Make sure your coaches have correctly filled out the required Volunteer Application (included in the Appendix) and background Check Authorization Form and sent it to your League President. (If you need more forms, contact your League President).

- Lincoln Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible.
- All Managers and Coaches are required to attend the Official League Safety and First-Aid Training class.

Remember, everybody is a member of the Lincoln Little League Safety team. Prevention is the key to reducing accidents to a minimum. Feel empowered to report eliminate any hazardous conditions when you see them, and make sure to report them to the Safety Officer or another League or District official immediately. Don't permit unsupervised play on a field. Halt all play that is not safely conducted or with safe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often.

Weather Concerns:

NO ACTIVITY WILL BE ALLOWED ON LINCOLN LITTLE LEAGUE FIELDS IF:

- Lightning is noted within a 10-mile radius of field.
- The field is in disrepair to a hazardous state.
- There is standing water anywhere in the field.
- Ambient temperatures are below 40° F or above 100° F.

Extreme Heat:

- Provide lots of water to everyone in the game.
- Watch for signs of heat exhaustion and heat stroke.

Rainy & Cold Weather:

- Ensure proper, warm clothing for players.
- Consult the head umpire for game cancellation as appropriate.
- If it seems too wet to play ball, it is too wet to play baseball.

If Lightning is Noted Within 10 Miles:

- Stop Game/Practice.
- Stay away from metal fencing (including dugouts)!!
- Do not hold a metal bat.
- Walk, don't run, to car and wait for a decision on whether or not to continue the game or practice.
- See general rules, following.

Lightning Rule of Thumb:

When you see it, flee it!

- The rule of thumb about lightning is that it is unpredictable and cannot be prevented. If a Manager, a Coach, or an Umpire that feels threatened by an approaching storm, play must be stopped and deliver the players to safety.
- No place is completely safe, but some places are safer than others are. Large enclosed shelters are the safest.
- When thunder can be heard, there is immediate risk in that area for lightning strikes.
- Lightning can strike twice in the same place. If someone is struck by lightning, be aware of the risk while providing first aid to the victim.

□

Volunteer Application Process:

Every person serving in volunteer leadership positions in their respective leagues or in the District's Challenger program, shall complete and submit the 2013 Volunteer Application form provided by Little League Headquarters and shall voluntarily submit to a background check, to include a check for any history of child abuse.

In addition, Lincoln Little League shall conduct a search of appropriate statewide sex offender registry, using In addition, Leagues have been instructed that they may avail themselves of rapsheets.com and other such resources to check the background of volunteer candidates' Information about such registries is available through Little League's website and through each league's local law enforcement agency.

Leagues shall declare ineligible for service any volunteer candidate refusing to complete and submit a volunteer application. Each league president shall be the custodian of all such applications through the end of their year of service.

Concession Stand Manual:

Lincoln Little League does not operate any concessions.

Concessions at Alpenrose Dairy are operated by Alpenrose and all Policies and Procedures outlined and developed are followed by our league volunteers.

Your coach or team concession parent will organize your team's concession work schedule. Make sure you know when you are scheduled to work in the concession stand. Plan on arriving 1/2 hour early to set up and be ready to sell at game time.

The concession manager will meet with the team concession parent that will be responsible for scheduling concession duties for the team. You will be given an operations manual that will tell you how to open, set up, general rules, and closing the stand. This manual will be past on to each team, to help familiarize you with how to set up and operate the stand.

There should always be at least two adults working, and no more than three. Assign one worker for food handling, and the other for handling money and packaged food. Children under 13 are not permitted in the stand.

Cash box should be set up with start-up amount posted on the inner lid. Do not set cash box on the front counter or leave unattended. At the end of your shift count out the start-up money and set aside. Fill out deposit slip with your name and amount, have another adult verify the amount and sign the deposit. Place the deposit slip around money and put in the blue drop box located beneath the counter. Put start-up money back in the cash box.

Remember volunteers are what keep our league running!!!!

Thank You,

Concessions coordinator

Concession Policies:

General Guidelines

Concession operation is to be consistent with all provisions of the Oregon Department of Human Services, as reflected in that organization's publication entitled "Food Safety: Your Self-Training Manual". See <http://www.orfoodhandlers.com/LaneCounty/PDFs/fhManual06.pdf>

Use sanitation to clean hands often, and twice after using rest room facilities.

No one **under the age of 13** is allowed in the stand.

No more than 4 people may work at a time, and no less than two. **(One must be an adult.)**

One person should be assigned food preparation, and the others should handle money and packaged foods and drinks.

APPENDIX

Accident Reporting Form

Little League Volunteer Application

Little League Baseball Medical Release

Little League Baseball & Softball National Facility Survey