

# Pocomoke Little League

## Safety Manual

2024 Edition

Pocomoke City, MD



**Travis Cowger - President**  
**Ryan McCready - Vice President**  
**Kelly Aswell - Player Agent**  
**Chrissy Whayland - Safety Officer**  
League ID # 220-08-03

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## Important Numbers

President, Travis Cowger – 443-783-9175

Vice President, Ryan McCready – 443-235-4366

Safety Officer, Chrissy Whayland – 443-754-1186

Player Agent – Kelly Aswell – 443-614-0509

Coaching Coordinator, Jennifer Copenhaver – 410-603-5250

Umpire in Chief, Vacant

**Emergency Services: 911**

Pocomoke City Police – 410-957-1600

Worcester 911 (Non-Emergency) 410-632-1311

## **Pocomoke Little League Policy Statement and Areas of Responsibility**

### **Policy Statement**

The officers, coaches and other volunteers of the Pocomoke Little League consider the safety of the participants and spectators to be of utmost important. This plan will address various hazards and risks and provide guidelines on how to minimize exposure to accidents and injuries. The League Safety Officer and the League President are responsible for the implementation of this plan and it shall be the responsibility of all League volunteers and participants to follow the guidelines set forth herein.

### **Training**

Training is essential to the success of this plan. All managers, coaches and other volunteers will be exposed to this plan through training sessions conducted prior to the start of each season. Training shall not only address the elements of this program, but shall also include basic first aid techniques provided by qualified instructors.

### **Areas of Responsibility**

**League President** -provides volunteers with a copy of this plan and assures that the provisions in the plan are complied with.

**Safety Officer** - reviews the safety plan on an annual basis and makes changes as appropriate; reviews and completes facility survey on an annual basis; provides training including first aid for the volunteers as required; assures that first aid kits are readily available and properly stocked; assures that the concession stand is equipped with a fully charged fire extinguisher. The Safety Officer coordinates safety activities with other volunteers and reviews all accident/incident reports. The Safety Officer will have in place a tracking system, which will aid in the determination of any accident/injury trends from the safety reports submitted they will then make recommendations and implement procedures to prevent the further recurrence of reported accidents and injuries.

**Equipment Manager** - inspects all safety equipment at the start and end of each season and at least once each month during play; removes from service any equipment found to be faulty; recommends equipment purchases to the Board.

**Managers/Coach's** - inspect the field before each game to assure safe playing conditions; inspects bleachers, concession stand, lighting systems, and other facilities to assure safe conditions and reports any unsafe conditions to the proper contact for repair. If the Manager is not available, then the coach's assume the responsibility for inspecting the field for unsafe conditions prior to the start of each game

**Umpires** - enforce the Little League safety rules such as the use of protective equipment, proper cleats, throwing of bats, sliding, etc. Also use prudence and good judgment when deciding to call a game due to weather, darkness or other conditions. Unsafe conditions shall be reported to the proper contact.

**Managers/Coach's** -convey to each player that playing it safe is the only way to participate in Lime League; understand safety rules, educate each player and demand compliance; assure their players are wearing protective equipment properly and require safety equipment be worn even during practice and warm-ups. Managers/coaches are expected to provide discipline when a player performs outside the safety guidelines. Managers are responsible for completing incident reports in full for any accident or injury. In the event of an injury, the manager or coach shall provide first aid to the injured, summon emergency medical services if required, and inform the parent or emergency contact person for the injured player. Managers and Coaches will follow ALL rules as outlined by Little League International. Rules are available in the app and online at [LittleLeague.org/Rules](http://LittleLeague.org/Rules)

**Concession Manager** - is knowledgeable in food safety and safe food handling techniques and assures that concession stand and the equipment therein meet all applicable County Health Department requirements; is responsible for obtaining the necessary permits to operate the stand; assures that all food service equipment is in safe operating condition and that the stand is equipped with approved safety equipment such as ABC type Dre extinguisher and first aid

### **Safety Code**

- Responsibility for safety procedures shall be that of an adult member of the Pocomoke Little League.
- A responsible party with a cellular phone shall be available at all games and practices to call emergency services if needed.
- Managers, Coaches and umpires should have training in first aid.
- A full service first aid kit is provided in the concession stand
- Additional Rules Continue on following page

- No games or practices should be held when weather or field conditions are not good, particularly when 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 fences and not within the area defined by umpires as "in play".
- Only players, managers, coaches and umpires are permitted on the field or in dugouts during games or practices.
- When in the dugout, all players shall not be allowed to stand on the bench. Procedures should be established for retrieving foul balls batted out of playing area.
- During games and practice, all players should be alert watching the batter on each pitch.
- Players should be spaced so that no one is endangered by wild throws or missed catches during warm-up drills.
- Warm-up drills should be conducted within the confines of the playing field.
- Safety equipment shall be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear only League approved protective helmets during batting practice, while on base, while coaching first or third base, or during batting practice.
- No stickers shall be applied to the helmets.
- Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.**
- Managers should encourage all male players to wear protective cups for practices and games.
- Except when returning to a base, headfirst slides are not permitted. Sliding is not permitted at the Tee-Ball level.
- Only breakaway bases are to be used on Pocomoke Little League fields.
- Horseplay of any degree is prohibited.
- On-deck batters are not permitted (excepted in Juniors/Seniors divisions)
- Encourage parents of players who wear eyeglasses to provide "safety glasses"
- Players are not permitted to wear watches, rings, pins or metallic items during games and practices.
- The consumption of alcohol is not allowed in Worcester County parks.
- Speed limit in the parking lot shall be at 5 MPH.
- Only authorized vehicles shall be permitted beyond the parking lot.
- No swinging of bats or throwing of balls shall be permitted in the common areas of the complex.
- Playing in the parking lot is not permitted.
- Climbing of fences, dugouts or backstops is not permitted
- Only authorized personnel shall be permitted in the concession stand, press boxes, or storage sheds.

## First Aid Procedures

### First Aid Equipment

**Note: An AED is located inside the Concession Stand**

- a. First aid kit contents
  - i. 100 adhesive strips, 1" by 3"
  - ii. 20 assorted adhesive strips (knuckle, fingertip, etc)
  - iii. Wound, gauze and eye pads
  - iv. 1 roll adhesive tape, 1 1/2"
  - v. Gauze bandage, 4"
  - vi. Triangular bandage
  - vii. 1 cold pack
  - viii. 4 latex exam gloves
  - ix. 22 antiseptic towelettes
  - x. 6 each First aid and Burn cream packets
  - xi. 2 Sting relief wipes
  - xii. 1 scissors
  - xiii. 1 forceps
  - xiv. First Aid instructions

### First Aid Training

- a. All Managers, coaches and other volunteers will be trained in basic first aid and Cardiac Pulmonary Resuscitation (CPR) at the beginning of each season.
- b. An instructor certified by an accredited agency such as the National Safety Council or similar organization will teach the program based on an accepted curriculum, for instance the National Safety Council's First Aid and CPR course.
- I. c. Attendees will be taught to know their limits and when to call for EMS.
- d. Course content will be directed toward injuries most likely incurred by those playing baseball and will include:
  - i. Abrasions and contusions
  - ii. blood borne pathogens
  - iii. eye Injuries
  - iv. Fractures to extremities
    - v. Head injuries
    - vi. Heat related injuries
    - vii. Insect stings
    - viii. Rescue Breathing
    - ix. Sprains & Strains

### **What to Do in a Medical Emergency**

1. Provide first aid and summon 911 if advanced medical intervention is required. Always call 911 for head and neck injuries or heat related illnesses...error on the side of caution.
2. Notify parents or emergency contact as soon as possible if they are not at the scene.
3. Notify league officials, including the Safety Officer, as soon as possible following the incident.
4. Complete an incident investigation form within 24 hours and submit to the Safety Officer.
5. Talk to your team about the incident. They need to feel safe and understand why the injury occurred.

### **Quick Tips for Treatment of Injuries**

With a strain or sprain injury remember to

- Protect the injury site
- Rest
- Ice
- Compression
- Elevation
- Support - Remember to Listen Look and Feel
- Look for signs of injury (blood deformity, black & blue, etc)
- Listen to the injured describe what happened and what hurts.
- Calm an excited child before asking them questions.
- Feel gently and carefully the injured area for signs of swelling, deformity, or grating of broken bones.
- In the event of a suspected head or neck injury, or if unconscious don't move the patient and IMMEDIATELY CALL 911!
- Don't administer any medication to any player.
- Don't give an injured individual any food or beverage. (Water is permitted for minor injuries)
- Don't be afraid to ask for assistance until advance medical help arrives if you're not sure of the proper procedure.
- Have your players' medical clearance forms with you at all games and practices.
- Don't hesitate in reporting the incident to league officials and in completing the incident report form.

**Accident Reporting Forms are available at the Concession Stand**

**Note: A board member needs to be contacted immediately if an injury is sustained.**

### ***Prior to the Game Coaches/Managers and Umpires Shall***

- Discuss any local playing rules
- Discuss the strike zone
- Discuss conduct expectations
- Clarify calling the game due to darkness or weather
- Discuss field condition
- Discuss legal pitching motions or balks
- Get game balls
- Be sure players are not wearing jewelry or metallic objects
- Be sure players are in full uniform; shirts tucked in and hat on
- Umpires inspect equipment for damage and to meet regulations
- Ensure game starts on time

### ***During the Game Umpires and Managers/Coaches***

- Encourage speedy play by having catchers and players on the bench ready to take the field when there are two outs.
- Make sure catchers are wearing proper equipment.
- Encourage everyone to think "safety first".
- Continue to monitor the field for safe play.
- Pitchers warming up in foul territory must have a spotter and a catcher with full protective equipment.
- Keep the game moving by limiting warm up by the pitcher between innings to 8 pitches or 1 minute.
- Assure that all base runners are wearing batting helmets and that any players that coach first or third base are wearing batting helmets.
- Umpires shall make their calls loud and clear, signaling each call properly.
- Umpires shall be in the proper position to make the call.
- No arguing of any call made by the umpire, especially judgment calls.
- Managers are responsible for keeping their fans on their best behavior.
- Players shall stay in the dugout in an orderly fashion at all times.
- Players shall not engage in horseplay, use profanity, or otherwise act in a manner not consistent with Little League baseball.
- On deck batters are not permitted and the only player who is permitted to swing the bat is the player at bat.
- Umpires shall call the game at the first sign of lightening.

### ***After the Game***

- Players shall show good sportsmanship by meeting and shaking hands with the members of the opposing team and by thanking the umpires.
- Each team must clean up their respective dugout and assist the manager and coaches in picking up equipment.

### **Training Requirements**

Training is essential to the success of this plan. With this in mind Pocomoke Little League will present the following training programs.



### For All Volunteers and Parents

The League President will conduct a pre-season meeting with all league officials, managers/coaches, umpires, other league volunteers and interested parents to discuss the Little League philosophy and expectations, including appropriate conduct.

### For Managers, Coaches, and Umpires

Managers and coaches annually are to be trained in the following areas:

- First Aid techniques - training will be based on the National Safety Councils First Aid and CPR training program or similar curriculum. An instructor certified by a recognized agency will present the training. Emphasis will be placed on those injuries typical to children playing Little League baseball.
- Fundamentals of coaching techniques - coaching clinics will be held to train managers and coaches on the proper mechanics of the game with specific emphasis on age-appropriate training for the level of play and injury prevention techniques.
- League safety plan - this plan will be discussed in depth with managers, coaches and umpires and managers will be trained in the proper reporting procedures should an injury or incident occur.

### For Concession Managers

In an effort to eliminate food borne illnesses, the concession managers shall be trained in elements of the National Restaurant Associations **ServSafe** program. All volunteer concession workers shall be required to practice safe food handling and preparation techniques and will be familiarized with the following:

How food becomes unsafe

-Cross contamination

-Sanitation of equipment

-Proper hand washing and the use of gloves

-Other rules of good hygiene

-What to do if a concession worker is injured or becomes ill

### For the Ball Players

Managers and Coaches are responsible for training their players in the proper techniques of the game at their appropriate age level. They are also responsible for teaching the players the safety and conduct rules outlined in this plan. If any player walks or rides a bicycle to the field, then their Manager or Coach should talk with the player about safety while traveling to and from the field.

### Expectations for a Successful Pocomoke Little League Program

From the **players**

- To be on time for all practices and games
- To always do their best whether in the field or on the bench

- To be cooperative at all times and share team duties
- To response not only others, but themselves as well
- To be positive with teammates at all times
- To try not to become upset at their own mistakes or those of others
- To understand that winning is only important if you can accept losing, as both are important parts of any sport

#### **From the Managers and Coaches**

- To be on time all practices and games
- To be as fair as possible in giving playing time to all players
- To do the best to teach the fundamentals of the game
- To be positive and respect each child as an individual
- To set reasonable expectations for each child and for the season
- To teach the players the value of winning and losing
- To be open to ideas, suggestions or help
- To never holler at any member of my team, the opposing team or umpires.
- Any confrontation will be handled in a respectful, quiet and individual manner.

#### **From Parents and Family**

- To come out and enjoy the game and cheer to make all players feel important.
- To allow the manager and coaches to run the team.
- To try not to question the manager or coaches' leadership.
- Do not holler at the manager or coaches, players or umpires. Set a good example and be a role model for your children. Let the children play without unnecessary pressure from their parents or family.
- If a parent wishes to question decisions or strategies of the manager or coaches, please do not do so in front of the players and fans. Parents may call the manager or coach after a game if they have a

#### **For All**

Do not expect the majority of children playing Little League baseball to have strong skills. The children will make mistakes and they will learn from them. Allow the players to learn the game of baseball and to have fun, but always be there with positive support to encourage their progress!

### **FORMS**

The following form will be available to all managers and coaches prior to the start of the season. Managers and coaches can fill out the form if any discrepancies occur.

### Field and Game Safety Checklist

All umpires, managers, and coaches are responsible for checking field and equipment conditions before each game.

<b>Field Condition</b>	<b>Yes</b>	<b>No</b>	<b>Catchers Equipment</b>	<b>Yes</b>	<b>No</b>
Backstop Ok			Shin Guard Ok		
Home plate OK			Helmets Ok		
Bases secure Ok			Face mask Ok		
Bases Ok			Throat protector OK		
Pitchers mound Ok			Catchers cup Ok		
Batters box level Ok			Chest protector Ok		
Batters box marked Ok			Catchers mitt Ok		
Grass surface level Ok					
Any holes, debris					
Infield fence Ok			<b>Safety Equipment</b>		
Outfield fence Ok			First Aid Kit at C. Stand		
Foul lines marked Ok			Medical release forms		
Sprinklers Ok			Injury report forms		
Coaches box level			Cellular phone available		
Coaches box marked			Ice available		
<b>Dugouts</b>			<b>Players Equipment</b>		
Bench needs repairs			Batting helmets OK		
Fence needs repairs			Jewelry Removed		
Roof needs repairs			Bats in compliance		
Clean up needed			Gloves in compliance		
			Uniforms checked		
			Shoes checked		
<b>Spectator Areas</b>			<b>Concession Stand</b>		
Bleachers OK			First Aid Kit		
Protective screen OK			Fire Extinguisher OK		
Clean up needed			Food Service Equipment OK		

Comments:

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Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

## Pocomoke Little League Child Protection Program

Little League Baseball and Softball have always strived to create a safe and healthy environment for all Little Leaguers and their families. There are certain requirements from the SafeSport Act that Little League International and all local little league programs must adhere to.

### Reporting of Sexual Abuse involving a minor to the proper authorities

- The Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017 is a federal law which addresses mandatory reporting of child abuse.
- All volunteers of a local league are now mandated reporters and could face criminal charges if the league chooses to ignore, or not report to the proper authorities, any witnessed act of child abuse, including sexual abuse, within 24 hours.
- Local leagues must be aware of the proper procedures to report sexual abuse in their state.

#### **Those who need to report or suspect a crime can call:**

**Pocomoke City Police Department, 410-957-1600; Worcester County Sheriff's Office, 410-632-1111; or The Cricket Center in Berlin, MD, 410-641-0097, [www.thecricketcenter.com](http://www.thecricketcenter.com)**

- Pocomoke Little League will utilize USA Baseball's BASE Abuse Awareness Training. Instructions are on the following page. All managers, coaches, and volunteers that will be around children are required to complete the 30-minute training.

**ChildHelp National Child Abuse Hotline 1-800-4-A-CHILD 1-800-422-4453**

### Appropriate One-on-One Interactions

- At practices and games, volunteers should always encourage the "buddy system."
  - The "buddy system" is when a player is accompanied by another minor player or another approved volunteer.
- When traveling in vehicles, always have at least two minors in the car.
- If and when traveling with an over-night stay, players must room with players of the same age and gender.
- Physical contact should be limited to "high fives" and for administering appropriate first aid.

### Prohibited One-on-One Interactions

- Minor-age athletes should not be left unattended or unsupervised and should always be in sight of an approved adult volunteer(s).
- Volunteers should not have alone interactions outside of a Little League event:
  - Vehicle, Restaurant, Volunteer's Home, etc.
- Volunteers should not have any electronic communications with players. Any type of communication should be sent to the parents or the whole team in a mass text or email.
- Minor-age athletes may not reside with unrelated volunteers.  
It is important to never leave a child unattended. If a volunteer is left with a minor alone, volunteers should try and exhaust all options above to comply. An example, if parents are late to pick up their child ask another volunteer to stay behind with you and the child. If they are unable to stay, make sure to move to a well-lit and open space with the player.



## Directions for Abuse Awareness for Adults Course Completion

### LITTLE LEAGUE

USA Baseball's BASE (Baseball Athlete Safety Education) program is a zero-tolerance campaign for any type of abuse within the sport of baseball. All Little League coaches and volunteers are required to complete the Abuse Awareness for Adults course. Please follow the instructions below to complete the course.

More information including the USA Baseball Ineligible List and the Online Reporting Form for abuse within the sport can be found at [www.USABASE.org](http://www.USABASE.org). Please contact [Develops@USABaseball.com](mailto:Develops@USABaseball.com) if you need additional support.

#### 1. **Create an Account or Sign in to USABDevelops.com**

- a. Go to [USABDevelops.com](http://USABDevelops.com) or the download the [USA Baseball App](#).
- b. Click "Sign in/Register"
- c. Enter all required information
- d. Select your league from the "Little League – Local Leagues" drop-down menu and click "+Join"
  - i. If you have an existing account, click your name in the top right corner, select MY ACCOUNT, and then UPDATE MY PROFILE to link your account with your local Little League.

#### 2. **Complete Abuse Awareness for Adults course\***

- a. Click EDUCATION
- b. Select COURSES
- c. Click "Abuse Awareness for Adults" ➤ "+Enroll" ➤ "Go to Course"
- d. Complete the course

\*If you have completed the Abuse Awareness for Adults course in the past and need an updated certificate, please select the Restart Course button.

- a. Click your name in the top right corner and select MY ACCOUNT
- b. Select COURSES
- c. Scroll to the Abuse Awareness for Adults course and click RESTART COURSE

#### 3. **Download Certificate**

- a. Click your name in the top right corner and select MY ACCOUNT
- b. Select COURSES
- c. Scroll to the Abuse Awareness for Adults course and click DOWNLOAD CERTIFICATE