

BELLEVUE WEST LITTLE LEAGUE

League Number: 04470901

2018

SAFETY PLAN

**For
Volunteers and Parents**

SAFETY FIRST!

In case of emergency CALL 911

**Then notify the acting League Safety Director,
Randy Reeves, within 48 hours at 206-947-9979
Or BWLL President, Ross Peyton, at 206-890-4648
See Section D.1 for additional details.**

For on-line safety information, visit the Safety Page of the Bellevue West Little League website at www.BWLL.org.

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ASAP - What is it?

In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". In order to be an ASAP-compliant league, a Little League approved Safety Program must be filed with Williamsport.

BWLL Safety Program and Plan

The goal of the Safety Program is to increase the safety of activities, equipment, and facilities through education, compliance, and reporting. In support of the attainment of this goal, Bellevue West Little League (BWLL) commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the program.

The plan to make the Bellevue West Little League safe for all includes the BWLL Code of Conduct, the Safety Code, the Safety Manual, and other pertinent reporting. In addition, attached is the Facility Survey required by the safety program. These documents outline specific safety issues and the Bellevue West Little League policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents.

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A. ORGANIZATION

Director of Safety

One of the elected members on this Board is the Director of Safety. For the 2018 season, the acting Director of Safety is Randy Reeves. This individual acts as Bellevue West Little League primary point of contact for the creation and enactment of the Safety Plan. The Director of Safety authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are then presented to the Board for approval and ratification (usually in February or March) for the upcoming season as well as a budget for safety equipment including manager safety kits.

The ultimate responsibility for ensuring compliance of the Safety Plan lies with the Director of Safety. Because of the size of Bellevue West Little League, and to provide more width to the enforcement of the plan, **each Bellevue West Little League Board member is tasked with ensuring the overall Safety Plan compliance.** The plan is submitted for District 9 approval. **SAFETY FIRST!**

Board Meetings

The Board meets generally once every month. The date and times of Board meetings are published on the league website; www.BWLL.org. All volunteer and parents are encouraged to attend and make suggestions on safety-related issues.

The Director of Safety is included on every meeting's agenda. Besides providing an opportunity for the Safety Director to inform and update the other Board members on the status of certain safety initiatives (whether they be at the local, District, or Headquarters level), it also ensures the continued awareness and attention to the subject of safety within Bellevue West Little League. **SAFETY FIRST!**

Safety Committee

In 1999, Bellevue West Little League formally assembled the Safety Committee. This committee has the primary responsibility to consider, discuss, and recommend courses of action regarding any safety issues that may present itself to the League. For example, this committee confers annually to assist the Director of Safety to prepare the first draft of the League's Safety Plan updates to be distributed to the Board for comment. The Safety Committee consists of the:

Director of Safety	Randy Reeves
League President	Ross Peyton
Chief Umpire	Dan Miller
Director of Baseball	Ross Peyton
Director of Fields and Grounds/Facilities	Dan Miller and Jeff Ginsberg

Rules Committee

This committee, consisting of the League President, Player Agent, the Chief Umpire VPs of Baseball and Softball are responsible for drafting any proposed new or modified Local Rules for Bellevue West Little League. Areas such as competitive balance, player participation, speed of play, and safety are discussed and any changes or additions are presented to the Board for discussion and/or ratification. Each and every year, this committee evaluates existing Local Rules and considers any necessary changes and/or additions to these rules with proper consideration to **SAFETY FIRST!**

Background Checks

Yearly background checks are made of all volunteers, including coaches and board members. Required information for background checks must be submitted with the on-line registration of players or sent directly to the Player Agent for submission. BWLL currently uses the new volunteer and returning volunteer forms provided by LL. Examples are at the link below and include the LL Volunteer Application and LL "Returning" Volunteer Application.

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These forms are used in conjunction with our First Advantage / Little League International background checks to review and screen all volunteers. The data from the volunteer form including the picture ID is used support and research any findings from the background checks that may need further review. 2018 forms are currently being updated on the littleleague.org web site. Please find link below to access and review 2018 forms when they become available. <http://www.littleleague.org/learn/forms.htm>

B. CODE OF CONDUCT

The BWLL Code of Conduct has been adopted by the Board of Directors.

This Code is enforced by the Director of Safety, the League President, the League's Vice Presidents, and when appointed, the Challenger Director. All league officers, participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and/or make any revisions to this Code of Conduct from year to year, as necessary. As of April 30 the Code will be posted on the BWLL website and all volunteers, parents, and players will be notified.

- Speed Limit 5 mph in roadways and parking lots while attending any Bellevue West Little League function. Watch for small children around parked cars.
- No Alcohol allowed in any parking lot, field, or common areas. No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Use Crosswalks when crossing roadways. Always be alert for traffic.
- **No Profanity please.**
- **No Swinging Bats at any time**
- **Batting helmets, preferably with face guards, protective cups with athletic supporters and catcher's gear** (for catchers) must be worn at all appropriate times – and cups at all times on the field! Players must wear helmets **during all hitting drills** including “soft-toss” and when using batting tees.
- No throwing balls against dugouts or against backstop. Catchers in full gear must be used for all batting practice sessions. Proper protective net protectors may be substituted for catchers.
- **No throwing baseballs or softballs at any time within walkways and non-practice common areas.**
- No throwing rocks.
- No horse- play in walkways at any time.
- No climbing fences.
- **No climbing or standing on top of dugouts.**
- No pets are permitted at games or practices unless leashed and per city codes.
- During games, only a player on the field and at bat may swing a bat (Age 5 - 12).
- Observe all posted signs. Players and spectators should be alert at all times for Foul Balls and Errant Throws.
- During game, players must remain in the dugout in an orderly fashion at all times. Next up batters are to remain behind protective screening until their turn at bat.
- After each game, each team must clean up trash in dugout and around stands.
- **All bicyclists and skateboarders are to follow City ordinances and speeds are not to exceed a normal walk and helmets are to be worn at all times. Bicyclists always ride “with traffic” on City streets.**

Failure to comply with this Code of Conduct may result in expulsion from the game

Fields used by Bellevue West Little League do not have concession stands.

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C. SAFETY CODE

SAFETY FIRST!

The Bellevue West Little League Safety Code has been adopted by the Board of Directors and is enforced by the Director of Safety the League's Vice Presidents, all Board of Director members. All league officers, participants, employees and volunteers are required to abide by this code.

It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary subject to the approval of the Bellevue West Little League Board of Directors.

Bellevue West Little League Safety Code

- Responsibility for Safety procedures should be that of each knowing adult member of Bellevue West Little League.
- **A continually strong educational effort should be instituted and maintained by BWLL including but not limited to:**
 1. **Signage to promote safety should be instituted and maintained by the League.**
 2. **Safety information provided to all families through the league newsletter.**
 3. **Other means of information and training including first aid and obtaining health cards.**
- Arrangements should be provided for in advance of all games and practices for emergency medical services. **All Managers (or designee) shall have access to a telephone (cell phone is acceptable) at all practices and games for the sake of safety.**
- **BWLL League will conduct background checks on all managers, coaches, and board members to ensure safety of all players and participants in the League, as directed by Little League, Inc.**
- **All managers and coaches must complete specified training in areas of baseball/softball fundamentals, coaching skills and techniques and first aid training. Selection and retention of managers and coaches is based on completion of such training in addition to positive personal attributes in working with kids.**
- Managers, coaches and umpires should have **training in first aid.**
- Managers and coaches must have a **first aid kit** at each practice and game. Contact the Safety Officer if more supplies are needed for the kit during the season. *These are included with equipment hand out at the beginning of the season to each team.*
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate **or when lightning is near enough to be seen. Lightning can travel between 8 and 10 miles laterally. Do not take chances with the players or other individuals. When lightning is near enough to be seen, all players are to be removed from the fields and dugouts and put in cars with no feet or limbs outside windows or doors. No metal is to be carried between moving it from the fields to the cars. Metal bats, et al are to be put into cloth bags and taken to the appropriate cars. During lightning conditions, stay clear of all metal fencing. Warn any other people in the area to move to safety.**
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects. **All managers and umpires will walk the field before all games and practices to inspect for safety. SAFETY FIRST!**
- 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.

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- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered **by wild throws, swinging bats, or missed catches.**
- **Coaches are responsible for regularly inspecting the condition of the equipment** as well as for proper fit, and going to the league for replacement equipment as needed.
- **Batters must wear** Little League approved **protective helmets** during **batting practice and games including "soft-toss" an when using batting tees.**
- Catcher must wear catcher's helmet, mask, **throat guard**, long model chest protector, shin guards, and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.**
- **All male players must wear protective cups and supporters for practices and games. All players are encouraged to wear mouth guards, especially if they have braces or for general protection.**
- Managers and coaches **must** familiarize themselves regarding **headfirst slide rules** for their age division as governed by Little League Rules.
- **During sliding practice, bases should not be strapped down or anchored or safety bags should be used. Separate bases near the permanent bases are suggested.**
- At no time should "horse play" be permitted on the playing field
- Parents of players who wear glasses should be encouraged to provide "safety glasses."
- Managers, Coaches, Parents and Players should take precautions to avoid heat stress or exhaustion by encouraging players to drink fluids, particularly **water**, frequently, especially on "warm" or hot days.
- Player must not wear watches, rings, pins or metallic items or **plastic hair beads** during games and practices.
- Reduced impact balls (RIF 1, RIF 5 and "IncrediBalls") are used for T-Ball, Dukes (machine pitch) and softball 89er divisions of play.
- **When the pitcher uses an "IncrediBall (RIF) or equivalent", the Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. If the pitcher is using a "hard ball (baseball or softball), the catcher shall be in full gear.** 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. **NO EXCEPTIONS.** Managers and Coaches may warm up and catch for pitchers during practice.
- On-deck batters are not permitted
- **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.)
- **Coaches, Umpires and league officials should at all times enforce the current Little League rules and guidelines as published in the 2016 LL rulebooks.**
- **SAFETY FIRST!**

D. SAFETY MANUAL

1. INJURY REPORTING

Concerning injuries, the following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers

WHAT TO REPORT –

An incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the Director of Safety. 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.

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WHEN TO REPORT –

All such incidents described above must be reported to the Director of Safety (Safety Officer) *within 48 hours* of the incident. The acting Director of Safety for 2018 is Randy Reeves. He can be reached at the following:

Day Phone: 206-947-9979

Weekend & Evenings: 206-947-9979

Email: Randy Reeves at rreeves@windermere.com

If the Safety Officer is not available, first attempt to contact the BWLL President, then the Director of Baseball or Softball, as appropriate. How to make the report –

HOW TO MAKE THE REPORT –

Reporting incidents can come in a variety of forms. Most typically, they are *telephone conversations with follow up by fax or email*. At a minimum, the following information must be provided to the Safety Officer or President of the League (**sample form at end of this section**):

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

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LITTLE LEAGUE® BASEBALL AND SOFTBALL
ACCIDENT NOTIFICATION FORM
INSTRUCTIONS



Send Completed Form To:
 Little League International
 539 US Route 15 Hwy, PO Box 3485
 Williamsport PA 17701-0485
Accident Claim Contact Numbers:
 Phone: 570-327-1674 Fax: 570-326-8280

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. *Limited* deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	Age
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
Address of Claimant		Address of Parent/Guardian, if different	

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date of Accident: _____ Time of Accident: AM PM

Type of Injury: _____

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

<input type="checkbox"/> BASEBALL	<input type="checkbox"/> CHALLENGER (5-18)	<input type="checkbox"/> PLAYER	<input type="checkbox"/> TRYOUTS	<input type="checkbox"/> SPECIAL EVENT (NOT GAMES)
<input type="checkbox"/> SOFTBALL	<input type="checkbox"/> T-BALL (5-8)	<input type="checkbox"/> MANAGER, COACH	<input type="checkbox"/> PRACTICE	<input type="checkbox"/> SPECIAL GAME(S)
<input type="checkbox"/> CHALLENGER	<input type="checkbox"/> MINOR (7-12)	<input type="checkbox"/> VOLUNTEER UMPIRE	<input type="checkbox"/> SCHEDULED GAME	(Submit a copy of your approval from Little League Incorporated)
<input type="checkbox"/> TAD (2ND SEASON)	<input type="checkbox"/> LITTLE LEAGUE (9-12)	<input type="checkbox"/> PLAYER AGENT	<input type="checkbox"/> TRAVEL TO	
	<input type="checkbox"/> JUNIOR (13-14)	<input type="checkbox"/> OFFICIAL SCOREKEEPER	<input type="checkbox"/> TRAVEL FROM	
	<input type="checkbox"/> SENIOR (14-16)	<input type="checkbox"/> SAFETY OFFICER	<input type="checkbox"/> TOURNAMENT	
	<input type="checkbox"/> BIG LEAGUE (16-18)	<input type="checkbox"/> VOLUNTEER WORKER	<input type="checkbox"/> OTHER (Describe)	

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature

DIRECTOR OF SAFETY'S RESPONSIBILITIES –

1. The Director of Safety will receive this injury report and will enter it into the league's safety database.

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2. Within 48 hours of receiving the incident report, the Director of Safety 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 Bellevue West Little League insurance coverage's and the provisions for submitting any claims for reimbursement.
3. If the extent of the injuries are more than minor in nature, the Director of Safety 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).

2. OTHER HEALTH ISSUES

General Health

PHYSICAL EXAMS –

With regard to the general health of its participants, Bellevue West Little League shall communicate the following wording (or as modified from time to time) in its Registration Booklet, through its website and through its coaches:

"While physical exams are not required by league policy, National Little League 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 Approval and 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 as part of each player's annual application. This form can be found on the www.BWLL.org site under the forms section.

CONCUSSION TRAINING –

Training for Managers and COACHES

All managers and coaches must read and sign this document prior to beginning practices or participation in a game.

THE FACTS

- A concussion is a **brain injury**.
- All concussions are **serious**.
- Concussions can occur **without** loss of consciousness.
- Concussions can occur **in any sport**.
- Recognition and proper management of concussions when they **first occur** can help prevent further injury or even death.

WHAT IS A CONCUSSION?

A concussion is an injury that changes how the cells in the brain normally work. A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goalpost. The potential for concussions is greatest in athletic environments where collisions are common.' Concussions can occur, however, in **any** organized or unorganized sport or recreational activity. As many as 3.8 million sports- and recreation-related concussions

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occur in the United States each year.

RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, you should watch for the following two things among your athletes:

1. A forceful blow to the head or body that results in rapid movement of the head.
-and-
2. Any change in the athlete's behavior, thinking, or physical functioning. (See the signs and symptoms of concussion.)

SIGNS AND SYMPTOMS SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

Adapted from Lovell et al. 2004

Athletes who experience any of these signs or symptoms after a bump or blow to the head should be kept from play until given permission to return to play by a health care professional with experience in evaluating for concussion. Signs and symptoms of concussion can last from several minutes to days, weeks, months, or even longer in some cases. Remember, you can't see a concussion and some athletes may not experience and/or report symptoms until hours or days after the injury. If you have any suspicion that your athlete has a concussion, you should keep the athlete out of the game or practice.

PREVENTION AND PREPARATION

As a coach, you can play a key role in preventing concussions and responding to them properly when they occur. Here are some steps you can take to ensure the best outcome for your athletes and the team:

- **Educate athletes and parents about concussion.** Talk with athletes and their parents about the dangers and potential long-term consequences of concussion. For more information on long-term effects of concussion, view the following online video clip: <http://www.cdc.gov/ncipc/tbi/CoachesToolkit.htm#Video>
- Explain your concerns about concussion and your expectations of safe play to athletes, parents, and assistant coaches. Pass out the concussion fact sheets for athletes and for parents at the beginning of the season and again if a concussion occurs.
- **Insist that safety comes first.**
 - Teach athletes safe playing techniques and encourage them to follow the rules of play,
 - Encourage athletes to practice good sportsmanship at all times.
 - Make sure athletes wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards).

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- o Protective equipment should fit properly, be well maintained, and be worn consistently and correctly,
- o Review the athlete fact sheet with your team to help them recognize the signs and symptoms of a concussion.
- o Check with your youth sports league or administrator about concussion policies.
- o Parents and athletes should sign the concussion policy statement at the beginning of the sports season.
- **Teach athletes and parents that it's not smart to play with a concussion.** Sometimes players and parents wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let athletes persuade you that they're "just fine" after they have sustained any bump or blow to the head. Ask if players have ever had a concussion.
- **Prevent long-term problems.** A repeat concussion that occurs before the brain recovers from the first- usually within a short period of time (hours, days, or weeks)-can slow recovery or *increase* the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, and even death. This more serious condition is called *second impact syndrome*+ " Keep athletes with known or suspected concussion from play until they have been evaluated and given permission to return to play by a health care professional with experience in evaluating for concussion. Remind your athletes: **"It's better to miss one game than the whole season."**

ACTION PLAN

WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?

1. **Remove the athlete from play.** Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.
2. **Ensure that the athlete is evaluated right away by an appropriate health care professional.** Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
 - Cause of the injury and force of the hit or blow to the head
 - Any loss of consciousness (passed out/knocked out) and if so, for how long
 - Any memory loss immediately following the injury
 - Any seizures immediately following the injury
 - Number of previous concussions (if any)
3. **Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.** Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
4. **Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion, a repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems.** Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play.

If you think your athlete has sustained a concussion Take him/her out of play, and seek the advice of a health care professional experienced in evaluating for concussion.

For more information and to order additional materials tree-of-charge, visit:
<http://www.cdc.gov/concussion/HeadsUp/youth.html>

For more detailed information on concussion and traumatic brain injury, visit:
<http://www.cdc.gov/ncipc/tbi/TBI.htm> .

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MANAGER & COACHES RECORD OF TRAINING AND AGREEMENT TO COMPLY WITH CONCUSSION AND HEAD INJURY REQUIREMENTS –

As a condition of managing or coaching I have read the manager and coaches training information and will follow with practices on Concussions and Head Injuries, including educating my parents and players. I will also comply with all my league's policies regarding Concussions and Head Injuries. I will sit a player out when in doubt and not allow that player to return to practice or a game until cleared by professional medical personnel.

Manager/Coach (Printed name)

DATE

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. **SAFETY FIRST!**

The Heimlich Maneuver

The Heimlich maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation.

When approaching a choking person, one who is still conscious, ask: "Can you cough? Can you speak?"

If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.

TO PERFORM THE HEIMLICH:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person's breastbone (sternum), but above the naval;
- Wrap second hand firmly over this fist;

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- Pull the fist firmly and abruptly into the top of the stomach.

It is important to keep the fist below the chest bones and above the naval (belly button).

The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).

These will be violent thrusts, as many times as it takes.

FOR A CHILD:

- Place your hands at the top of the pelvis;
- Put the thumb of you hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child becomes limp.

Most individuals are fine after the object is removed from the airway. However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought. Call 911 or go to the local emergency room.

Lightning Evacuation Procedures- SAFETY FIRST!

- **Stop Game/Practice if lightning can be seen or it is loud above 45 decibels (generally this is louder than a normal conversation).**
- **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. If in doubt, do not continue game or practice. Keep limbs inside the car away from metal. Do not make contact with the car or the ground. Do not stay in the dugout!**

Some Important Do's and Don'ts

DO...

- Reassure and aid children who are injured, frightened, or lost
- Provide, or assist in obtaining, medical attention for those who require it.
- **Know your limitations.**
- Carry your first-aid kit to all games and practices
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with your first-aid kit.
- 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 either on site or nearby.

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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
- **Leave an unattended child at a practice or game**
- Hesitate to report any present or potential safety hazard to the Director of Safety immediately.

Confidential Medical Conditions

3. STORAGE SHED PROCEDURES

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

- All individuals with keys/combinations to the Bellevue West Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, etc.* **LOCK UP WHEN YOU ARE DONE WITH THE SHED(S).**
- Before you use any machinery located in the shed please locate and read the written operating procedures for that equipment.
- All chemicals or organic materials stored in Bellevue West Little League sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

4. REMINDERS FOR COACHES

Make sure you have correctly filled out the Play-Safe disclosure statement and sent it to the appropriate party. (If you need more forms, contact the Director of Safety).

- Bellevue West Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible.
- Check your "Mail Box" regularly for league updates, memorandum, and special notices.
- Check the Bellevue West Little League Home Page frequently- it is a valuable resource for information including a complete league calendar and the names of the Board of Directors.
- The manager of each team is responsible for walking the field before each use to remove **any** hazards, from rocks to holes and debris.

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

5. MANAGER'S EXPECTATIONS

WHAT DO I EXPECT FROM MY PLAYERS?

- to be on time for all practices and games.
- to always do their best whether in the field or on the bench.
- to be cooperative at all times and share team duties.

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- to respect not only others, but themselves as well.
- to be positive with teammates at all times.
- to try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- to understand that winning is only important if you can accept losing, as both are important parts of any sport.

WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

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

WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- to come out and enjoy the game. Cheer to make all players feel important.
- to allow me to coach and run the team.
- to try not to question my leadership. All players will make mistakes and so will I.
- do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. The children need an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- if you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.

Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits.

Managers and Coaches receive:

- Safety kit
- Copy of the league safety program
- Local rules
- Managers manual

6. PHONE NUMBERS

Department	Phone Number
City Police Emergency #	911

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City Police and other Non-Emergency #s:	Clyde Hill (425) 454-7187 Medina (425) 233-6420 Bellevue (425) 452-6952 Bellevue Field Closure Line (425) 452-4860
County Sheriff Emergency #:	911
County Sheriff Non-Emergency #:	911

Board of Directors Names and Numbers for Safety Plan

Name	Position	Phone Number
Randy Reeves	Safety Officer	Cell: 206-947-9979
Ross Peyton	President	Cell: 206-890-4648
Mat Rocha	VP Softball	Cell: 415-290-4999

Committee Names and Phone Numbers for Safety Plan

Name	Position	Phone Number
Randy Reeves	Safety Officer	206-947-9979
Ross Peyton	President	206-890-4648
Mat Rocha	VP Softball	415-290-4999
Dan Miller	Field Coordinator/Scheduler	206-396-9365

E. 2016 TRAINING

For Coaches, players, umpires

Concussion Awareness -

This is what has now become known as the Zackery Lystedt law/issue in the state of Washington. Though we currently have no hard requirement from our facility providers, (fields, School Districts, parks departments) we have incorporated review materials in the area of concussion awareness for both our coaches and parents/players. This consists of two separate flyers/sign off sheets to show that the coaches and the parents/players have been given information about this issue. These materials are taken from the CDC and provided to our local league via our District 9.

They are available on the www.BWLL.org site in the forms and documents section.

First Aid Training

The BWLL Board will review the Safety Plan outline provided by Little League Baseball on the national website at http://www.littleleague.org/Assets/forms_pubs/asap/First_Aid_Clinic_Outline.pdf. The League Safety Officer will forward the information to all coaches and league volunteers and arrange for a First Aid Clinic to review the information with coaches and volunteers. At least one coach from each team will be required to attend. Coaches

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and volunteers will be instructed to follow the "PRICES" protocol described in the outline and will also be instructed on emergency procedures in the event that the participant needs professional care. BWLL will look at additional opportunities for First Aid training to supplement the above.

Manager and Coaches baseball and softball skill and safety training

(One Representative from each team (coach or manager) is required to attend every year and that all coaches and managers are required to attend at least once every three years).

- March 2018. One coach or manager from every team is required to attend a coaching clinic sponsored by the league.

Player Skill and Safety Training

- BWLL-organized "Winter Work-out" clinics for baseball and softball at *Bellevue Baseball Club facility (Bellevue, WA.)* Every Sunday from about January 14, 2018 to about February 18, 2018, will focus on throwing, base running, fielding, hitting, and pitching (as appropriate). Approximate schedule below:
 - 1) 1:30 - 2:30 (1st session - machine pitch players)
 - 2) 2:30 - 4:00 (2nd session - 9-10 year olds)
 - 3) 4:00 - 5:30 (3rd session - 11-12 year olds)
- Skill assessments for all player-pitch baseball and softball players will be conducted on about January 27, 2018 at the Bellevue College field house.
- March 2018 - Clinic with Bellevue High School Baseball team to be held in conjunction with Opening Day
 - o Bellevue West players get to meet the high school coaches and players, go through the standard warm up sequence, and then work through batting, base running, infield, and outfield stations. In addition, players who expressed interest in pitching or catching received additional instruction in these specialized areas.

F. FIELD SAFETY

1. Field Preparation

The BWLL prepares the fields for practice and play. **Field preparation is one of the most important safety activities of the league and its volunteers.** A smooth field devoid of hazards limits bad hops and twisted ankles, while increasing player confidence. Field prep is done with tractors and by hand with drags, rakes and shovels, and it is the managers' and umpires' responsibility to walk the fields before each game to OK the field for use.

2. Facility Survey

BWLL plays on fields that are fairly simple with no concession stands, scoreboards or other structures or facilities adjacent to in some cases small sheds and bleacher areas. Some of our fields do not have dugouts but just backstops and fences. These and other features are noted on the Facility Survey form. On-site facility inspections by the Director of Safety and the Facilities Coordinator will be conducted during the winter, early spring and during the 2018 season.

G. Medical Conditions

All medical conditions are requested from parents and included with the player information that is provided to the coaching staffs.