

Missouri City Little League

Missouri City, Texas

Safety Manual



2011

Managers & Coaches



League ID# 343-16-06

Missouri City



Little League Baseball

2011 Board Members

Name	Position	Email	Phone #
Jason McCafferty	President	jmccafferty@leachmancardiology.com	713-715-9991
Doug Donovan	Vice-President / Director – Safety / Player and Coach Development	doug.donovan@hines.com	281-782-4039
Paul Guilbeau	Treasurer/ IT & Communication	pguilbea@cisco.com	281-261-7936
Janell Daniels	Secretary / Team Mom Coordinator	kjaniels8@aol.com	713-858-6449
Blinda Cooper	Director - Special Events	coopermanagement@verizon.net	281-435-7692
John Cummins	Player Agent / MVP League Coordinator	jwcummins@yahoo.com	832-259-5410
Karl Baron	Director - Equipment & Uniforms	kdbaron2000@yahoo.com	713-416-2911
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Ray Johnson	Chief Umpire; Director – Kid Pitch	rayfj1@yahoo.com	281-416-7413
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Jason Mallory	Director - Machine Pitch & T-ball	jkmallory@att.net	832-454-1720
Benny Moreno	Director - Concessions & Select League Coordinator	morenofan03@aol.com	281-499-3842
Alvin Williams	Director - Jr & Sr Program & Tournaments	acwillia@gmail.com	281-352-1003



Missouri City Little League **Code of Conduct**

The Board of Directors of Missouri City Little League (MCLL) has adopted the following Code of Conduct applicable to all Board Members, Managers, Coaches, Players and Spectators. All managers and coaches are required to read the Code of Conduct and sign in the space provided, acknowledging that he or she has read, understands and agrees to comply with the Code of Conduct. Remove the signature section from the Code of Conduct below and return to the Safety Officer.

No Board Member, Manager, Coach, or Spectator Shall:

- ❖ Make contact with or threaten league official.
- ❖ Direct verbal abuse to a league official for any real or imaginary belief of a wrong decision or judgment.
- ❖ Be guilty of an objectionable demonstration following a ruling by throwing bats, helmets, gloves, hats or any other object.
- ❖ Be guilty of using tactics during game play that could injure a player from the opposing team.
- ❖ Be guilty of a physical attack on a board member, manager, coach, player or spectator.
- ❖ Be guilty of using profanity or vulgar language at any time.
- ❖ Appear within the boundaries of MCLL while in an intoxicated state. Intoxicated will be defined as an odor or behavior issues.
- ❖ Not smoke while in the stands, on the field of play or in the dugouts at any time.
- ❖ Not speak disrespectfully to any manager, coach, player, spectator, official or representative of the league.
- ❖ Not overly challenge the umpire's authority to rule on a play. All umpires have the authority and discretion to penalize an offender during a game, up to and including removal from the game.

The MCLL Board or Directors will review any infraction of the league's Code of Conduct and depending upon the seriousness of the infraction, may impose additional penalties, up to and including expulsion from the league.

I have read Missouri City Little League's Code of Conduct carefully and promise to adhere to its rules and regulations.

Manager (Print)

Team Name & Division

Manager Signature

Date

Assistant Coach

Assistant Coach



MCLL Facility Rules & Regulations:

Below is a list of rules and regulations that **ALL** patrons of MCLL must follow!

- ❖ **Speed Limit is 10 mph** in roadways and parking lots while attending any MCLL function. Watch for small children around parked cars.
- ❖ **No Alcohol** allowed in any parking lot, field or common areas within the MCLL complex.
- ❖ **No Playing in Parking Lots** at any time.
- ❖ **No Profanity** at any time.
- ❖ **No Swinging Bats** at any time within the common areas of the MCLL complex. This includes outside of the batting cages.
- ❖ **No Throwing Baseballs** at any time within the common areas of the MCLL complex.
- ❖ **No Throwing Rocks.**
- ❖ **No Climbing** fences, grandstand covers, dugouts, etc.
- ❖ **No Pets** are permitted within the MCLL complex.
- ❖ **Only a Player on the Field** and at bat may swing a bat (ages 4-12). Juniors and Seniors (ages 13-16) on the field and at bat or in the on deck circle.
- ❖ **Observe all Posted Signs.** Players and spectators should be alert at all time for foul balls and errant throws.
- ❖ **During The Game,** when your team is batting, players must remain in the dugout area in an orderly fashion at all times.
- ❖ **After Each Game,** each team must clean up trash in dugouts and around the stands.
- ❖ **All Gates to the Field Must Remain Closed and Secured** at all time during a game.
- ❖ **No Children Under Age 16** are permitted in the concession stand unless supervised by an adult.

Failure to comply with the above rules may result in expulsion from the MCLL complex.

Expectations of Players, Parents and Coaches:

What do I expect from the players?

- ❖ To always do their best on or off the field.
- ❖ To be cooperative at all times and share team duties.
- ❖ To respect all others, as well as themselves.
- ❖ To be positive with teammates at all time.
- ❖ To try not to become visibly 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 part of any sport.

What do I expect form the parents?

- ❖ To come and enjoy the game. Cheer to make all players feel important.
- ❖ To allow me to coach and run the team.
- ❖ Do not scream at the coaches, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate the negative comments, the children will have the opportunity to play without an unnecessary pressure and will learn the value of sportsmanship.
- ❖ If you wish to question the strategies or leadership of the coaches please do not do so in front of the players or fans. Make contact privately if you have a concern.

What can you and your child expect from the coach?

- ❖ 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, suggestion or help.
- ❖ To never yell at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

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

MCLL Volunteers

Missouri City Little League is a 100% volunteer organization. A volunteer is anybody that dedicates their time and resources to MCLL. This includes but is not limited to Board Members, Managers, Coaches, Team Moms, Umpires (in some cases), Concession Workers, etc. MCLL is dedicated to providing our players with a safe and enjoyable LL experience.

In order to qualify to be a volunteer at MCLL the following requirements **MUST** be met:

- ❖ Provide MCLL with a completed copy of the Little League Volunteer Application – 2011
- ❖ Provide MCLL with a photocopy of your state issued drivers licenses or state issued ID card
- ❖ Must pass a national background check
- ❖ Must pass a criminal check

If you wish to assist MCLL in any capacity for the upcoming season, please make sure to fill out the application on the following page and turn it in to a league official!

Volunteer form here

***Found on MCLL Website under
Forms and Handouts***

Missouri City Little League's
Safety Plan:

MCLL Emergency Contact Numbers:

Missouri City Emergency Response.....	911
MCLL Hotline.....	(281) 778-6255
Missouri City Police (non-emergency).....	(281) 403-8700
Missouri City Fire & Rescue (non-emergency).....	(281) 403-4300
Poison Control.....	(800) 222-1222

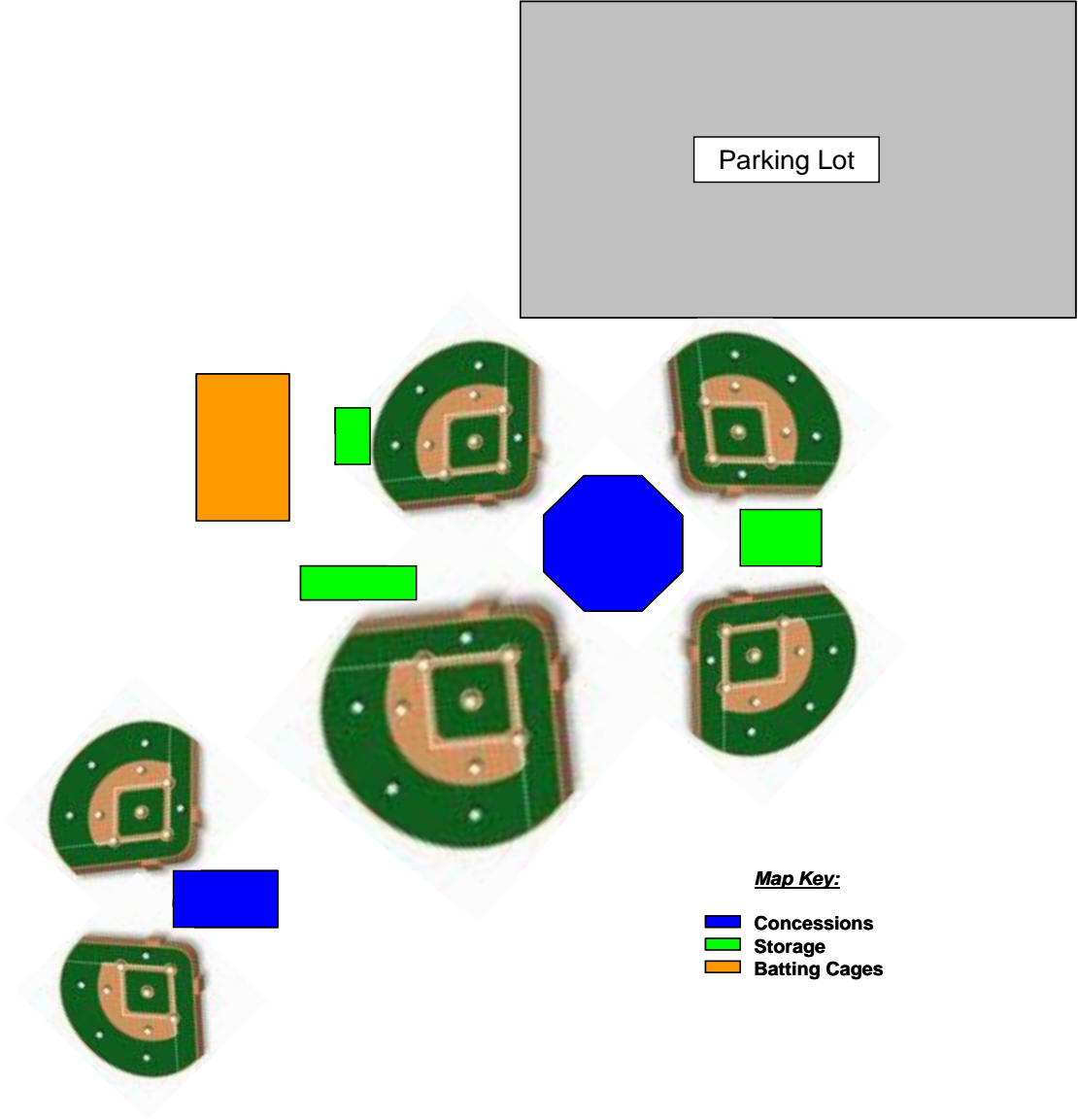
INTRODUCTION

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". This manual is offered as a tool to place some important information at the manager's and coach's finger tips.

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all safety violations or hazardous conditions to the MCLL Safety Officer.

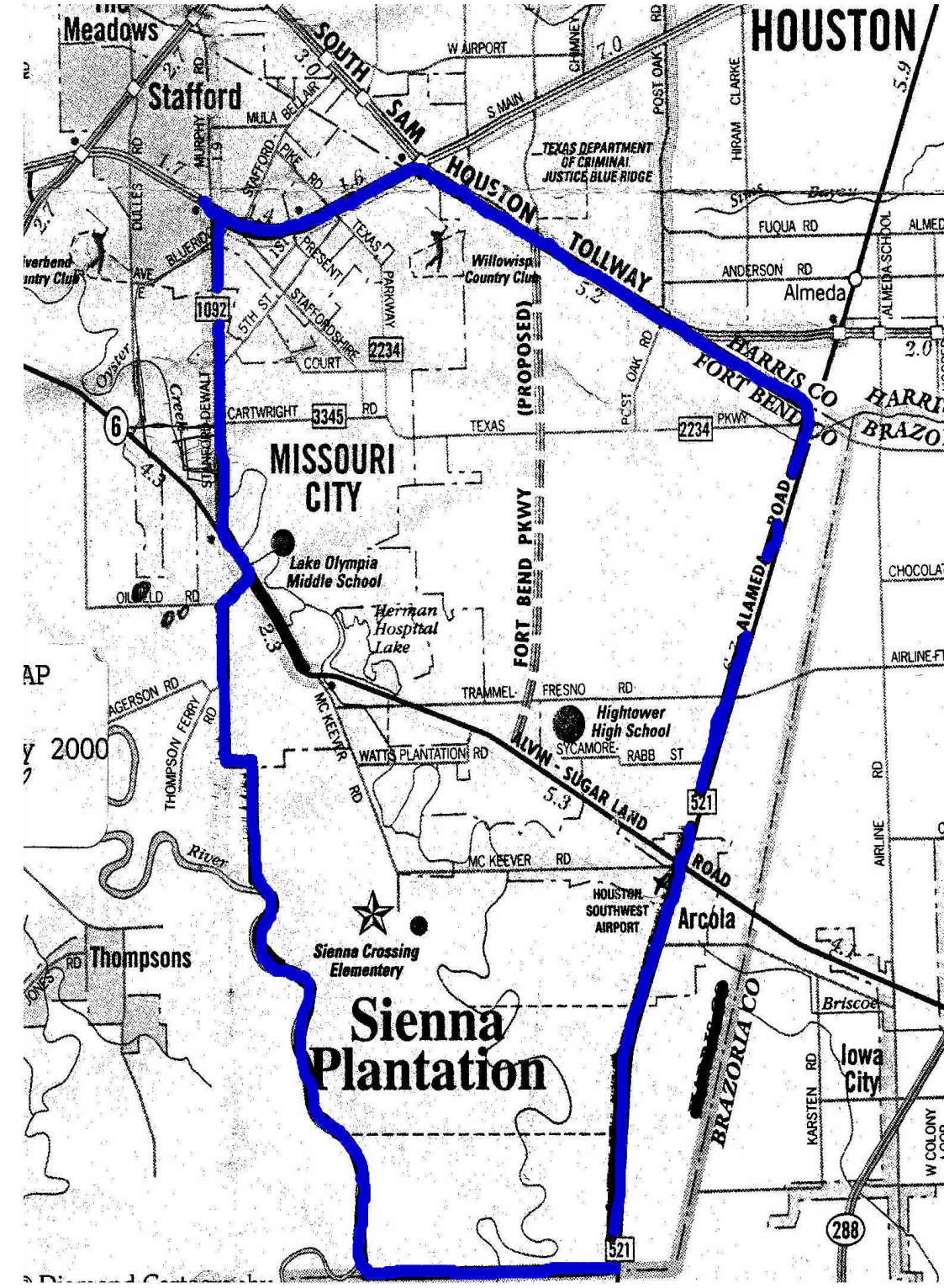
MCLL Site Map:



Map Key:

- Concessions
- Storage
- Batting Cages

MCLL Boundary Map



MCLL Facility Survey

Copy Sent to LLB in Williamsport, PA.

Page 1 here

Page 2 here

Page 3 here

Page 4 here

Page 5 here

Safety Officer Responsibilities

The MCLL Safety Officer has the following responsibilities:

- ❖ Assisting parents and individuals with insurance claims and will act as the liaison between the league's insurance company and the parents and/or individuals.
- ❖ Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- ❖ Installing First-Aid kits in all concession stands and restocking the kits as needed.
- ❖ Make Little League's "**No Tolerance with Child Abuse**" clear to all.
- ❖ Inspecting concession stands and checking fire extinguishers.
- ❖ Checking the fields with field managers and listing areas the need attention.
- ❖ Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- ❖ Making spot checks at practices to ensure all managers have their First-Aid kits and medical release forms.
- ❖ Tracking all injuries and near misses in order to identify injury trends.

We Must Think Safety, The Kids Won't!!!

MCLL Safety Code

“Dedicated to Injury Prevention”

The Board of Directors for Missouri City Little League has adopted the following Safety Code. All managers and coaches will read this Safety Code and then pass the information along to their players.

- ❖ Responsibilities for safety procedures should be that of an adult member of MCLL
- ❖ Only league approved managers and/or coaches are permitted to practice teams on the field of play or in the batting cages.
- ❖ Arrangements should be made in advance of all games and practices for emergency medical services.
- ❖ Managers, coaches and umpires should have training in first-aid. A first-aid kit is located in the concession stand. Managers are encouraged to bring a first aid kit to all practices and games.
- ❖ No games or practices should be held when the weather or field conditions are not good, particularly when lighting is inadequate.
- ❖ Playing area should be inspected frequently for holes, damage, stones, glass or other foreign objects.
- ❖ All equipment must be stored within the dugout.
- ❖ Only players, managers, coaches and umpires are permitted on the playing field or in the dugouts during games or practices.
- ❖ Responsibility for keeping bats and loose equipment off the playing field should be that of a player assigned for this purpose or the team’s manager or coaches.
- ❖ Concession stand volunteers will be trained in the safe food handling and equipment usage procedure.
- ❖ During all practices 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 or missed catches.
- ❖ All pre-game warm-ups should be performed within the confines of the playing fields and not within the areas frequented by spectators (i.e. playing catch, pepper, swinging bats, etc.)
- ❖ 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 practice and games.
- ❖ Catchers must wear catcher’s helmets, mask, throat guard, long model chest protector, shin guards and protective cups with athletic supporters at all time for all practices and games. **NO EXCEPTIONS!** Managers should encourage all players to wear protective cups and supporters for all practices and games.
- ❖ Catchers must use a catcher’s mitt (not a first baseman’s mitt or fielder’s glove) large enough to fully protect the hand.

- ❖ Except when a runner is returning to a base, head first slides are not allowed.
- ❖ Managers and coaches will attend a pre-season clinic on teaching the fundamental.
- ❖ At no time should horseplay be permitted on the playing field.
- ❖ Parents of players who wear glasses should be encouraged to provide "Safety Glasses" for their children.
- ❖ Catchers must wear Little League approved catcher's helmet and mask with throat protector and protective cup while warming up a pitcher.
- ❖ On deck batters are not permitted (except in the Jr. and Sr. divisions).
- ❖ Shoes with metal spikes or cleats are not permitted at the age groups 12 and under.
- ❖ Managers will never leave a child unattended at a practice or game.
- ❖ Never hesitate to report any present or potential safety hazard to the MCLL Safety Officer immediately.

See a need to add to the safety code?

Please contact:
Doug Donovan
MCLL Safety Officer
(281) 782-4039

Field and Game Safety Checklist

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

Field Conditions	Repairs Needed?		Catchers Equipment	Repairs Needed?	
	Yes	No		Yes	No
Backstop Repair			Chin Guard OK		
Home Plate Repair			Helmets OK		
Bases Secure			Face Mask OK		
Bases Repair			Throat Protector OK		
Pitchers Mound			Catcher's Cup (Boys)		
Batters Box Level			Chest Protector		
Batters Box Marked			Catchers Mitt (Boys)		
Grass Surface Even					
Holes in Field					
Infield Fence Repair					
Outfield Fence Repair			Safety Equipment	Yes	No
Foul Ball Net Repair			First-Aid Kit		
Fouls Lines Marked			Medical Release Forms		
Water Connection Covered			Ice for Injuries		
Foreign Objects in Field of Play			Blanket for Shock		
Coaches Box Level			Safety Manual		
Dirt Needed			Injury Report Forms		
Dugouts	Yes	No	Players Equipment	Yes	No
Fencing Need Repair			Batting Helmets OK		
Bench Need Repair			Jewelry Removed		
Roof Need Repair			Bats Inspected		
Bat Rack			Shoes Checked		
Helmet Rack			Uniforms Checked		
Trash Can			Athletic Cup (Boys)		
Clean Up Needed			Little League Patch		
Spectator Areas	Yes	No			
Bleacher Need Repair					
Hand Rails Need Repair					
No Smoking					
Protective Screens OK					
Bleachers Clean					

On-Site Injury Treatment

Some Important Do's and Don'ts

Do's:

- ❖ Reassure and aid children who are injured, frightened or lost.
- ❖ Provide or assist in obtaining, medical attention for those who require it. If the victim is conscious, find out what happened and where it hurts.
- ❖ Know your limitations.
- ❖ Call **911** immediately if the person is unconscious or seriously injured.
- ❖ Carry your first aid kit to all practices.
- ❖ Look for signs of injury (blood, black and blue, deformity of joint or bone, etc)
- ❖ Listen to the injured describe what happened and what hurts of conscious. Before questioning, you may have to calm and sooth an excited child.
- ❖ Have your players medical clearance forms with you at all practices and games.
- ❖ Fell gently and carefully the injured area for signs of swelling, or grating broken bones.
- ❖ Make arrangements to have a cellular phone available when you game or practice is at a facility that does not have a public phone.

Don'ts:

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

When Treating an Injury, Remember

Protection

Rest

Ice

Compression

Elevation

Support

Insert Med Release form here

Found on Official LLB Website

Accident Reporting

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. This includes even passive treatments such as evaluation and diagnosis of the extent of the injury or period of rest.

When to report – All such incidents described above must be reported to the Safety Officer **within 48 hours** of the incident. The MCLL Safety Officer for 2011 is **Doug Donovan**, and he can be reached at the following:

Cell Phone: (281) 782-4039

E-Mail: doug.donovan@hines.com

How to make a report – Reporting incidents can come in a variety of forms. Most typically, they are via e-mail or over the phone. At a minimum the following information must be provided:

- ❖ The name and phone number of the individual involved.
- ❖ 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 person reporting the incident.

Within 48 hours of receiving the incident report, the *Safety Officer* will contact the injured party's parents and:

- ❖ Verify the information.
- ❖ Obtain any other information deemed necessary.
- ❖ Check on the status of the injured party.
- ❖ 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 Missouri City Little League's insurance coverage and the provisions for submitting claims.

If the extent of the injuries are more than minor in nature the *Safety Officer* shall periodically call the injured party to:

- ❖ Check on the status of any injury.
- ❖ To check if any other assistance is necessary in areas such as submission of 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).

MCLL Preliminary Accident Report

❖ Injured Person Info

Name (injured): _____ Date: _____
 Address: _____ Phone: _____
 City: _____ Zip: _____
 Team: _____ Manager: _____

❖ Division in which the Accident Occurred

Sr. Jr. Majors Minors AAA AA A Rookie TBall

❖ Treatment

No Treatment Needed First Aid at Field To Doctor To Hospital
 Other

❖ Cause

Struck By:

- 1) Pitched Ball
 2) Batted Ball
 3) Thrown Ball
 4) Bat

Collided With:

- 5) Fence
 6) Backstop
 7) Ground
 8) Person

Other:

- 8) Tripped
 9) Fell
 10) Over Exertion
 11) Pre med condition

Unsafe Conditions?

- 1) Uneven field surface such as holes, humps etc.
 2) Foreign objects, such as glass, rakes, stones, etc.
 3) Congestion during practice or games
 4) Weather conditions, such as rain, sun, darkness
 5) Lack of or poor fitting, protective equipment

6) Other: _____

Unsafe Acts?

- | | Yes | No | | Yes | No |
|---------------------------|--------------------------|--------------------------|-----------------------|--------------------------|--------------------------|
| 1) Mishandled ball | <input type="checkbox"/> | <input type="checkbox"/> | 9) Poor Running Form | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Mishandled Bat | <input type="checkbox"/> | <input type="checkbox"/> | 10) Wild Pitch | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Poor Evasive Action | <input type="checkbox"/> | <input type="checkbox"/> | 11) Wild Throw | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Incorrect Sliding | <input type="checkbox"/> | <input type="checkbox"/> | 12) Wild Swing | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Not Watching the Ball | <input type="checkbox"/> | <input type="checkbox"/> | 13) Distracted | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Awkward Position | <input type="checkbox"/> | <input type="checkbox"/> | 14) Lack of Attention | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Player Out of Position | <input type="checkbox"/> | <input type="checkbox"/> | 15) Horseplay | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Lack of grip on Bat | <input type="checkbox"/> | <input type="checkbox"/> | 16) Other | <input type="checkbox"/> | <input type="checkbox"/> |

❖ **Brief Statement of What Happened**

NOTE: This form is for Little League purposes only. When an accident happens, obtain as much information as possible. Send a copy of this form to the MCLL Safety Officer and he or she will forward it on to Little League Headquarters and the District Safety Officer.

The Reason for this form is to establish a record of all accidents prior to any lawsuit and to provide Little League Baseball, Incorporated and Missouri City Little League with advance notice.

**Insert Official LL Accident Notification form
here Page 1.**

Found on Official LLB Website

**Insert Official LL Accident Notification form
here Page 1.**

GL Claim Form Instruction here Page 1

Found on Official LLB Website

GL Claim Form Instruction here Page 2

Found on Official LLB Website

GL Claim Form here

Found on Official LLB Website

MCLL Insurance Policy

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Inc. Participants in Missouri City Little League shall not participate as a team in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Inc. Missouri City Little League participants may play in other programs during the regular season and tournaments provided such participation does not disrupt the Little League season or tournament team. Unless expressly authorized by the Board of Directors of MCLL, games played for any other purpose other than to establish a league champion or part of the international tournament are prohibited. (See IX – Special Games in the Rule Book for further clarification.

Explanation of Coverage:

The Accident Policy is designed to afford protection to all participants at the most economical cost to MCLL. It can be used to supplement other insurance carried under a family policy, or insurance provided by a parent's employer. If there is no other coverage, Little League Insurance, which is purchased by MCLL, takes over and provides benefits, after a \$50 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low cost protection with assurance to parents that adequate coverage is in force at all times during the season.

How it Works:

- ❖ First have the child's parents file a claim under their insurance policy.
- ❖ Should the family's policy not fully cover the injury treatment, the Little League policy will help pay the difference, after the \$50 deductible per claim, up to the maximum stated benefits.
- ❖ If the child is not covered by any family insurance, the Little League Policy becomes the primary and will provide benefits for all covered injury treatment costs, after the \$50 deductible per claim, up to the maximum benefits of the policy.
- ❖ Treatment of dental injuries can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum benefit is \$1,500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.

Filing a Claim:

When filing a claim, all medical cost should be fully itemized. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of Group or Employer Insurance must accompany a claim form.

On dental claims, it is necessary to submit charges to the major medical and dental insurance company of the claimant, or parent/guardian(s) if claimant is a minor. "Accident-related treatment to whole, sound, natural teeth as a result of an accident" must be stated on the form and bills. A copy of the insurance company's response will be forwarded to Little League Headquarters. The claimant's name, League ID and year of the injury should be included on the form.

Insert insurance policy Here

On File with MCLL

Beat the Heat

Drinking guidelines for Hot Day Activities:

Children get hotter during physical activity than adults and their body's cooling mechanism is not as efficient as adults. If fluids are not replaced, the child can become **overheated!**

Children must be encouraged to drink fluids, even if they do not feel thirsty. Managers and coaches should give water breaks every 30 minutes or so on hot days, and should encourage players to drink every inning. As a general rule, each player should:

- ❖ Drink 8 oz. immediately before exercise.
- ❖ Drink at least 4 oz. every 20 minutes during play.
- ❖ Drink 16 oz. for every pound of weight lost after a game.

Dehydration signs:

- ❖ Fatigue.
- ❖ Flushed skin.
- ❖ Light-headed

What to do if a player suffers from dehydration:

- ❖ Stop exercising.
- ❖ Get out of the sun.
- ❖ Get into a cool location.
- ❖ Drink fluids.

Sever signs:

- ❖ Muscle spasms.
- ❖ Clumsiness.
- ❖ Delirium.

Lightning Safety

Consider the Following Facts:

- ❖ The average lightning strike is 5 – 6 miles long!
- ❖ The average thunderstorm is 6 – 10 miles wide and travels at a rate of 25 miles per hour.
- ❖ Once the leading edge of a thunderstorm approaches within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud. This fact is the reason why many lightning deaths and injuries occur when skies are clear overhead.
- ❖ On average, thunder following a lightning strike can be heard over a distance of 3 – 4 miles, depending on humidity, terrain and other factors. This means that by the time you hear the thunder you are already in the risk area for lightning strikes.

“Flash Bang” Method:

Only way to determine how close a recent lightning strike is to you is called the **“Flash Bang”** method. With the **“Flash Bang”** method, a person counts the number of seconds between the sight of a lightning strike and the sound of the thunder that follows. Halt play and evacuation should be called for when the count between lightning flashes and the sound of its thunder is 15 seconds or less.

If you see lightning and it is determined to be close enough to endanger,

- ❖ ***Suspend ALL games and practices immediately!!!***
- ❖ Move away from any metal objects, including bleachers and fences.
- ❖ Do not hold metal bats.
- ❖ Players should exit the complex and head for their cars in the parking lot. Wait there until a MCLL board member has given the all clear.

Lightning Detector:

MCLL has a lightning detector device that detect bursts of electromagnetic radiation – in the form of very low frequency radio signals – generated by lightning flashes up to 40 miles away. This device is located in the concession stand. The detector will be set to detect lightning within 8 miles of our complex. When the detector alarm sounds, the board member on duty will make a public announcement notifying everyone at the complex to immediately halt play and to evacuate the complex.

Rule of Thumb:

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach or umpire who feels threatened by an approaching storm should stop play and get the kids to safety – regardless of whether the lightning detector goes off, or if the **“Flash Bang”** proximity measure applies. When in doubt, following the rule of thumb should be applied.

***When you hear it – Clear it!!!
When you see it – Flee it!!!***

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in your car, put your feet together, crouch down and put your hands over your ears (to try and prevent eardrum damage).

Avoid high places and open fields, isolated trees, unprotected gazebos, grandstand covers, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences and water.

First Aid to a Lightning Victim:

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling **911**, the rescuer should consider the following:

First the tenet of the emergency care is **“Make no more casualties”**. If the victim is in a high risk area (open field, isolated tree, etc.), the rescuer should determine if movement from that area is necessary – lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.

If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.

Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

Note: CPR should only be administered by a person knowledgeable and trained in the technique!!!

Communicable Diseases

While the risk of one athlete infecting another with HIV/AIDS or the Hepatitis B or C virus during competition is virtually non-existent, there is a remote risk of other blood borne infectious diseases that can be transmitted. Procedures for guarding against transmission of infectious agents should include, but not be limited to the following:

- ❖ Bleeding must be stopped, the open wound covered and the uniform changed if there is significant blood on it before the athlete may continue.
- ❖ Routinely use gloves to prevent mucous membrane exposure when contact with blood or other bodily fluids is anticipated (provided in the first-aid kit)
- ❖ Immediately wash hands and other skin surfaces if contaminated with blood.
- ❖ Clean all blood contaminated surfaces and equipment.
- ❖ Managers, coaches and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
- ❖ Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

Storage Area Safety

The following applies to the storage areas used by Missouri City Little League and applies to anyone who has been issued keys by MCLL to access the storage areas.

- ❖ All Individuals with keys to the MCLL storage area (i.e., board members, grounds crews, umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, pitching machines, lime machines, etc.
- ❖ Before you use any machinery located at the complex (i.e. mowers, tractors, gator, etc.) you must get approval and instruction in the correct and safe operation of that specific piece of machinery from one of our grounds crew member.
- ❖ All chemicals or organic materials stored at MCLL shall properly marked and labeled in the correct approved containers.
- ❖ All chemicals or organic materials (i.e. lime, fertilizers, herbicides, quick dry, etc.) will be separated from areas used to store machinery and gardening tools to minimize the risk of puncturing bags and containers.
- ❖ Any witnessed “loose” chemicals or organic materials should be cleaned up and disposed of as soon as possible to prevent accidental poisoning.

Mower & Motorized Equipment Safety

Operation of the mowers and motorized equipment is one of the most dangerous activities that we will be involved with. Please note that if you are not trained in the use of any piece of equipment you **MAY NOT OPERATE** that equipment!!!

- ❖ Never make adjustments or repairs while the motor is running.
- ❖ Be sure the area is clear before mowing. **STOP** if anybody enters the area.
- ❖ Never carry passengers on the mowers.
- ❖ Do not mow in reverse.
- ❖ Always look in the direction of travel.
- ❖ Make sure all rock, cans, limbs, etc. are removed before mowing.
- ❖ Always check the oil in mowers before operating them.
- ❖ **NO** person under the age of 18 is allowed to operate the mowers and **NO** person shall ride on the mowers.
- ❖ **ONLY** two people riding in the Gator at any one time. **NO** passengers in the cargo area (back of Gator).
- ❖ Make sure to report all damage to the Motorized equipment immediately.
- ❖ When using a weed eater at the complex you **MUST** wear safety glasses.

Concession Stand Safety

The concession stands here at MCLL are operated by our volunteer base. All persons working in the concession stands need to follow the following rules and regulations:

- ❖ No person under the age of **16** will be allowed to be in the concession stand without adult supervision.
- ❖ People working in the concession stands will be trained in safe food preparation.
- ❖ Cooking equipment will be inspected periodically and repaired or replaced if need be (*see concession stand weekly check list on the next page*).
- ❖ Propane tanks will be turned off at the grill and at the tank after use.
- ❖ Food not purchased by MCLL to sell in the concession stands will not be cooked, prepared or sold in the concession stand.
- ❖ Cooking grease (*if used*) will be stored safely in containers away from open flames.
- ❖ Cleaning chemicals must be stored in proper containers and away from food.
- ❖ A certified fire extinguisher rated for grease and electrical fires must be placed in plain sight at all times.
- ❖ All concession stand workers are to be trained in the proper use of the fire extinguishers.

Think *PASS!*

Pull Ring

Aim at Base of Fire

Squeeze Lever

Sweep Side to Side

- ❖ All concession stand workers will be familiar with the ***Heimlich Maneuver***.
- ❖ A fully stocked First-Aid kit will be placed in each concession stand.
- ❖ The concession stand main entrance door will not be blocked or locked while people are inside.
- ❖ ***NOTHING*** will be stored in the electrical/mechanical room or within 3' of the electrical breakers.

Concession Stand Weekly Report

❖ Deliveries

- | | | Date_____ | Date_____ | Date_____ |
|--------------------------|--------------------------|---|-----------|-----------|
| Yes | No | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 1) All products meet visual quality standards and have no off odors. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2) All packaging is in good condition – no stains, wetness, holes, etc. | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3) Items put away in proper order (frozen, refrigerated, dry) | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4) Code dates within code. | | |

❖ Food Temperature and Specification

Freezer/Food Storage Date_____ Date_____ Date_____

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 5) Freezer interior is clean and sanitized. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6) Temperature is at or below 20 F. |

Refrigerator/Food Storage Date_____ Date_____ Date_____

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 7) Refrigerator interior id clean and sanitized. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8) Temperature of refrigerator is 33-34 F. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9) Interior light is working and properly shielded. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10) Shelving is clean, free of rust and in good repair. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11) All items stored correctly on shelves (min 6” off floor and covered) |

Grill Area Date_____ Date_____ Date_____

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 12) All tile countertops around grill are clean. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13) Propane tanks are properly connected. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14) Fuel lines have been inspected for leaks. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15) Any vents are free from obstruction. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16) Propane tanks are turned off when not in use. |

❖ Sanitation

Date _____ Date _____ Date _____

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 17) Proper dishwashing method used. |
| <input type="checkbox"/> | <input type="checkbox"/> | 18) Hand sanitizer dispensers are in use. |
| <input type="checkbox"/> | <input type="checkbox"/> | 19) Personal items stored correctly. |
| <input type="checkbox"/> | <input type="checkbox"/> | 20) Floors Clean. |
| <input type="checkbox"/> | <input type="checkbox"/> | 21) No signs of pest infestation. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22) All trash is emptied from the inside container. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23) Dumpster is closed. |

❖ Chemicals

Date _____ Date _____ Date _____

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 24) Chemical are in proper storage locations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 25) Chemicals are not stored above food, food prep areas, or pans. |
| <input type="checkbox"/> | <input type="checkbox"/> | 26) Maintain manufactures labels on or label containers accordingly. |

❖ Other

Date _____ Date _____ Date _____

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 27) Concession stand workers trained. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28) No children under 16 not supervised. |
| <input type="checkbox"/> | <input type="checkbox"/> | 29) Fire extinguisher with current certification is in plain sight. |
| <input type="checkbox"/> | <input type="checkbox"/> | 30) Fully stocked First-Aid kit is in plain sight. |

If any item on this checklist was check "NO" then complete the steps on the following page.

Concessions Corrective Action Report

If any item on the check list is checked "NO" then complete the steps below.

- ❖ **Stop** the person, food, process or use of equipment, as appropriate.
- ❖ **Determine** if the product(s) or ingredient(s) are not safe to serve (for example, cross contamination has occurred or ingredient is undercooked.
If NOT safe, DISCARD the item!!!
- ❖ **Identify** source of problem.
- ❖ **Take** corrective action, as appropriate.
 - Troubleshoot equipment per manufactures instruction.
 - Re-train concession workers.
 - Wash and sanitize hands.
 - Wash and sanitize counter/equipment.
- ❖ **Notify** the MCLL board member in charge of concessions if the problem is not resolved.
- ❖ **Note** corrective action below (include equipment and infraction).

MCLL By – Laws

Found on MCLL Website

MCLL Handbook

Found on MCLL Website