



Safety Plan - 2018

RoadRunner Little League-District 5

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RoadRunner Little League (RRL), located in Albuquerque, New Mexico, has a long, successful and safe history of providing the Little League Baseball experience to thousands of youth athletes. Little League Baseball requires safety at all levels of play and has formulated ASAP, **A Safety Awareness Program** to help all leagues achieve safe programs. RRL programs and its participants comply with the rules and recommendations noted in ASAP.

This document details the RRL Safety Program elements established to ensure all players, managers, coaches, umpires and other volunteers participating in the sports of baseball and softball do so in the safest manner possible.

EDUCATION, DOCUMENTS, AND CLINICS

RRLH Handbook – The RRLH Handbook for Managers, Coaches, Division Vice Presidents, and other league officials (RRLH Handbook) is an in-depth source of information and guidance for the volunteers who work with the youth participants. *Safety Consciousness and Safe Equipment and Facilities* are common themes throughout the RRLH Handbook and Programs.

The RRLH Handbook is updated each year and given to Board Members, Team Managers, Coaches, and other volunteers. The handbook includes the following: RRLH Board of Directors contact information, position descriptions and responsibilities; policies relating to the league's organization; and many topics directed towards managers and coaches. Safety awareness and practices are included throughout the handbook, and a focused Safety Section is included as noted below

RRLH Handbook Safety Section – The safety section includes general safety guidelines, basic first aid guidelines, lightning awareness and actions, injury and emergency reporting requirements and forms, and risk management procedures. This RRLH Handbook Safety Section is included as **Attachment 1** to this document.

Training: *“We provide education and support to all managers, coaches, players, and parents at RRLH through clinics and resources to create a safe and positive experience instructing our children the fundamentals of baseball and good sportsmanship”.* The RRLH Training Program, established in 2007, provides extensive training and support for managers, coaches, umpires players, and parents. Our mission is supported by the following goals:

- Provide educational and hands-on clinics (informational, general, advanced)
- Build a library of training videos
- Improve coaching supplies and equipment
- Develop a system to gather information and report lessons learned

Training resources: Training videos are available for managers and coaches to checkout and review. The training library includes AI and AI Baseball (designed for all skill levels), How to Run a practice (all skill levels), Getting Started (T-Ball through Minors), Basic Baseball – Softball (T-Ball through minors), Advanced Baseball (Majors and above), and other videos.

Educational clinics: The following clinics are offered for the 2018 season:

- **Safety Clinics:**
March 8, 2018 6:00pm
March 10, 2018 4:00pm
- **Coaching Clinics:**
February 25, 2018 8:00am
February 25, 2018 12:00pm
- **Umpire Clinics:**
March 3, 2018 4:00pm
March 7, 2018 6:00pm
- **Scorekeeper Clinics:**
March 12, 2018 6:00pm
March 14, 2018 4:00pm

Volunteer Forms: Effective for the 2018 season, Roadrunner Little League uses the 2018 Little League Volunteer Application form and conducts background checks on all volunteers using First Advantage.

Compliance

- It is mandatory for all RRLI managers and coaches to attend the safety clinic, and either a coaching clinic or umpire clinic.
- Emergency information forms are required to be carried at all times. Opposing managers may ask to see them, and teams in non-compliance must forfeit the game if forms are not available.
- Divisional VP's are informed about safety and accident reporting requirements and are provided the necessary forms and information sheets to distribute to Managers and Coaches.
- Board member positions and contact information, as well as appropriate emergency numbers are posted on www.RRLI.org, at the concession stand by the telephone and included in the RRLI Handbook which is distributed to all divisional VP's, managers and coaches.
- All volunteers and board members are background checked using FirstAdvantage.
- The safety officer (or designee) is responsible for conducting background checks on all volunteers that have completed the current year Little League Volunteer Application form and maintains the file for the current playing year for all those applicants in their respective divisions.
- The Safety Officer has authority to suspend games at RRLI if the conditions are unsafe. Games suspended for safety shall not resume until safe to do so.

Reporting

- The Safety Officer has a position on the board, and has a place on the agenda at every meeting for reporting to the board.
- Mandatory RRLI policy requires managers and coaches to complete accident reports for injured players.
- Divisional VP's are required to review official score books every week and check pitch counts and follow up on any notes by the scorekeeper that indicate an injury.

All younger baseball players, T-Ball through Major, play games at RRLI with no travel required until tournament time.

Junior/Senior Baseball and all softball teams may travel to adjacent leagues for interleague games due to insufficient numbers to restrict play to the home field. Every effort is made to schedule games during non-peak traffic times to help alleviate traffic concerns.

Due to little bicycle use at RRLI, bicycle/traffic safety is not a priority issue. However, a clinic could be offered as a community/neighborhood service component of a "good neighbor policy".

EQUIPMENT

Education

- Managers, coaches and umpires are briefed every season at clinics and meetings by Divisional VP's, district umpires, high school and college coaches and the Equipment Manager about unsafe equipment and are told that it must not be used during practices and games.
- Managers are instructed to tell parents and players about unsafe equipment.
- Laminated safety flyers are posted on all dugouts and the league bulletin boards reminding managers, coaches and umpires to check the equipment and fields prior to use. The flyers also serve as a reminder that managers and coaches are responsible for reporting accidents and submitting accident reports in a timely manner.
- Managers and coaches are required to inform the Equipment Manager if any equipment requires repair or replacement and to immediately discontinue use of defective equipment.
- The Equipment Manager provides information to all managers and coaches about the issuance of equipment and the procedures for addressing damaged equipment.
- The RRLL Handbook describes the inventory and inspection of equipment conducted annually and throughout the season.
- All managers and coaches are responsible to strictly enforce catcher's gear and helmet rules during practice and warm ups.

Compliance

- The Equipment Manager spends numerous hours prior to the start of the season inspecting all equipment and bagging it for distribution to teams. Equipment that is deemed unsafe is disposed of. At no time does RRLL ever give such equipment to other leagues or organizations as it presents a safety hazard to all.
- When damaged equipment is destroyed, it is replaced with newly purchased equipment from reputable manufacturers per Little League guidelines. Damaged equipment is destroyed and is never left intact in a dumpster.
- Managers, coaches and umpires are required to inspect equipment prior to the start of every game, and they are instructed to remove any damaged or unsafe equipment from the field.
- All managers and coaches are responsible for inspecting all catchers' equipment prior to each practice and warm up.

Reporting

- The Equipment Manager has a position on the board and is given the opportunity to address the board about equipment issues whenever the need arises.
- The Equipment Manager is given a budget by the board to acquire the necessary equipment needed for the season.
- Managers are instructed to schedule a time with the Equipment Manager every time they need to replace damaged or unsafe equipment.
- Umpires are instructed to inspect equipment before and during games and to remove any damaged or unsafe equipment from the field.
- Any damaged catchers equipment must be replaced before a catcher can field his position at all practices, warm ups and games. Contact the equipment manager for replacement equipment.

FACILITIES

Education

- Field maintenance and safety issues are discussed at board meetings and information is passed on to managers, coaches and umpires.
- Managers, coaches and umpires are informed during clinics and meetings to inspect fields before practices and games.
- Managers and coaches are informed by the Facilities Officer on the proper techniques for preparing fields before and after practices and games.
- Managers, coaches and volunteers are informed about the first aid room located at the concession stand. The room is equipped with numerous first aid items, a cot and a sink.
- There is a telephone for emergencies located in the concession stand.
- VPs and managers in all divisions are asked to have a cell phone available at all practices and games if possible, and if not, to identify strategies for placing emergency calls in the event of an emergency situation.
- The concession stand maintains a “cookbook” with all food preparation menus. Laminated instructions for set-up, use and clean-up are placed by the equipment.
- RRLL uses SKYSCAN lightning detector equipment, which is activated when weather conditions warrant. Flyers posted in the dugouts specify that when SKYSCAN alarms, the fields must be cleared. A public address system (PA) and siren are used to inform managers, coaches and spectators when it is necessary to clear the fields.

Compliance

- In compliance with local laws, a health inspection of the concession stand, and inspection of the fire extinguishers and fire suppression system are completed annually before the start of the season.
- Workdays are scheduled each season in February and March to ensure the fields are in proper condition prior to the start of the season. Every parent is required to work a minimum of one hour.
- Managers are informed, and asked to inform parents and players, that when SKYSCAN goes off all fields must be cleared and everyone must be out of the dugouts. Announcements regarding the necessity of clearing fields are made using a PA system and siren that is audible at all fields.
- The District safety officer and RRLL safety officer conduct a safety inspection of the fields and facilities prior to the start of each season.
- A field lighting audit is completed annually prior to the start of the season.
- Each year, the safety officer is responsible for completing and submitting the Little League Facility survey to the Little League National office, League president, District Safety Officer & District administrator along with a current year copy of the League safety plan and Qualified Safety Plan registration form.

- Each year, RRLI will submit player registration data, manager/coach data to Little League International.

Reporting

- Managers are informed about the need to report any hazardous field conditions so that repairs are made prior to field use.
- SKYSCAN is located in the concession stand is turned on when weather conditions warrant. If a board member is present at the fields, they are encouraged to carry it with them and, if necessary, start the procedures for clearing fields.
- The current field lighting audit is on file with Little League.
- The board is kept informed of all inspections that are necessary and when they are completed.

CONCESSION STAND

Food Safety

- Clean – Wash hands and surfaces often!!
- Wash hands with hot soapy water before handling food.
- Wash cutting boards, dishes, utensils, and counters with hot soapy water after preparing each food item.
- All wiping cloths must be stored in a sanitizing solution made up of bleach and water at approximately 1 cup of bleach per gallon of water.
- A supply of disposable towels and hand soap must be available.

Separate – Don't cross-contaminate

- Use a clean plate for cooked food. Never place cooked food on a plate that previously held raw food.
- All food items should be covered whenever possible.
- Store food items at least six inches off the floor to minimize the contamination of food and allow proper floor cleaning.
- Wash hands frequently!

Cook food to proper temperatures

- When cooking in a microwave oven, cover food, stir and rotate for even cooking.
- Keep hot foods hot and cold foods cold. Hot foods must be kept at 140 degrees or above, and cold foods must be kept 41 degrees or below.
- Use a clean metal stemmed thermometer to measure the internal temperature of cooked food to make sure it is thoroughly done.

Chill – refrigerate promptly

- Refrigerate foods quickly. Cold temperatures keep harmful bacteria from growing and multiplying.
- Refrigerator temperatures must be set at 40 degrees or lower, and freezer at 0 degrees or lower. Check the temperatures often.
- Thaw food in the refrigerator.
- Divide large amounts of food in small, shallow containers for quick cooling.
- Don't over pack the refrigerator
- Keep freezer and refrigerator closed when not in use. This keeps the cold air inside.

Roadrunner Little League

MANAGERS AND COACHES SAFETY SECTION

Mission Statement:

The purpose of this document is to help insure all players, managers, coaches, umpires and other volunteers are participating in the sport of baseball and/or softball in the safest manner possible. Little League Baseball strongly encourages safety at all levels of play and has formulated **ASAP**, A Safety Awareness Program, to help all leagues achieve these goals. Roadrunner Little League and more importantly, it's players, benefit greatly if all managers and coaches comply with the rules and recommendations stated herein. On behalf of the entire Roadrunner Little League, have a **SAFE** and **FUN** season.

ASAP: A little more information

What exactly is ASAP? ASAP (A Safety Awareness Program) was introduced in 1995 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 document is offered as a tool to place some important information at manager's and coach's finger tips, and can be found at www.littleleague.org website.

Important Emergency Data:

Telephone: 505-299-9702

Emergency: 911

Non-Emergency: Hospital phone numbers are located at the concession stand.

Field Address: 10700 Lagrima de Oro NE
Albuquerque, NM 87111

What to do in the event of an accident?

1. Seek immediate medical attention if necessary, including telephoning 911.
2. Notify the League Safety Officer of the incident, no matter how minor within 48 hours. Report all injuries, including those where treatment was minor or not necessary (not requiring the attention of a medical professional). The Safety Officer is Rikki Selbee and can be reached at 505-220-5223 (cell).

3. Players are not the only individuals who may require medical attention. Report all injuries to the Safety Officer, including those occurring to managers, coaches, umpires, spectators, etc.
4. Reporting an injury incident can occur in a variety of manners. Most typically this should include a phone conversation or message to the Safety Officer. You will also be provided with ASAP Incident/Injury Tracking Report forms for this purpose. More forms can be ordered through the Safety Officer. Place each completed report from in the Accident Report Folder located inside the door of the concession stand. In the event that a form is not available, please include the following information in note form for each incident.
 - A. Name, phone number, and address of individual involved.
 - B. Date and time of incident.
 - C. **Detailed description of incident, including estimation of extent of injuries.**
 - D. Parent's name, address, and phone number, if different than above.
 - E. Which field the accident occurred on or near.
 - F. Which position the player was playing when the accident occurred.
5. Inform a board member of the incident, in the event the Safety Officer is unavailable.

Your first Aid Kit:

Each team is provided with a first aid kit. In the event that various contents of the kit are completely used, inform the League Safety Officer of which items are in need of replacement. First aid kits must be at all practices, warm ups and game situations.

Emergency Medical Training

Each team manager will be required to attend a Safety and First Aid Clinic. This session will be held on a weekend day and will be conducted by a local professional knowledgeable in the field of medicine. Coaches and other interested parties are also invited and strongly encouraged to attend. You will be notified of the date and time, as it becomes coordinated. Please see the "important Roadrunner Little League safety information" section for current updates each year regarding safety and first aid training requirements as they pertain to managers and coaches.

Pre-Practice and Pre-Game Stretching:

Pre-practice and pre-game stretching is very important to the safety and health of your players. These activities will help prevent future injuries to your soon to be all-stars. Keep in mind especially, that many of your players will be moving on to advanced baseball levels. Injury to vital muscles at any age will greatly impact their ability to succeed in those levels of play. Stretching activities should include each of the major muscle groups. Keep in mind also that periodic mid-practice or game stretching might also be necessary depending on the temperature, the amount of activity your players are involved with, and the positions

that they are or will be playing. Lastly, remember that post-practice and post-game running is also important, especially for pitchers. A “jog” (or other running activity) around the field will prove beneficial to all players.

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; do not perform medical attention beyond your abilities.
- Keep your first aid kit with you at all practices and games; report any uses of the first aid supplies to the Safety Officer.
- Assist those who require medical attention and when administering aid, remember to:
 - Look for signs of injury (Blood, black and blue deformity, joint injury etc.)
 - Listen to the injured or attendant describe what happened and what area hurts, if conscious. Before asking, calm the worried individual if necessary.
 - Feel gently and carefully the injured area for signs of swelling or signs of broken bones.
- Have all medical release forms with you at all practices and games.
- Bring a cellular phone to all practices and games.

Don't:

- Administer any medications.
- Hesitate to give aid when needed.
- Be afraid to ask for help, including the use of a cell phone.
- Transport injured individuals except in extreme emergencies where no other option is available.
- Leave an unattended child at practice or game.
- Hesitate to report any present or potential safety hazard to the Safety Officer.

Alert on Catchers Gear!

Any player assigned to the position of catcher must always be outfitted with full catchers guard, chest protector, shin guards, protective cup with athletic supporter, and catcher's mitt. When a catcher is warming up a pitcher, he/she must be outfitted in a catcher's helmet and mask with throat guard. Managers and coaches catching for pitchers are also encouraged to wear similar equipment. (**Note:** Little League rules prohibit managers or coaches from catching for a pitcher during game time, including between innings).

Player Collisions

Player collisions have resulted in some of the most serious injuries to the athletes of RoadRunner Little League. Playing rules specify that players must slide or attempt to avoid contact. Additionally, playing rules specify that defensive players, while not in possession of the ball, may NOT block the baseline. Coaches are required to actively coach methods of avoiding contact (sliding, dodging, returning to bases, giving up on a play with no chance of success), and actively coach players that they may not block the baseline while not in possession of the ball. Players and coaches who violate this safety rule are subject to disciplinary action.

Important Roadrunner Little League Safety Information!

- Managers are required to attend a pre-season safety training class. Coaches are strongly encouraged to attend.
- All teams will be provided with a first aid kit. It is the responsibility of the team manager to ensure used supplies are reported to the Safety Officer as soon as possible.
- Practice and/or games shall not be held in inclement weather, including significant precipitation of any type. Practice or play shall be suspended or postponed when thunder is heard 15 seconds or less from observation of lightning. The manager is responsible for determining the proximity of the lightning by timing him/herself.
- Practice and play areas shall be inspected prior to proceeding with the activity, to ensure the facility is free from unsafe situations, including holes, glass, foreign objects, etc.
- Only players, managers, coaches, and umpires are permitted on the playing field during games and practice sessions.
- During practice and games all players should be alert and watching the batter on each pitch. Managers and coaches are encouraged to alert inattentive players, including those on the opposing team.
- During warm up drills, players should be spaced appropriately to insure no one is endangered by wild throws or missed catches.
- All pre-game warm-ups involving ball throwing or batting must be performed within the confines of the playing field or in other areas protected from the general public.
- The manager will be responsible for regular inspection of the equipment and reporting any damaged or lost equipment to the equipment manager. The equipment manager will replace damaged or lost equipment as soon as possible.
- Breakaway bases were installed on all fields prior to official use in 2008.
- Batters and players and coaches must always wear Little League approved batting helmets during both practices and games.
- All male players are required to wear a protective cup and athletic supporter during both practice and game day. Female players are encouraged to wear similarly appropriate protective devices.
- Little League rules prohibit head first sliding into bases (Majors and below).

- During sliding practice, bases shall not be tied down. Managers are encouraged to perform sliding practices on grass surfaces, or utilizing cardboard as a sliding surface to avoid injury.
- Players who wear eyeglasses are encouraged to have safety glass lenses installed.
- Climbing on fences at practice or playing fields is strictly prohibited.
- Players are prohibited from wearing rings, watches, pins, bracelets, earrings, or any other form of jewelry during practices or games.
- On deck batters are not permitted in T-Ball, Rookie, Minor and Major divisions.
- All team equipment shall be stored within the team dugout during the play of game.
- Little League rules prohibit players with casts of any type from being on the playing field. This includes participating in practice or games, including warm-up (pre-game) activities, base coaching, etc. Players may sit in dugout and cheer for the team.

Lightning Safety

NOAA (National Oceanic and Atmospheric Administration) guidelines for outdoor activity state that a significant lightning threat extends outward from the base of a thunderstorm up to 10 miles (www.lightningsafety.noaa.gov/sports.shtml) and that activities should be stopped when:

- **Lightning is visible:** The ability to see lightning varies depending on the time of day, weather conditions, and obstructions such as trees, mountains, etc. In clear air, and especially at night, lightning can be seen from storms more than 10 miles away provided that obstructions don't limit the view of the thunderstorm.
- **Thunder is audible:** Thunder can usually be heard for a distance of about 10 miles provided that there is no background noise. Traffic, wind, and precipitation may limit the ability to hear thunder to less than 10 miles. If you hear thunder, though, it's a safe bet that the storm is within ten miles.
- **If the skies look threatening:** Thunderstorms can develop directly overhead and some storms may develop lightning just as they move into an area.

Play shall be suspended when lightning strikes are detected within 10 miles from the facilities. Play will resume when no lightning strikes have been recorded within 10 miles from the facilities for a period of 30 minutes. If additional lightning strikes are recorded, the 30-minute period restarts.

Roadrunner Little League owns lightning detectors which are stored in the concession stand during the playing season. The device will be utilized by board members to determine whether game play should be suspended due to the proximity of lightning. The Weather Bug lightning app is also sufficient for determining the proximity of lightning. If no board members are present it becomes the duty of the home plate umpire on the Major Field.

Good judgment should always be exercised. When lightning is present an announcement is made through a PA speaker on each field. Any board member or umpire crew on the field has the authority to suspend or postpone games. It shall be the responsibility of the senior League Official present to insure that the home plate umpire has access to the lightning detector during periods when lightning is likely to occur. New Mexico is first in the US in lightning strikes so the importance of this policy cannot be diminished. If there is no senior League official present, it shall be the responsibility of the home plate umpire on the major field to make the sole determination, as long as the home plate umpire is a member of Roadrunner Little League. In the event of an interleague game that would cause the home plate umpire to be a member of a visiting league, this responsibility shall become the duty of the Roadrunner team's manager involved in the game on the Major Field. If there is no game on the Major Field, this responsibility shall become the duty of the home team manager on the senior field, then minor field, then rookie field, if no games are taking place in the aforementioned location.

Common Sense

In the event that your team is in a situation without a board member present (such as at a practice field) the Roadrunner Little League policy is to postpone or suspend practice/play if thunder is heard 15 seconds or less from the observation of lightning. If at all in doubt about the safety of the situation, regardless of whether a board member has postponed play or the 15 second time limit has been exceeded **STOP PRACTICE OR PLAY IMMEDIATELY!** As the old adage goes, it's better to be safe than sorry.

Where to Go?

No place is absolutely safe from lightning. Large enclosed shelters are the safest place to go. A fully enclosed metal vehicle with all the windows rolled up is an excellent second choice. If you are stranded in an open area, put your feet together, crouch down, and put your hands over your ears (to prevent eardrum damage).

Where not to go!

Avoid high places and open fields, isolated trees, unprotected gazebos, dugouts, flag poles, light poles, bleachers, metal fences, and areas where water has accumulated.

First aid to a lightning victim

A lightning victim typically exhibits similar symptoms to that of a heart attack victim. The rescuer should consider the following:

1. Call 911.
2. "Make no more casualties". If the victim is in a high-risk area, serious consideration should be given to moving him/her. Lightning can and often does strike twice in the same place.
3. If the victim is not breathing, start mouth-to-mouth resuscitation. Give the victim a few quick breaths prior to moving him/her, if that is the decision.
4. If the victim has no pulse, start cardiac compressions as well.

Note: *CPR should be performed by a person knowledgeable and trained in the technique.*