



# Chanhassen Little League

## 2009 Safety Manual



Dear Managers:

In an effort to help our managers and coaches comply with our safety standards, the Board of Directors for the CLL has put forth a mandate of safety rules to be followed as outlined in this manual. Each team will also appoint a Team Safety Officer (TSO) will assist the manager and the designated coaches of that team to insure that the safety guidelines are met whether at practice or during a game.

The commitment to this Safety Manual is proof that we at CLL are dedicated to our cause. Please read it carefully, as it will familiarize you with safety fundamentals. Then use the manual as a powerful reference guide throughout the season. If you have received and are reading this manual then you have attended our mandatory First –Aid clinic. The Board of Directors passed a policy ruling that managers could not receive tryout sheets or participate in tryouts without taking the clinic.

In closing, remember that safety rests with all of us, the volunteers of Chanhassen Little League. Always use common sense, never doubt what children tell you and report all accidents or safety infractions when they occur.

Let's play ball!

Yours truly,

Todd Neils  
Chanhassen Little League President

Joe Witterschein  
Chanhassen Little League Safety Director

# Safety Manual and First Aid Kits

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the season. **There will be a mandatory league wide safety meeting held on April 20, 2009 at Bluff Creek School, Chanhasen. The meeting will begin promptly at 6:30pm. Each team must be represented, at minimum, by their respective team volunteer safety coordinator AND the head coach / manager. All player parents are welcome to be in attendance.** The league safety officer will be in attendance to cover key components of the CLL policy, as well as to discuss any pertinent incidents from previous seasons. Also, a certified EMT from Ridgeview Medical will give a presentation at the meeting on youth sports injuries with a focus on prevention and emergency treatment. They will also conduct a Q & A session.

The complete Safety-First Aid kits will be distributed at this meeting.

The manager or team coordinator will acknowledge the receipt of both by signing in the space provided below when taking possession of these articles.

Two chemical ice packs of physical therapy quality will be issued to each team at the beginning of the season. Others are available by contacting the Safety Officer.

**In addition, a full stocked re-supply bin of all items contained within the individual team safety kits will be accessible throughout the season at the main Lake Ann concession stand.**

Any concession stand throughout the Chanhasen Park system will also have a First Aid Kit and a Safety Manual in plain sight at all times.

The Safety Manual will include maps to hospitals and other emergency services, phone numbers for all Board of Directors, Chanhasen Little league Code of Conduct and the Do's and Don't of treating injured players.

The First Aid Kit will include the necessary items to treat an injured player until professional help arrives if need be (see First Aid section).

Tear on the dotted line below and give CLL Safety Officer upon signing.



Chanhassen Little League First Aid and Safety Manual pick-up

I have received my Safety Manual and First Aid Kit and will have them both present at all practices, battling cage practices, games and any other event where team members could become injured or hurt.

\_\_\_\_\_  
Print Name of Manager

\_\_\_\_\_  
Team Name

\_\_\_\_\_  
Division

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

# Important Phone Numbers

Medical/Police/Fire Emergency, Carver County, MN

## 9-1-1

Police Non-Emergency, Chanhassen, MN ..... 952-361-1231  
Ridgeview Medical Center, Waconia, MN ..... 952-442-2283  
Park Nicollet Clinic, Chanhassen, MN ..... 952-993-4300  
Fairview Southview Hospital, Edina, MN ..... 952-924-5081

### CAA-CLL Phone Numbers

Rain out Number (updates will be after 4:30 pm on days in question) ..... 952-227-7000  
CAA Hot Line ..... 952-227-7000

### Little League Headquarters

Williamsport Insurance Claims Office .....1-570-327-1674

### Safety Officer contact info:

**You may contact me 24 / 7**

**Joe Witterschein**

**H: 952.401.1096**

**W: 952.906.3831**

**Cell: 952.826.9692**

Email: [josephwitt@msn.com](mailto:josephwitt@msn.com)

7150 Harrison Hill Trail (Longacres neighborhood)  
Chanhassen, MN. 55317

# CLL Code of Conduct

The Board of Directors of Chanhassen Little League has mandated the following Code of Conduct. All managers and coaches will read this Code of Conduct and sign in the space provided below acknowledging that he or she understands and agrees to comply with the Code of Conduct. Tear the signature sheet on the dotted line and mail to the CLL Safety Officer in the enclosed envelope.

Chanhassen Little League Code of Conduct:

- At any time, lay a hand upon, push, shove, strike, or threaten to strike an official.
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsmanlike-like action.
- Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- Be guilty of the use profane, obscene or vulgar language in any manner at any time.
- Appear on the field of play, stands, or during CLL functions while in an intoxicated state at any time.
- Smoking while in the stands or on the playing field or in any dugout at any time is prohibited.
- Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or personal opinion on any players during the game.
- Speak disrespectfully to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- Shall challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including remove from the game.

The Board of Directors will review all infractions of the CLL Code of Conduct. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to expulsion from the league.

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I have read the Chanhassen Little League Code of Conduct and promise to adhere to its rules and regulations.

\_\_\_\_\_  
Print name of Manager

\_\_\_\_\_  
Team name

\_\_\_\_\_  
Division

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Assistant Coach

# CLL Safety Code

The Board of Directors of Chanhassen Little League has mandated the following Safety Code. All managers and coaches will read this Safety Code and also read it to their players.

- Responsibility for safety procedures belong to every adult member of CLL.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league approved managers and/or coaches are allowed to practice teams.
- Only league approved managers and/or coaches will supervise batting practice.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Manager, designated coaches and umpires will have mandatory training in First Aid.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damages, stones, glass and other foreign objects.
- Team equipment should be stored within 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.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-ups 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 field and not within areas that are frequented by, and thus endangering 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 that bear the NOCSAE seal during batting practice and games.
- Except when a runner is returning to a base, head first, slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- 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” for their children.
- On-deck batters are not permitted.
- Managers will only use the official Little League balls supplied by CLL.
- All male players will wear athletic supporters or cups during games.
- Male catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards.
- All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during practice, pitcher warm-up and games. Note: Skullcaps are not permitted.
- Shoes with metal spikes or cleats are not permitted. Shoes with molded cleats are permissible.

- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- No food or drink, at any time, in the dugouts. (Exception: bottled water, Gatorade and water from drinking fountains.)
- Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with protecting the hand.
- Catchers may not catch, whether warming up a pitcher, in practices or games without wearing full catcher's gear and athletic cup as described above.
- Managers will never leave an unattended child at a practice or game.
- Never hesitate to report any present or potential safety hazard to the CLL Safety Officer immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- No alcohol or drugs allowed on the premises at any time.
- No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin and Tylenol.
- No playing in the parking lots at any time.
- No smoking allowed on the premises at any time.
- No throwing rocks.
- No climbing fences.

- Observe all posted park signs.
- Players and spectators should be alert at all times for foul balls and errant throws.
- There is no running allowed in the bleachers.

## **CONCESSION STAND / OPERATION**

### **Safety Rules:**

While the Chanhassen LL / CAA has a limited concession stand operation which is reserved primarily for “special events” (opening day, end of season tournament), we will abide by the following list of policies aimed at the health and safety of the league, its volunteer staff and players:

- No one under the age of fourteen (14) may work in any area of the CLL concession stand operation that involves food sales.
- Minors (ages 11 to 14) may assist only in merchandise sales (hats, tee shirts etc) and only when accompanied by an adult.
- Upon arriving for any shift, if any vandalism is visible, please contact the Carver County Sheriff station (Chanhassen) immediately.
- Concession stand staff must be a minimum of two adults **at all times.**
- Staff handling money / cash **may not handle food items.** These two job requirements must always be separate.
- All concession staff must wash hands prior to servicing the food / beverage/ snack product.
- All concession stand surfaces must be wiped clean prior to product being placed for sale.
- There is a working fire extinguisher located inside the Lake Ann concession hut, this must be checked for quality and kept in the open in a conspicuous location.
- The rear exit door of the Lake Ann hut must be free of any obstacles and remain unlocked while the hut is occupied.
- Trash bags are available inside the concession hut and interior trash must be collected properly and disposed of at the park dumpster prior to closing. There are ample parks department garbage bins located around the exterior of the hut.
- ***Ice used in the Coleman cooler chests to cool bottled and canned beverages (soda pop, water, Gatorade etc) CAN NOT be used in cups for beverages.***
- A fully equipped first aid kit is available during the LL season at the Lake Ann concession hut. Contact the league safety officer if re-supply is needed.

# CLL Responsibilities

## **The President:**

The President of CLL is responsible for ensuring that the policies and regulations of the CLL Safety Officer are carried out by the entire membership to the best of their abilities.

## **CLL Safety Officer:**

The main responsibility of the CLL Safety Officer is to develop and implement the League's safety program. The CLL Safety Officer is the link between the Board of Directors of CLL and its managers, coaches, umpires, team safety officers, players, spectators and any other third parties on the complex in regards to safety matters, rules and regulations.

## **The CLL Safety Officer's responsibilities include:**

- Coordinating the individual Team Safety Officers in order to provide the safest environment possible for all.
- Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing correct paperwork.
- Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions and at what times, under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Insuring that each team receives its Safety Manual and its First Aid Kit at the beginning of the season.
- Make Little League's "no tolerance with child abuse" clear to all.
- Checking fields with the Field Managers and listing areas needing attention.
- Scheduling a First Aid Clinic and CPR training class for all managers, designated coaches, umpires, player agents and team safety officers during the pre-season.

- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.
- Making spot checks at practices and games to make sure all managers have their First-Aid Kits and Safety Manuals.
- Tracking all injuries and near misses in order to identify injury trends.
- Visiting other leagues to allow a fresh perspective on safety.
- Making sure that safety is a monthly Board Meeting topic and allowing experienced people to share ideas on improving safety.

**The CLL Members:**

The CLL Members will adhere to and carry out the policies as set forth in this manual.

**The CLL Communication Manager:**

The CLL Communication Manager is responsible for maintaining CLL's website and updating the safety information on a weekly basis.

# Managers and Coaches Responsibilities

The Manager is a person appointed by the President of CLL to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team.

- The Manager shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.
- The Manager is also responsible for the safety of their players. They are also ultimately responsible for the actions of designated coaches and the Team Safety Officer.
- If a Manager leaves the field, that Manager shall designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

## **Pre-Season:**

### **Managers will:**

- Take possession of this Safety Manual and the First-Aid Kit supplied by CLL.
  - Appoint a volunteer parent as Team Safety Officer (TSO). The TSO must be able to be present at all games and must own or have access to a cell phone for emergencies if games or practices take place off the complex...
  - Attend a mandatory training session on First Aid given by CLL with their designated coaches and TSO.
  - Cover the basics of safe play with his/her team before starting the first practice.
  - Return the signed CLL Code of Conduct and the CLL Safety Code to the CLL Safety Officer before the first game.
  - Teach players the fundamentals of the game while advocating safety.
  - Teach players how to slide before the season starts. A board representative will be available to teach these fundamentals if the Manager or designated coaches do not know them
- 
- Notify parents that if a child is injured or ill, he or she can not return to practice unless they have a note from their doctor. This medical release protects you if that child should become further injured or ill. There are no exceptions to this rule.
  - Encourage players to bring water bottles to practices and games.
  - Tell parents to bring sunscreen for themselves and their child
  - Encourage your players to wear mouth guard protection.

## **Season Play:**

### **Managers will:**

- Work closely with Team Safety Officer to make sure equipment is in first rate working order.
- Make sure that telephone access is available at all activities including practices. It is suggested that a cellular phone always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the fundamentals of the game to players.
  - Catching fly balls
  - Sliding correctly
  - Proper fielding of ground balls
  - Simple pitching motion for balance
- Be open to ideas, suggestions or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Have players wear sliding pads if they have cuts or scrapes on their legs.
- Always have First-Aid Kit and pads if they have cuts or scrapes on their legs.
- Use common sense

### **Pre-Game and Practice:**

#### **Managers will:**

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play.
- Make sure players are wearing proper uniform and catchers are wearing a cup.
- Make sure the equipment is in good working order and is safe.
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the President or a duly delegated representative shall make the determination.
- Enforce the rule that no bats and balls are permitted on the field until all players have done their proper stretching. (See Conditioning Section)
  1. Calf muscles
  2. Hamstrings
  3. Quadriceps
  4. Groin
  5. Back
  6. Shoulders
  7. Elbow/forearm
  8. Arm shake out
  9. Neck

Then have players do a light jog around the field before starting throwing warm-ups.

## **During the Game:**

### **Managers will:**

- Make sure that players carry gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
  - Keep players alert.
  - Maintain discipline at all time.
  - Be organized.
  - Keep players and substitutes sitting on the team bench or in the dugout unless participating in the game or preparing to enter the game.
  - Make sure catchers are wearing the proper equipment.
  - Encourage everyone to think Safety first.
  - Observe the “no on-deck” rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
  - Keep players off fence
- 
- Get players to drink often so they do not dehydrate.
  - Not play children that are ill or injured.
  - Attend to children that become injured in a game.
  - Not lose focus engaging in conversation with parents and passerby’s.

## **Post Game:**

### **Managers will:**

- Do cool down exercises with the players.
  1. Light Jog
  2. Stretching
  3. Those who throw regularly (pitchers and catchers) should ice their shoulders and elbows.
- Not leave the field until every team member has been picked up by a known family member or designated driver.
- Notify parents if their child has been injured no matter how small or insignificant the injury is. There are no exceptions to this rule. This protects you, Little League Baseball/Softball, Incorporated and CLL.

- Discuss any safety problems with the TSO that occurred before, during or after the game.
- If there was an injury, make sure an accident report was filled out and given to the Safety Officer.
- Return the field to its pre-game condition, per CLL policy.
- If a manager knowingly disregards safety, he or she will come before the CLL Board of Directors to explain his or her conduct.

### **Pre Game:**

Before a game starts, the umpire shall:

- Check equipment in the dugouts of both teams, equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets when warming up pitchers.
- Make sure that bats have grips.
- Make sure there are foam inserts in helmets and that helmets meet Little League NOCSAE specifications and bear Little League's seal of approval.
- Inspect helmets for cracks
  
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure official Little League balls for play from both teams.
- Use the FIELD SAFETY CHECK LIST (included in the appendix of this safety manual) to document that all of the above was carried out.

### **During the Game:**

During the game the umpire shall:

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.

- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.

### **Post Game**

After a game, the umpire shall:

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the CLL Safety Officer by telephone and in writing.

### **Facilities Manager:**

The CLL Facilities Manager is responsible to ensure the fields and structures used by the CLL meet the safety requirements as set forth in this manual.

### **Equipment Manager:**

The CLL Equipment Manager is responsible to get damaged equipment repaired or replaced as reported. This replacement will happen in a timely manner. The Equipment Manager will also exchange equipment if it doesn't fit properly.

### **Team Safety Officer (TSO):**

The TSO is a:

- Role model to younger children
- Defender of safety
- Liaison between the team and the CLL Safety Officer
- Hero when injuries are prevented by taking safety seriously

### **Pre-Season:**

In the pre-season, the TSO must:

- Acquire this Safety Manual from the team manager and read it.
- Call the CLL Safety Officer and introduce yourself.
- Have parents fill out Emergency Medical Treatment Consent and Contact forms and return them to you.
- Inspect the equipment when the Equipment Manager issues it to your team and replace any equipment that looks unsafe.
- Get to know the players on your team.
- Talk to parents, confidentially, and inquire if their child suffers from allergies, asthma, heart conditions, past injuries.
- Find out if a child is taking any kind of medication.
- Report your findings in written summary and submit it to the CLL Safety Officer for his/her records

### **Season:**

During the season, the TSO will:

- Keep a Safety Log of all injuries that occur on his or her team.
- Report weekly as part of a Safety Committee to the CLL Safety Officer even if nothing is wrong.
- Inspect players' equipment for cracks and broken straps on a routine basis.
- Communicate any safety infractions to the CLL Safety Officer or any other Board Member.
- Have parents fill out "driving permissions slips" if transporting a child to a game or practice is necessary.
- Help managers and designated coaches give First-Aid if needed.
- Act as a conduit between parents, managers, the CLL Safety Officer and the kids.
- Fill out accident reports if an injury occurs.
- Report an injury to the CLL Safety Officer within 12 hours of the occurrence.
- Track the First-Aid Kit inventory and ask the CLL Safety Officer for replacements when needed.

### **Pre-game:**

Before the game starts the TSO will:

- Make sure that this Safety Manual and the First-Aid Kit are present.
- Greet the players as they arrive and make sure everyone is feeling all right.

- Watch the players when they stretch and do warm ups exercises for signs of stress or injury.
- Check equipment for cracks and broken straps.
- Walk the field; remove broken glass and other hazardous materials.
- Be ready to go into action if anyone should get hurt.

### **During the Game:**

During the game the TSO will:

- Watch players to see that they are alert at all time.
- In case of injury, help the team manager treat the child until profession help arrives.
- Act as the conduit between the CLL Safety Officer, the team manager, the child and his or her parents.

### **Post-Game:**

After the game the TSO will:

- Record any safety infractions or injuries in his/her Safety Log.
- Report any injuries to the CLL Safety Officer within 12 hours of the occurrence.
- Fill out an accident investigation report (see appendix) and send a copy to the CLL Safety Officer if there is an injury requiring medical attention.
- Assist parents if child must go to a hospital or to see a doctor.
- Provide insurance documentation to the hospital if necessary (Claim form is in the appendix with all necessary insurance information).
- Follow up with parents to make sure the child is all right.

### **Post-Season Play:**

All Star Play:

Everybody's responsibilities remain the same throughout the post season.

Insurance Riders:

Insurance riders are needed if any practices, games or events involving baseball, on or off the CLL complex take place before or after the regularly scheduled season and "All Star"

post season. Insurance riders are also necessary if non-Little League teams practice, play games or hold tournaments at the CLL facility.

## **SAFETY BULLITEN FROM LITTLE LEAGUE INC**

**NOTICE TO PARENTS, PLAYERS AND LEAGUES:** IF YOU ARE CONSIDERING THE PURCHASE OF A NEW COMPOSITE METAL BAT FOR USE IN LITTLE LEAGUE BASEBALL (Major Division and below), BE SURE THAT THE BAT YOU ARE PURCHASING HAS THIS MARKING: BPF 1.15 ON THE BARREL OR HANDLE OF THE BAT. IF NOT, IT WILL NOT BE ALLOWED FOR PLAY IN LITTLE LEAGUE GAMES.

Little League officials are aware that there are bats for sale in stores, online or that may have already been purchased that are Little League approved, but do not have the required bat performance standard (BPF) markings. In fact, some of the bats on the Little League approved bat list may not carry the required BPF 1.15 marking on the bat, depending on when they were manufactured and licensed. Currently manufacturers are conducting an inventory and re-testing of all approved bats. The results of this study / retesting is to be finished by March 31, 2009. We are building a list of certain bats that are approved, but do not have the BPF marking due to special circumstances. For these bats, we are extending eligibility for play until December 31, 2009. As we are made aware of bats that meet our criteria for this extension, we will add them to the list. Please check this list regularly for updates. **HOWEVER, ONLY BATS WITH THE BPF 1.15 MARKING AND THE BATS ON THIS LIST WILL BE ALLOWED FOR PLAY IN 2009.**

Bats with the special exception include the following:

**Adidas Vanquish Blue design** (There is a newer model of this bat, also named the Vanquish and it has copper and black markings. It contains the proper labeling and therefore is not subject to the one-year rule).

**DeMarini - Black Coyote, Rogue, Distance, Rumble, Tengu, Mach 10, Patriot**

**Easton - LZ-810, LZ-800, Stealth Optiflex LST 1,**

**Louisville Slugger - YB31**

**NIKE - Areo**

**BE ALERT! SAFETY FIRST!**  
**CHECK PLAYING FIELD FOR HAZARDS**  
**PLAYERS MUST WEAR PROPER EQUIPMENT**  
**ENSURE EQUIPMENT IS IN GOOD SHAPE**  
**MAINTAIN CONTROL OF THE SITUATION**  
**MAINTAIN DISCIPLINE**  
**BE ORGANIZED**  
**KNOW PLAYERS' LIMITS AND DON'T EXCEED THEM**  
**MAKE IT FUN!**

### **Conditioning & Stretching**

Conditioning is an intricate part of accident prevention. Extensive studies on the effect of conditioning, commonly known as “warm-up”, have demonstrated that:

- The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
- Such drills help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.

The purpose of stretching is to increase flexibility within the various muscle groups and prevent tearing from overexertion. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

### **Hints on Stretching**

- Stretch necks, backs arms, thighs legs and calves.
- Don't ask the child to stretch more than he or she is capable of.
- Hold the stretch for at least 10 seconds.
- Don't allow bouncing while stretching. This tears down the muscle rather than stretching it.
- Have one of the players lead the stretching exercises.

### **Hints on Calisthenics**

- Repetitions of at 10.
- Have kids synchronize their movements.
- Vary upper body with lower body.
- Keep the pace up for a good cardio-vascular workout.

## **Pitching**

Little League managers and coaches are usually quick to teach their pitchers how to get movement on the ball. Unfortunately, the technique that older players use is not appropriate for children thirteen (13) years and younger. The snapping of the arm used to develop this technique will most probably lead to serious injuries to the child as he/she matures.

Arm stress during the acceleration phase of throwing affects both the inside and the outside of the growing elbow. On the inside, the structures are subjected to distraction forces, causing them to pull apart. On the outside, the forces are compressive in nature with different and potentially more serious consequences.

The key structures on the inside (or medial) aspect of the elbow include the tendons of the muscles that allow the wrist to flex and the growth plate of the medial epicondyle ("Knobby" bone on the inside of the elbow). The forces generated during throwing can cause this growth plate to pull away (avulse) from the main bone. If the distance between the growth plate and main bone is great enough, surgery is the only option to fix it. This growth plate does not fully adhere to the main bone until age 15!

Similarly, on the outside (or lateral) aspect of the elbow, the two bony surfaces can be damaged by compressive forces during throwing. This scenario can lead to a condition called Avascular Necrosis or Bone Cell Death as a result of compromise of the local blood flow to that area. This disorder is permanent and often leads to fragments of the bone breaking away (loose bodies) which float in the joint and can cause early arthritis. This loss of elbow motion and function often precludes further participation.

Studies have demonstrated that curveballs cause most problems at the inside of the elbow due to the sudden contractive forces of the wrist musculature. Fastballs, on the other hand, place more force at the outside of the elbow. Sidearm delivery, in one study, led to elbow injuries in 74% of pitches compared with 27% in pitchers with a vertical delivery style.

Dr Glenn Fleisig at the American Sports Medicine Institute is in the process of finalizing the results of a study funded by USA Baseball that evaluated pitch count in skeletally immature athletes as they related to both elbow and shoulder injuries. The study included 500 athletes, ages 9-14, from the Birmingham, Alabama area. Each child who pitched in a game was called after the game and interviewed over the phone. The investigators were able to conduct over 300 interviews. Approximately 200 of the 500 pitchers had videotape of their mechanics

**PRELIMINARY DATA HAVE DEMONSTRATED THE FOLLOWING:**

1. A significant higher risk of elbow injury occurred after pitchers reached 50 pitches/outing.
2. A significant higher risk of shoulder injury occurred after pitchers reached 75 pitches/outing.
3. In one season, a total of 450 pitches or more led to cumulative injury to the elbow and the shoulder.
4. The mechanics, whether good or bad, did not lead to an increase incidence of arm injuries.
5. The preliminary data suggest that throwing curveballs increases risk of injury to the shoulder more so than the elbow; however, subset analysis is being undertaken to investigate whether or not the older children were the pitchers throwing the curve.
6. The pitchers who limited their pitches repertoire to fastballs and change-up had the lowest rate of injury to their throwing arm.
7. A slider increased the risk of both elbow and shoulder problems.
  - Based on the data, the CLL is regulating the number of pitches per outing to 75 for the Minors and 85 for the Majors.
  - Based on this research, the CLL recommends against the teaching or throwing of curveballs under the age of 13.
  - Pitch count will now be enforced by the CLL for Minors/Majors. Managers and coaches should look to their players' future and make an effort to protect their elbows against the tragedy of Avascular Necrosis.

Minors	75 pitches per outing with days rest between games
Majors	85 pitches per outing with days rest between games

See Chanhassen Little League Local Rules for specific days of rest between games.

- Once these pitch counts are reached, the CLL recommends replacing the pitcher. Should that player be inserted back into the lineup, we recommend against the position of catcher as the number of throws require mirrors of pitcher.
- Ice is a universal First-Aid treatment for minor sports.
- Injuries. Ice controls the pain and swelling. Pitchers should be taught to ice their arms at the end of the game.

Children should not be encouraged to “play through the pain”. Pain is a warning sign of injury. Ignoring it can lead to greater injury.

## **HYDRATION:**

Good nutrition is important for children. Sometimes, the most important nutrient children need is water – especially when they're physically active. When children are physically active, their muscles generate heat thereby increasing their body temperature. As their body temperature rises, their cooling mechanism – sweat – kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become overheated.

We usually think about dehydration in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool as quickly.

It does not matter if it's January or July; thirst is not an indicator of fluid needs. Therefore, children must be encouraged to drink fluids even when they don't feel thirsty.

Managers and coaches should schedule drink breaks every 15 to 30 minutes during practice on hot days, and should encourage players to drink between every inning.

During any activity water is an excellent fluid to keep the body well hydrated. It's economical too! Offering flavored fluids like sport drinks or fruit juice can help encourage children to drink. Sports drinks should contain between 6 and 8 percent carbohydrates (15 to 18 grams of carbohydrates per cup) or less. If the carbohydrate levels are higher, the sports drink should be diluted with water. Fruit juice should also be diluted (1 cup juice to 1 cup water). Beverages high in carbohydrates like undiluted fruit juice may cause stomach cramps, nausea and diarrhea when the child becomes active. Caffeinated beverages (tea, coffee, colas) should be avoided because they are diuretics and can dehydrate the body further. Avoid carbonated drinks, which can cause gastrointestinal distress and may decrease fluid volume.

**Common Sense:**

Playing safe boils down to using common sense. For instance, if you witness a strange person walking around the CLL complex who looked like he/she didn't belong there you would report the incident to a Board Member. There will always be a Board Member on site (see the telephone number list in the beginning of this manual to identify them).

Another example of common sense – You witness kids throwing rocks or batting rocks on the CLL complex. They are having fun but are unknowingly endangering others. Don't just walk on by figuring that someone else will deal with the situation. Stop and explain to the kids what they are doing wrong and ask them to stop.

Webster's Dictionary definition of common sense is: Native good judgment; sound ordinary sense. In other words, to use common sense is to realize the obvious. Therefore, if you witness something that is not safe, do something about it! And encourage all volunteers and parents to do the same.

**Equipment:**

The equipment Manager is an elected CLL Board Member and is responsible for purchasing and distributing equipment to the individual teams. This equipment is checked and tested when it is issued but it is the Manager's responsibility to maintain it. Managers should inspect equipment before each game and each practice.

The CLL Equipment Manager will promptly replace damaged and ill fitting equipment.

Furthermore, kids like to bring their own gear. This equipment can only be used if it meets the requirements as outlined in this Safety Manual and the Official Little League Rule Book.

At the end of the season, all equipment must be returned to the CLL Equipment Manager. First-Aid Kits and Safety Manuals must be turned in with the equipment.

**Weather:****Rain:**

If it begins to rain:

1. Evaluate the strength of the rain. Is it light or is it pouring?
2. Determine the direction the storm is moving.
3. Evaluate the playing field as it becomes more and more saturated.
4. Stop practice if the playing conditions become unsafe – use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

**Lightning:**

The average lightning stroke is 5-6 miles long with up to 30 million volts at 1000,000 amps flow in less than a tenth of a second. The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour. Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead. On average, the thunder from a lightning stroke can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles! The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind; the storm can be less than 3 miles away!

If you can **HEAR, SEE OR FEEL a THUNDERSTORM:**

1. **Suspend all games and practices immediately.**
2. Stay away from metal including fencing and bleachers.
3. Do not hold metal bats.
4. Get to players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not continue the game or practice.

### **Hot Weather:**

One thing we do get once in a while in Chanhassen, Minnesota is hot weather. Precautions must be taken in order to make sure the players on your team do not dehydrate or hyperventilate.

1. Suggest players take drinks of water when coming on and going off the field between innings.
2. If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout A.S.A.P.
3. If a player should collapse as a result of heat exhaustion, call 9-1-1 immediately. Get the player to drink water and use the instant ice bags supplied in your First-Aid Kit to cool him/her down until the emergency medical team arrives. (See section on Hydration)

### **Ultra-Violet Ray Exposure:**

This kind of exposure increases an athlete's risk of developing a specific type of skin cancer known as melanoma.

The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time that they are 18 years old.

Therefore, CLL will recommend the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultra-violet light.

### **General Facility:**

- The dugouts will be clean and free of debris at all time.
- Dugouts and bleachers will be free of protruding nails and wood splinters.
- Home plate, batter's box, bases and the area around the pitcher's mound will be checked periodically for tripping and stumbling hazards.
- Materials used to mark the field will consist of a non-irritating pigment (no-lime).
- Chain-link fences will be checked regularly for holes, sharp edges, and loose edges and will be repaired or replaced accordingly.

## **ACCIDENT REPORTING PROCEDURE:**

### **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 CLL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

### **When to report –**

All such incidents described above must be reported to the CLL Safety Officer within 24 hours of the incident. The CLL Safety Officer, can be reached at the following:

Day Phone: 952-906-3831  
Evening: 952-401-1096  
Cell: 952-826-9692  
Email: [josephwitt@msn.com](mailto:josephwitt@msn.com)

The CLL Safety Officer's contact information will be posted at all times during practice and games.

### **How to make a report –**

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. 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.

### **Team Safety Officer's Responsibility –**

The TSO will fill out the CLL Accident Investigation Form and submit it to the CLL Safety Officer within 24 hours of the incident. If the team does not have a TSO, then the Team Manager will be responsible for filling out the form and turning it into the CLL Safety Officer. (CLL Accident Investigation Forms can be found in the Appendix)

Accidents occurring outside the team (i.e. spectator injuries, concessions stand injuries and third party injuries) shall be handled directly by the CLL Safety Officer.

## **CLL Safety Officer's Responsibilities –**

Within 24 hours of receiving the CLL Accident Investigation Form, the CLL Safety Officer will contact the injured party or the party's parents and:

- Verify the information received;
- Obtain any other information deemed necessary;
- Check on the status of the injured party; and in the event that the injured party required other medical treatment (i.e. Emergency Room visit, doctor's visit, et.) will advise the parent or guardian of the CLL's insurance coverage and the provision for submitting any claims.

If the extents of the injuries are more than minor in nature, the CLL Safety Officer shall periodically call the injured party to:

- Check on the status of any injuries, and
- 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).

### **Insurance Policies:**

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball/Softball, Inc.

Chanhassen Little League participants shall not participate as a Little League team in games with other teams of the programs or in tournaments except those authorized by Little League Baseball/Softball, Inc.

Chanhassen Little League participants may participate in other programs during the Little League 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 CLL, games played for any purpose other than to establish a League champion or as part of the international Tournament are prohibited. (See IX – Special Games, pg. 15 in the rule book for further clarification)

### **Explanation of Coverage:**

The CNA Little League's insurance policy (see in Appendix) is designed to afford protection to all participants at the most economical cost to CLL. 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, CNA Little League insurance – which is purchased by the CLL, not the parent – takes over and provides benefits, after a \$50 deductible per claim, for all covered injury treatment costs up to maximum 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 the insurance works:**

1. First have the child's parents file a claim under their insurance policy; Blue Cross, Blue Shield or any other insurance protection available.
2. Should the family's insurance plan not fully cover the injury treatment, the Little League CNA Policy will help pay the difference, after the \$50 deductible per claim, up to the maximum stated benefits.
3. If the child is not covered by any family insurance, the CNA Policy becomes primary and will provide benefits for all covered injury treatment costs, after a \$50 deductible per claim, up to the maximum benefits of the policy.
4. 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 dollar benefit is \$500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.

**Filing a Claim:**

When a claim, (see claim forms in appendix) all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent's/guardians or claimant's employer explaining the lack of Group or Employer insurance must accompany a claim form.

On dental claims, it will be necessary to fill out Major Medical Form, as well Dental Form; then submit them to the insurance company of the claimant, or parent(s)/guardian(s), if claimant is a minor. "Accident damage to whole, sound, normal teeth as a direct result of an accident" must be stated on the form and bills. Forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, League ID, and year of the injury on the form.

Claims must be filed with the CLL Safety Officer. He/she forwards them to Little League Baseball/Softball, Inc., P.O. Box 3485, Williamsport, PA, 17701. Claim officers can be contacted at (717) 327-1674 and fax (717) 326-1074. Contact the CLL Safety Officer for more information.

Protective equipment cannot prevent all injuries a player might  
Receive while participating in Baseball/Softball

**CHILD ABUSE:****Volunteers:**

Volunteers are the greatest resource Little League has in aiding children's development into leaders of tomorrow. But some potential volunteers may be attracted to Little League to be near children for abusive reasons.

Big Brothers/Big Sisters of America defines child sexual abuse as "the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual". So abusing a child can take many forms, from touching to non-touching offenses.

Child victims are usually made to feel as if they have brought the abuse upon themselves; they are made to feel guilty. For this reason, sexual abuse victims seldom disclose the victimization. Consider this: Big Brothers/Big Sisters of America contend that for every child abuse case reported, ten more go unreported. Children need to understand that it is never their fault, and both children and adults need to know what they can do to keep it from happening.

Anyone can be an abuser and it could happen anywhere. By educating parents, volunteers and children, you can help reduce the risk it will happen at Chanhassen Little League. Like all safety issues, prevention is the key.

### **Reporting:**

In the unfortunate case that child sexual abuse is suspected, you should immediately contact the CLL President, or a CLL Board Member if the President is not available, to report the abuse. CLL along with district administrators will contact the proper law enforcement agencies.

### **Investigation:**

CLL will appoint an individual with significant professional background to receive and act on abuse allegations. These individuals will act in a confidential manner, and serve as the League's liaison with the local law enforcement community. Little League volunteers should not attempt to investigate suspected abuse on their own.

### **Suspending/Termination:**

When an allegation of abuse is made against a Little League volunteer, it is our duty to protect the children from any possible further abuse by keeping the alleged abuser away from children in the program. If the allegations are substantiated, the next step is clear – assuming that the individual will not have any further contact with the children in the League.

### **Make Our Position Clear:**

Make adults and kids aware that Little League Baseball/Softball and CLL will not tolerate child abuse of any form.

### **The Buddy System:**

It is an old maxim, but it is true: There is safety in numbers. Encourage kids to move about in a group of two or more children of similar age, whether an adult is present or not. This includes travel, leaving the field, or using the restroom areas. It is far more difficult to victimize a child if they are not alone.

### **Access:**

Controlling access to areas where children are present – such as the dugout or restrooms – protects them from harm by outsiders. It's not easy to control the access of large outdoor facilities, but visitors could be directed to a central point within a facility. Individuals should not be allowed to wander through the area without the knowledge of the Managers, Coaches, Board of Directors or any other volunteer.

### **Lighting:**

Child sexual abuse is more likely to happen in the dark. The lighting of fields, parking lots and any all indoor facilities where Little League functions are held should be bright so that participants can identify individuals as they approach, and observers can recognize abnormal situations.

### **Shower and Toilet Facilities:**

Generally speaking, Little Leaguers are capable of using toilet facilities on their own, so there should be no need for an adult to accompany a child into rest rooms areas.

## **HEALTH AND MEDICAL – Giving First-Aid:**

### **What is First-Aid?**

First-Aid means exactly what the term implies – it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives, (9-1-1 paramedics). At no time should anyone administering First-Aid go beyond his or her capabilities. Know your limits!

En-route Paramedics are in constant communication with local hospitals at all times preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First-Aid you can and wait for the paramedics to arrive.

### **First-Aid Kits:**

First-Aid Kits will be furnished to each team at the beginning of the season. The kits will be distributed to each team at the annual Safety Meeting, which will be held on April 20, 2009 at Bluff Creek School starting at 6:30pm. Each team must be represented by their respective “safety coordinator/parent volunteer” and the team Head Coach / Manager.

The CLL Safety Officer’s name and phone number are taped on the inside lid of all First-Aid Kits.

Keep at least two quarters inside the First-Aid Kit for emergency telephone calls.

The First-Aid Kit will become part of the team’s equipment package and shall be taken to all practices, batting cage practices, games (whether season or post-season) and any other CLL Little League event where children’s safety is at risk.

To replenish materials in the Team’s First-Aid Kit, the Manager, designated coaches or the appointed TSO must contact the CLL Safety Officer. (See contact information and address in the phone # section of this Safety Manual or on First-Aid Kit)

### **PARENTAL CONCERNS ABOUT SAFETY:**

The following are some of the most common concerns and questions asked by parents regarding the safety of their children when it comes to playing baseball/softball. We have also included appropriate answers below the questions.

**I’m worried that my child is too small or too big to play on the team/division he /she has been assigned to.**

Little League has rules concerning the ages of players. CLL observes those rules and then places children on teams according to their skills and abilities based on their try-out ratings at the beginning of the season. If for some reason you do not think your child belongs in a particular division, please contact the CLL Player Agent and share your concerns with him or her.

**Should my child be pitching as many innings per game?**

Little League has rules regarding pitching which all managers and coaches must follow. The rules are different depending on the division of play but the rules are there to protect children.

**Do mouth guards prevent injuries?**

A mouth guard can prevent injuries such as concussions, cerebral hemorrhages, and incidents of unconsciousness, jaw fractures and neck injuries by helping to avoid situations where the lower jaw gets jammed into the upper jaw. Mouth guards are effective in moving Soft tissue in the oral cavity away from the teeth, preventing laceration and bruising of the lips and cheeks, especially for those who wear orthodontic appliances.

**How do I know that I can trust the volunteer managers and coaches not to be child molesters?**

The CLL runs background checks on all Board Members, managers and designated coaches before appointing them. Volunteers are required to fill out applications which give the CLL information and permission it needs to complete a thorough investigation. If the league receives inappropriate information on a volunteer, that volunteer will be immediately removed from his/her position and banned from the facility.

**How can I complain about the way my child is being treated by the manager, coach or umpire?**

You can directly contact the CLL Player Agent for your division or any CLL Board Member. Their names and telephone numbers are posted in the glass case outside the clubhouse. The complaint will be brought to the CLL President's attention immediately and investigated.

**Will that helmet on my child's head really protect him/her while they are at bat and running around the bases?**

The helmets used at CLL must meet NOCSAE standards as evidenced by the exterior label. These helmets are certified by Little League, Inc. and are the safest protection for your child. The helmets are checked for cracks at the beginning of each game and replaced if need be.

**Is it safe for my child to slide into bases?**

Sliding is part of the game. Managers and coaches teach children to slide safety.

## **SUBMIT YOUR IDEAS FOR SAETY**

Your safety ideas are welcome at CLL. Please submit them in written form to the CLL Safety Officer. If your safety idea warrants further investigation, you will be contacted.