

OCEAN TOWNSHIP
LITTLE LEAGUE
SAFETY MANUAL
2024

LEAGUE ID# 230-11-19

**OCEAN TOWNSHIP LITTLE LEAGUE
BOARD OF DIRECTORS
POLICE EMERGENCY & NON-EMERGENCY NUMBERS**

OCEAN TOWNSHIP POLICE DEPT.	911
OCEAN TOWNSHIP POLICE (NON-EMERGENCY)	732-531-1800
OCEAN TOWNSHIP LITTLE LEAGUE SAFETY OFFICER	201-744-8514

2023 OCEAN TOWNSHIP LITTLE LEAGUE BOARD

PRESIDENT - BRIAN LETTIERI
TREASURER - ABE HAKIM
EXEC. VP OF BASEBALL - BRAD ANDRUS
EXEC. VP OF SOFTBALL - KRISSIE LEGG
SAFETY COOR. - OPEN (LETTIERI)
SECRETARY - EARL JACKSON
PLAYER AGENT - LISA PATTERSON
INFORMATION OFF. - PATRICK O'NEILL
UMP. IN. CHIEF - JASON CHMURA
FIELDS SUPERVISOR - COLIN GRIMM
BASEBALL COACH. COOR. - PATRICK O'NEILL
SOFTBALL COACH. COOR. - BRADY MARTINEZ
FUNDRAISING - BRETT BAGLEY
UNIF. & EQUIP. - PAUL ROBINSON
CONCESSIONS - OPEN

This safety manual is provided as a guideline. It should be read in its entirety. It should be understood and followed. Any questions regarding the content of this manual should be directed to the Safety Officer. Our hope and desire are for a full understanding of this manual and the achievement of safe play. The Safety Officer, Board members, Managers and Coaches are not responsible for the content of this safety manual and are NOT responsible for any injuries arising from any activities related to the Little League play.

The Safety Officer, Board Members and Coaches are volunteer members of The Ocean Township Little League and perform their duties under the guidance of the Little League Baseball. Part of the annual budget is allocated for safety.

OCEAN TOWNSHIP LITTLE LEAGUE
Code of Conduct

- No alcohol allowed in any parking lot, field, or common areas within the OTLL complex while children are present.
- No playing in the parking lot at any time.
- No profanity PLEASE!
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the OTLL complex.
- No throwing rocks.
- No horseplay in the walkways at any time.
- No climbing fences.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During the game, players must remain in the dugout area.
- After each game, each team including all coaches and players must clean up the trash in and around the dugout area.
- All gates to the field must remain closed. After players have entered or left the playing field, gates should be closed and secured.
- No tobacco products on the field or in the dugouts.
- No person under the age of 18 is permitted to drive machinery (SandPro or Gator) on the fields or any area of the Ocean Township Little League complex.
- No pets are allowed at the fields.

Failure to comply with the above may result in expulsion from the **OCEAN TOWNSHIP LITTLE LEAGUE COMPLEX**

Safety Code

Dedicated to Injury Prevention

- Responsibility for safety procedures should be that of an adult member of the OCEAN TOWNSHIP - Little League ("OTLL").
- Managers, coaches, and umpires should have training in first aid. First-aid kits are issued to each manager and more complete kits are located at the concession stand. First-aid course is given in February/March of each year, to all personnel. All coaches must attend a First-aid course and Safety Clinic. It is a requirement to that each team have a First Aid Kit at every practice and game.
- No games or practices should be held when weather or field conditions are not acceptable, particularly when lighting is inadequate.
- Play areas should be inspected frequently for holes, damage, stones, glass and other foreign objects. Managers must fill out Pregame/Pre-practice Checklist.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of the team's manager and coaches.
- Foul balls should be returned to the nearest manager or coach. Retrieved foul balls should not be thrown onto the field of play.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- All warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit and when appropriate, for proper certification. All equipment must be replaced if unsafe.
- Damaged or missing equipment must be reported to the Equipment Manager immediately.
- Coach's clinic will be held before the season begins, Date and Time TBD
- All coaches and managers are required to attend (instruction on proper sliding, batting etc.).
- Safety is discussed at all meetings.
- It is recommended that all managers and coaches attend the Rutgers safety clinic. OTLL, in concert with the Township of Ocean Recreation Department, annually provides a free Rutgers certification class (within the Township) for all volunteer coaches and managers.
- All Volunteers beginning in 2024 will complete Little League sponsored Abuse Awareness Training and provide certificate to Coach Coordinator and President.
- All-Star Managers and Assistant Coaches beginning in 2023 will complete Little League sponsored Diamond Leader training and provide certificate to Coach Coordinator and President.
- All umpires are required to attend safety clinics given by the Ocean Township Little League

- Batters must wear Little League approved protective helmets during practice and games.
- Catcher must wear catcher's helmet, mask, throat protector, shin guards, long or short model chest protector, and protective cup with athletic supporters at all times (males) for all practices and games. NO EXCEPTIONS! Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Parents are responsible for transportation of their child.
- Coaches must be in possession of all players' medical forms with phone numbers.
- Players must not eat, chew gum or have anything in their mouths except mouth guards.
- On-deck batters are not permitted.
- Except when a runner is returning to base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- At no time should "horseplay" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "safety glasses."
- Players must not wear watches, rings, pins, piercing or metallic items during games and practices. Medical alerts are allowed.
- Catchers must wear catcher's helmet and mask with throat protector when warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- Concession stand is equipped with first-aid kit, phone and ice for emergencies.
- Concession stand is inspected regularly for safety, both equipment and safety devices (smoke alarms, suppression system etc.).
- Regularly upgrade fields and facility for safety.
- Facility survey completed annually.
- OTTL has procured an "AED", which will be properly certified. Appropriate league representatives are trained concerning its use.
- Ensure players have required equipment at all times, even catchers warming up during infield.
- Coaches and Managers must enforce rules at practices as well as games.
- All fields have bases that disengage from their anchors, as required starting in 2008.
- Managers and Coaches are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practices as informal catcher for batting practice.
- USABat Standard bats must be used in the Little League Major Baseball Division and below. Either USABat Standard bats or BBCOR bats must be used at the Intermediate (50/70) Baseball and Junior League Baseball Divisions.

CONCESSION STAND SAFETY

ALL CONCESSION STAND WORKERS AND CUSTOMERS MUST WEAR MASKS AT ALL TIMES!

Concession stand operations standards shall meet or exceed the local board of health regulations. Concession safety procedures will be posted at all times the menu shall be posted & approved by the league safety officer and league president.

Cooking. Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41o F or below (if cold) or 140o F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155o F, poultry parts should be cooked to 165o F.

Reheating. Rapidly reheat potentially hazardous foods to 165o F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Cooling and Cold Storage. Foods that require refrigeration must be cooled to 41o F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

Hand Washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing! Wash your hands before you prepare food or as often as needed. Wash after you use the toilet, touch uncooked meat, poultry, fish, eggs or other potentially hazardous foods, eat, smoke or chew gum, touch soiled plates, utensils or equipment, take out the trash, touch your nose, mouth, or any part of your body, cough or sneeze. Do not touch ready to eat foods with your bare hands, always use gloves, tongs, deli tissue or other serving utensils. Wear gloves when you have a cut or sore on your hand. Wash your hands before you put on new gloves. Change your gloves as often as you wash your hands or when they are torn or soiled.

Health and Hygiene. Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

Food Handling. Avoid hand contact with raw, ready- to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

Dishwashing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process: 1. Washing in hot soapy water; 2. Rinsing in clean water; 3. Chemical or heat sanitizing; and 4. Air drying.

Ice. Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

Wiping Cloths. Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

Insect Control and Waste. Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight- fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

Food Storage and Cleanliness. Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

Minimum Worker Age. Minimum age for workers or to be in the stand to use the grill is 18 years old. Minimum age for workers to help in the snack bar and not use the grill is 13 years old.

BEFORE THE GAME

Umpires and Coaches meet at Home Plate

- Introduce plate umpire, base umpire, managers and coaches.
- Receive official lineup cards from each team.
- Discuss any house rules.
- Discuss the strike zone.
- Discuss unsportsmanlike conduct by the players.
- Clarify calling the game due to darkness or weather (rain, lighting, etc.).
- Get two game balls from each team.
- Discuss legal pitching motions or balks. No balks called until Junior/Senior league. Instruct on proper motions.
 - Be sure players are in full uniform. Shirts tucked in and hats on. No shorts allowed.
 - Ensure games start promptly (on time).
 - Game cancellation before the start of play will be mutually agreed by coaches.
 - Fields are walked and inspected before each game.
 - Managers/Coaches/ Umpires will be required to inspect equipment prior to each game.

DURING THE GAME

Umpires and Coaches

- Encourage coaches to help complete play by having catchers and players on the bench prepared and ready to take field with two outs.
- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think Safety First.
- Continue to monitor field for safety and playability.
- Pitchers warming up in foul territory must have a spotter and catcher with helmet, chest protector and glove.
- Reduced impact balls used for younger players.
- Breakaway bases used on all fields.
- Keeping game moving - eight pitches or one minute to warm up the pitcher between innings.
- Make the calls loud and clear, signaling each call properly.
- Umpires should be in position to make the call.
- No arguing of any call made by the umpire, especially judgment calls.
- Managers are responsible for keeping their fans on their best behavior.
- Game cancellation decisions will be decided by the umpire Keeping game moving - eight pitches or one minute to warm up the pitcher between innings.
- Make the calls loud and clear, signaling each call properly.

- Umpires should be in position to make the call.
- No arguing of any call made by the umpire, especially judgment calls.
- Managers are responsible for keeping their fans on their best behavior.
- Game cancellation decisions will be decided by the umpire

LIGHTNING EVACUATION PROCEDURES

1. Stop game or practice.
2. Stay away from metal fencing including the dugouts!
3. Do not hold a metal bat.
4. Walk, do not run to a car or the concession stand, and wait for a decision on whether or not to continue the game or practice.

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

IMPORTANT DOs AND DON'Ts

DOs

- Reassure and aid children who are injured, frightened, or lost. Take a lost child to the concession stand and use the PA system.
- Provide or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.
- Assist those who require medical attention and when administering aid remember to: Look for signs of injury (Blood, black and blue, deformity of injured area), Listen to the injured to describe what happened and what hurts if conscious, feel gently and carefully the injured areas for signs of swelling, or grating of broken bones.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.
- Always be in possession of all player's medical forms with phone numbers.
- Notify local police, fire, and first aid for emergencies (911).

DON'Ts

- Don't administer any medications.
- Don't hesitate in giving aid when needed.
- Don't be afraid to ask for help if you are not sure of the proper procedures (i.e., CPR, etc.).
- Don't transport injured individuals.
- Don't leave an unattended child at a practice or game.
- Don't hesitate to report any present or potential safety hazard to the Safety Officer or any board member immediately.

In case of medical emergency:

1. Give first aid and have someone call 911 immediately if an ambulance is necessary (i.e., severe injury, neck or head injury, not breathing - err on the side of caution).
2. Notify parents immediately if they are not at scene.
3. Notify league safety officer by phone within 24 hours,
4. Fill out OTLL Accident Report Form within 24 hours. Forms will be supplied to all managers. Managers are encouraged as well to immediately call Safety Officer, who will contact Player Agent.
5. Talk to your team about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
6. Talk to anyone in the OTLL you feel will be helpful (i.e., Safety Officer, President, and Board Member).
7. OTLL insurance is supplemental to your insurance policy. Claims must be filed with the League Safety Officer.

Communicable Disease Procedure

1. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in first aid kits).
2. Bleeding must be stopped and the open wound covered.
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.
7. Require all parents of children with medical conditions (i.e. bleeding disorders, asthma, etc.) to inform Manager prior to practice or play.

Insect Stings

Severe allergic reactions to insect stings are reported by about 0.5 percent of the population in the United States, Fortunately, localized pain, itching, and swelling-the most common consequences of an insect bite can be treated with first aid.

What to Look For

A rule of thumb is that the sooner symptoms develop after a sting, the more serious the reaction will be.

What to Do

Most people who have been stung can be treated on site, but everyone should know what to do if a life threatening allergic reaction (anaphylaxis) occurs. In particular, those who have had a severe reaction to an insect sting should be instructed on what they can do to protect themselves. They also should be advised to wear a medical-alert identification tag identifying them as insect allergic.

1. Look at the sting site for a stinger embedded in the skin. Bees are the only stinging insects that leave their stingers behind. **If** the stinger is still embedded, remove it or it will continue to inject poison for two or three minutes. Scrape the stinger and venom sac away with a hard object such as a long fingernail, credit card, scissor edge, or knife blade. **If** applied in {the first three minutes, a Sawyer Extractor can remove a portion of the venom.
1. Wash the sting site with soap and water to prevent infection.
2. Apply an ice pack over the sting site to slow absorption of the venom and relieve pain. Because bee venom is acidic, a paste made of baking soda and water can help. Sodium bicarbonate is an alkalizing agent that draws out fluid and reduces itching and swelling. Wasp venom, on the other hand, is alkaline, so apply vinegar or lemon juice.
3. Observe the victim for at least 30 minutes for signs of an allergic reaction. Call 911 if any Signs of a severe allergic reaction occur. For a person having a severe allergic reaction, a dose of epinephrine is the only effective treatment. A person with a known allergy to insect stings should have a physician-prescribed emergency kit that includes pre-filled syringes of epinephrine.

What Not to Do

1. **DO NOT** pull the stinger with tweezers or your fingers because you may squeeze more venom into the victim from the venom sac.
2. **DO NOT** use epinephrine unless the victim has a severe allergic reaction.

When treating an injury remember:

Protection, Rest, Ice, Compression, Elevation and Support

SPECIAL 2024 GUIDELINES

★ WASH YOUR HANDS OFTEN

Wash your hands with soap and water for at least 20 seconds, or about the time it takes to recite the LL pledge twice, especially after you have been in a public place, or after blowing your nose, coughing or sneezing.

If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

Avoid touching your eyes, nose and mouth.

Players are encouraged to bring their own hand sanitizer. Sanitizing stations will be positioned throughout the complex.

★ COVER COUGHS AND SNEEZES

Always cover your mouth and nose when you cough or sneeze with a tissue or the inside of your elbow.

Throw used tissues in the trash.

Immediately sanitize or wash your hands.

★ SELF-MONITORING AND QUARANTINE

All individuals should measure their body temperature before attending an LL activity.

Anyone with symptoms of or exposure to COVID-19 should not attend an LL activity.

Any individual, including players at risk for severe illness or with underlying conditions should not attend an LL activity without medical clearance.

★ HEALTHY PRACTICES

All players and coaches should practice good general health habits, including hydration, a vitamin rich diet and adequate sleep.

★ DRINKS AND SNACKS

Athletes, coaches and umpires should bring their own labeled drinks.

There should be no shared team beverages.

Teams should not share snacks. Players should bring individual pre-packaged food if necessary.

Accident Reporting Procedures:

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 the 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 24 hours of the incident. The Safety Officer for 2024 is an open Board position and temporarily filled by League President Brian Lettieri and he can be reached at the following:

Email - brian.lettieri@iff.com Phone - (908) 705-2213

How to make the report - Reporting incidents can come in a variety of forms. Most typically they are telephone conversations. A standard incident report form is also supplied to all Managers. At a minimum the following information must be provided: The name and phone number of the individual involved. The date, time, and location the incident occurred. A description of the incident. The preliminary estimation of the extent of injuries. The name and phone number of the person reporting the incident.

Safety Officer's Responsibilities

Within 24 hours of receiving the incident report, or as soon as practicable, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment will advise the parent or guardian of the OTLL's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of the injuries, and (2) to check if any other assistance is necessary in areas such as the submitting of insurance forms 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).

Legal Considerations

Legal and ethical issues concern all first aiders.

Consent

Before giving first aid, a first aider must gain consent from the victim. Touching another person without his or her permission or consent is unlawful (known as battery) and could be grounds for a lawsuit. Likewise, giving first aid without the victim's consent is unlawful, unless it is an emergency situation as described below under "Implied Consent."

Expressed Consent

Consent must be obtained from every conscious, mentally competent (i.e., able to make a rational decision) adult (i.e., a person of legal age). Tell the victim your name and that you have first aid training and explain what you will be doing. Permission from the victim may be expressed either verbally or with a nod of the head.

Implied Consent

Implied consent involves an unconscious victim and a life-threatening condition. It is assumed or implied that an unresponsive victim would consent to lifesaving interventions. Consent also is implied when the first aider begins care and the victim does not resist.

When life-threatening situations threaten a child, and the parent or legal guardian is not available for consent first aid should be given based on implied consent. Do not withhold first aid from a minor just to obtain parental or guardian permission.

Abandonment

Abandonment means terminating the care of a victim without ensuring continued care at the same level or higher. Once you have responded to an emergency, you must not leave a victim who needs continuing first aid until another competent and trained person takes responsibility for the victim.

Safe Kids Program

The following is the policy of Ocean Township Little League:

- **ALL VOLUNTEERS ARE REQUIRED TO COMPLETE THE 2023 LITTLE LEAGUE VOLUNTEER APPLICATION AND ABUSE AWARENESS TRAINING**
- All Little League Data will be uploaded to the Little League Data Center at www.LittleLeague.org
- **Ocean Township Little League** will submit a Qualified Safety Program Registration form every year as part of the ASAP plan.
- **Ocean Township Little League** is committed to provide a safe environment and to prevent child abuse and sexual misconduct.
- **Ocean Township Little League** will make every reasonable effort to ensure that every person involved in coaching/training a sport activity will abide by the Safe Kids guidelines.
- **Ocean Township Little League** will make every reasonable effort to exclude any adult with a legally documented history of child abuse/molestation or any other record that would bring unnecessary risk to the health and safety of the participants of this organization. Therefore, every person volunteering or applying for a position as a coach/trainer must complete a Volunteer/Employee Disclosure Statement (see attached).
- **Ocean Township Little League** will take appropriate action on all allegations of child abuse and/or sexual misconduct. All allegations will be reported immediately to the authorities for investigation and will cooperate fully with any such investigation.
- To follow is a list of preventive measures which should be taken
- Physical, mental, and verbal abuses are forbidden.
- Inappropriate touching is forbidden
- Coaches/trainers should not socialize with the participants outside of the sponsored activities of the organization.
- Coaches/trainers should not ride solo with a child.
- Parents are encouraged to attend sponsored activities.
- If a child needs special attention (one - on - one), the assistance of another adult is recommended.