



CHESTERFIELD LITTLE LEAGUE
SAFETY PLAN
2020 ASAP MANUAL

League ID: 3460505

TABLE OF CONTENTS

COVER PAGE	1
TABLE OF CONTENTS	2
MESSAGE FROM THE SAFETY OFFICER	3
CONTACT & EMERGENCY INFORMATION	4
CLL BOARD OF DIRECTORS	5
FACILITY MAPS	6
<i>Manchester Complex and Horner Park</i>	6
<i>Old Clover Hill High School and Bailey Bridge Middle School</i>	7
<i>Spring Run Elementary School and Crenshaw Elementary School</i>	8
<i>Alberta Smith Elementary School and Grange Hall Elementary School</i>	9
<i>Woolridge Elementary School and Clover Hill Elementary School</i>	10
<i>Swift Creek Elementary School and Swift Creek Middle School</i>	11
<i>Winterpock Elementary</i>	12
<i>Indoor Facility Locations</i>	13
GENERAL SAFETY	13
<i>Safety Overview</i>	13
<i>Safety Officer</i>	13
<i>Safety Plan Distribution</i>	13
<i>Safety Officer Responsibilities</i>	13
<i>Training</i>	14
<i>Communications</i>	14
<i>Safety Ideas</i>	14
<i>Little League ASAP Information</i>	14
<i>Safety Common Sense</i>	14
<i>Reporting Safety Issues</i>	15
SECURITY & CHILD SAFETY	15
<i>Volunteer Background Checks</i>	15
<i>Reporting of Child Abuse</i>	15
FACILITY & FIELD SAFETY	16
<i>Facility Safety</i>	16
<i>Field Safety</i>	16
<i>Weather Safety</i>	16
<i>Rain</i>	16
<i>Lightening</i>	17
CONCESSION STAND SAFETY	18
EQUIPMENT, CHEMICAL & MACHINERY SAFETY	19
<i>Equipment Use & Storage</i>	19
<i>Chemicals & Organic Materials</i>	19
<i>Machinery</i>	19
PLAYER SAFETY	20
<i>General Player Safety</i>	20
<i>Batting Cage Guidelines</i>	20
<i>Equipment Check</i>	20
FIRST AID	21
<i>First Aid Supplies</i>	21
<i>First Aid Training</i>	22
<i>Administering First Aid</i>	22
<i>Calling 9-1-1 Emergency</i>	22
<i>First Aid Inventory</i>	23
INCIDENT / ACCIDENT REPORTING	24
<i>General Incident/ Accident Reporting</i>	24
<i>Incident / Accident Reporting Procedure</i>	24
<i>Insurance Policies</i>	24
CONCUSSION POLICY	25
APPENDIX: CONCUSSION GUIDELINES AND ACTION PLAN	26

MESSAGE FROM THE SAFETY OFFICER

Chesterfield Little League
P. O. Box 1901 Midlothian, Virginia 23113
Co-Sponsored by Chesterfield County Parks and Recreation

January 1, 2020

Dear CLL Managers, Coaches, Parents and Volunteers:

On behalf of President Brendon Jewell and the Board of Directors of Chesterfield Little League, I welcome you to the 2020 season! We appreciate your willingness to volunteer in the teaching and development of our youth through baseball and softball.

The Board of Directors takes safety very seriously and we ask that all Players, Parents, Coaches, Managers, and Volunteers do the same. Safety must be the number one priority for any youth sports organization. Injuries avoided in youth will translate into better quality of life in adulthood. We are proud that Little League Baseball and Softball leads the way in developing the most comprehensive safety program of any youth organization.

This year again, we will continue that tradition of building safety awareness and programming as a priority for our exceptional little league. Although we know injuries will happen, we will continue to promote an “injury free” mantra that includes the proper elements of sports conditioning and education for the coaches, players and umpires, as well as first aid, CPR and AED training for board members, managers and coaches.

Thanks to your efforts and awareness, the 2019 season had only six reported incidents related to injury on the playing field. These reported incidents were all fairly minor and we will continue to promote safety to minimize injuries.

All accidents and their resulting injuries are preventable through proper training, planning and preparation. We will continue to implement prevention programs to minimize accidents and injuries, while not restricting the flow and excitement of the game. By combining common sense measures with strict adherence to the Little League safety rules and the Chesterfield Little League safety plan, we can significantly reduce the chance of serious injury to our children and provide expeditious and effective treatment in the event an injury occurs.

For the 2020 Season, the Board of Directors will continue requiring that all Board Members, Managers and Coaches take an online training course on concussion awareness. While concussions do not occur as often in baseball as some other sports, kids can accidentally run into one another or have the potential of getting hit in the head by a baseball or bat. These risks require us to ensure that kids involved in an incident that could result in a concussion are treated as quickly as possible. Newer research continues to reveal that concussions, even mild ones, can have long-lasting effects on the brain if proper treatment is not provided in a timely manner.

The CLL ASAP (A Safety Awareness Program) is intended to cover everything from players to equipment to field safety. All our equipment is Little League approved. Unsafe equipment must be taken out of play and replaced. Our fields and the field lighting meet or exceed requirements. It is expected that if unsafe field conditions are observed, that they be immediately corrected, or that proper action is taken to see that it be corrected. All Little League safety rules are enforced at every level. Anyone involved in Little League should feel free to approach any member of the Chesterfield Little League Board with a safety concern and expect that it will be properly addressed. We are continually striving to improve our safety efforts and welcome all suggestions and observations to further that effort. This plan is a living document that will be revised as circumstances change from time to time.

Please take time to review the CLL ASAP. Every participant from Chesterfield Board members to Managers, Coaches, and Parents, as well as the players, share this responsibility for safety. I ask you to be vigilant and help us make the Little League experience a positive and memorable one. Copies of the 2020 ASAP and Incident Forms have been placed in each EMS first aid bag located at each facility.

The CLL ASAP is updated yearly, as needed, based on the most recent revisions provided from Little League International and input from concerned participants. The plan is also available online at www.playcll.com.

Let's have another outstanding and safe season!!

Sincerely,

Mike Tweedy
League Safety Officer

CONTACTS & EMERGENCY INFORMATION

EMERGENCY & ESSENTIAL CONTACTS	
EMERGENCY	911
Police (non-emergency)	748-1251
County Rover (For field problems, power outages, no lights, etc.)	748-1624
Field Conditions: <ul style="list-style-type: none"> · Weeknights (County Hotline) · Weekends (CLL Website) 	748-1001 playcll.com

PRIMARY CLL BOARD MEMBER EMERGENCY CONTACTS			
Brendon Jewell	President	b.jewell@playcll.com	(804) 205-7074
Michael Tweedy	Safety Officer	m.tweedy@playcll.com	(804) 335-5481

Any injury should be reported to the League Safety Officer within 24 hours.

2020 CLL BOARD OF DIRECTORS			
<i>Title</i>	<i>First Name</i>	<i>Last Name</i>	<i>Email Address</i>
League President	Brendon	Jewell	b.jewell@playcll.com
League Information Officer	Jesse	Gibson	j.gibson@playcll.com
League Safety Officer	Michael	Tweedy	m.tweedy@playcll.com
League VP Baseball	James	Prowse	j.prowse@playcll.com
League VP Softball	Vacant		
League VP Challenger Division	Brian	Kaman	b.kaman@playcll.com
League Baseball Player Agent	Christy	Jewell	c.jewell@playcll.com
Finance Committee - Chair	Richard	Greatti	r.greatti@playcll.com
League Concession Manager	Mark	Harrison	m.harrison@playcll.com
League Coaching Coordinator	Chris	Hall	c.hall@playcll.com
League Secretary	Heather	Asimos	h.asimos@playcll.com
League Treasurer	Tommy	Owens	t.owens@playcll.com
League Softball Player Agent	Jaime	Beck	j.beck@playcll.com
League Equipment Manager	Joe	Lail	j.lail@playcll.com
League Field Maintenance Coordinator	Justin	Pargoff	j.pargoff@playcll.com
League Player Development Coordinator	Travis	Conder	t.conder@playcll.com
Member-At-Large	Dave	Keegan	d.keegan@playcll.com
Member-At-Large	Sal	Failla	s.failla@playcll.com
Member-At-Large	Andrew	Glass	a.glass@playcll.com
Member-At-Large	Kimberly	Failla	k.failla@playcll.com
Member-At-Large	Seth	Patterson	s.patterson@playcll.com
Member-At-Large	Dennis	Semonco	d.semonco@playcll.com
Member-At-Large	Ryan	Felker	r.felker@playcll.com

FACILITY MAPS

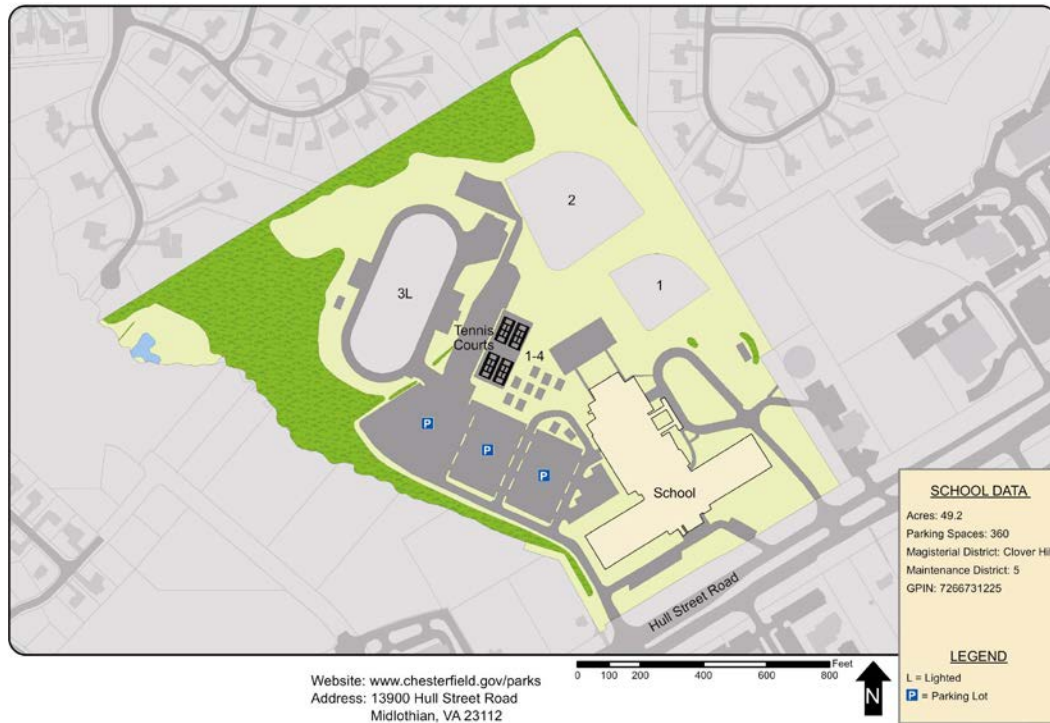
MANCHESTER COMPLEX



HORNER PARK



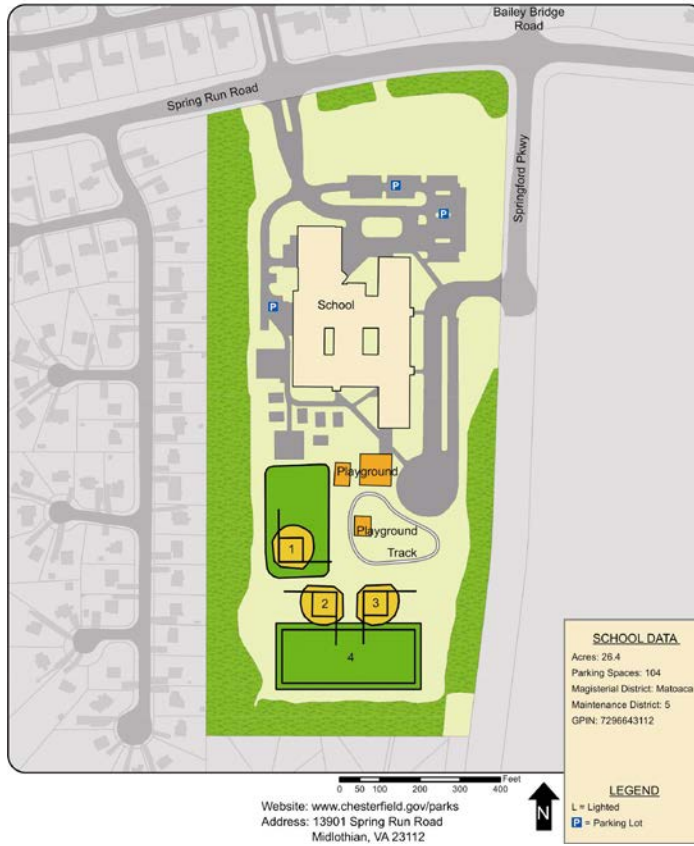
OLD CLOVER HILL HIGH SCHOOL



BAILEY BRIDGE MIDDLE SCHOOL



SPRING RUN ELEMENTARY SCHOOL



CRENSHAW ELEMENTARY SCHOOL



ALBERTA SMITH ELEMENTARY SCHOOL



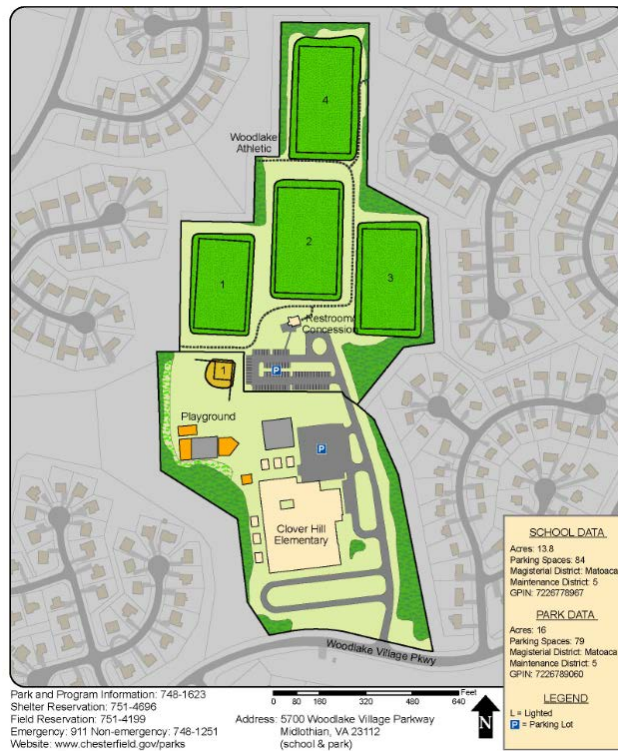
GRANGE HALL ELEMENTARY SCHOOL



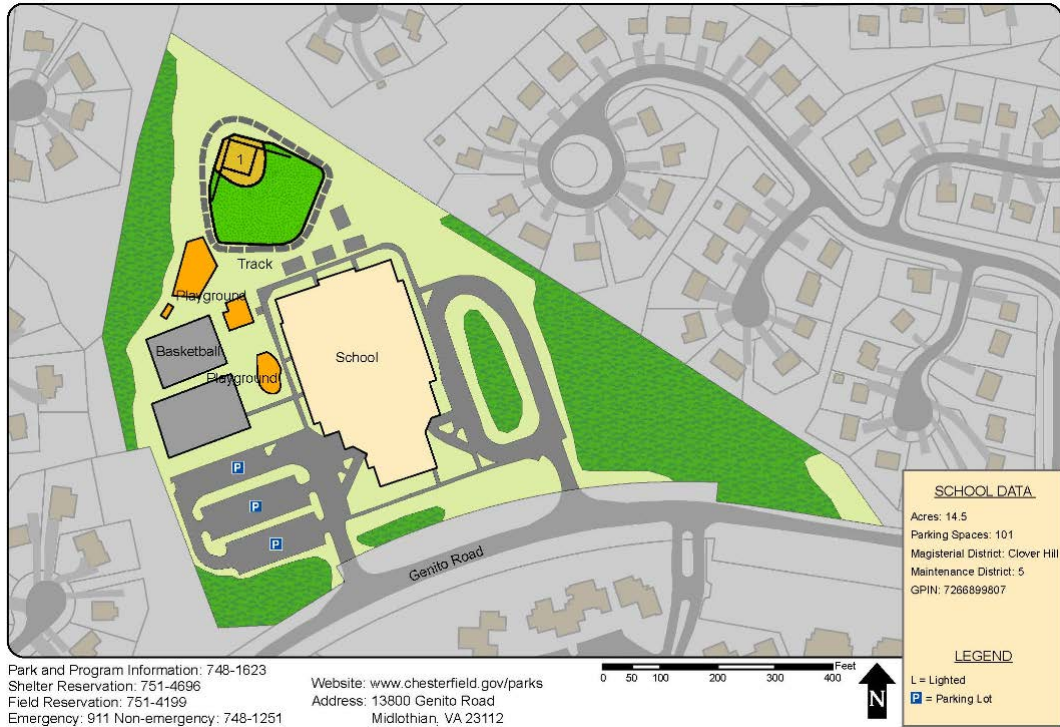
WOOLRIDGE ELEMENTARY SCHOOL



CLOVER HILL ELEMENTARY SCHOOL



SWIFT CREEK ELEMENTARY SCHOOL



SWIFT CREEK MIDDLE SCHOOL



WINTERPOCK ELEMENTARY SCHOOL



INDOOR FACILITY LOCATIONS

Chesterfield Little League utilizes the following indoor facilities for assessments, training camps and other purposes as needed:

- Chesterfield HavoK (12647 Oaklake Crest Way, Midlothian, VA 23112)
- RVA Warriors (7631 Whitepine Road, N Chesterfield, VA 23297)
- RISE Baseball (2300 Oak Lake Blvd, Midlothian, VA 23112)

GENERAL SAFETY

SAFETY OVERVIEW

Safety is everyone's responsibility...manager, coach, player, umpire, parent, volunteer, board member and spectator alike. Our little league is growing, and as a result of our success as an organization, and the increased number of participants, the exposure of accidental injury is heightened. Having accepted this growth, and the large group of developing children we now and will continue to serve, we must also accept the moral responsibility for their safety. This obligation rests with every adult member of the league as well as with inactive parents who have entrusted their children to us. CLL has allocated an appropriate portion of its annual budget for safety equipment, training and awareness.

In addition to our basic moral responsibility, other significant reasons for an organized effort to prevent accidents are to:

- Stimulate public confidence in this high caliber youth program.
- Hold insurance costs to a minimum.
- Reassure parents that their children are participating in a safe environment.
- Develop a mindset of safety that will transcend the child's little league career and life endeavors.

It is the policy of CLL to provide an environment in which the risk of injury is reduced to the lowest possible level by the application of our published safety code. Behavior in violation of the safety code will be treated as misconduct and may result in the application of appropriate corrective action, up to and including dismissal. The position of League Safety Officer is an elected office of the CLL Board of Directors and reports to Little League Headquarters. The Safety Officer is responsible for the communication, application, and enforcement of the safety code.

SAFETY OFFICER

Chesterfield Little League requires the Safety Officer to be an Officer on the Board of Directors. The Safety Officer for 2020 is **Michael Tweedy**, and as such, is on file with Little League International.

SAFETY PLAN DISTRIBUTION

Each January, the Safety Officer will complete the Annual Facility Survey and the Annual Safety Plan (ASAP) and deliver it to the League President for submission through the Little League Data Center. A copy will be sent to the Virginia District 5 Administrator and District Safety Officer. All league personnel, including board members, managers, coaches, and other volunteers will be emailed a copy of the safety plan. In addition, the safety plan will be accessible on the League website (www.playcll.com). A complete copy will be readily available in the First Aid/EMS bags at each field location.

SAFETY OFFICER RESPONSIBILITIES

The primary responsibility of the League Safety Officer is to develop and implement the league's safety program. In addition:

- The Safety Officer ensures that first aid equipment and supplies are available for injured participants and that designated personnel understand how to make emergency arrangements for an ambulance or doctor in an expeditious, effective and appropriate manner.
- With the assistance of other board members, managers, coaches, parents, umpires and spectators; identify, inspect, advise, and assist in the remedy of unsafe conditions.
- Follows up on procedures and methods of instruction and revises as needed to control the human elements that may be the cause of accidents. This must be done through existing lines of authority in the organization to make accident prevention a matter of league policy.
- Assists with the processing Incident forms.
- Conducts regular safety inspections of the fields, permanent and temporary structures, playing equipment and personal protective equipment to determine unsafe conditions, and correct as necessary.
- Operates in conjunction with the Equipment Manager to ensure that all equipment is in safe operating condition.
- The Safety Officer will also submit, after approval by the league President, the league's ASAP in the Little League Data center on or before April 1st to receive a qualified safety plan district incentive.
- The Safety Officer will ensure registration data for each league player, or player roster data, and coach and manager data is submitted via the Little League Data Center at www.LittleLeague.org by the league president or league information officer.

BASIC FIRST AID, CPR & AED TRAINING

The Safety Officer will make available basic first aid, CPR and AED training for a minimum of one manager or coach from each team. Ideally, all board members, managers, coaches, and team parents should attend. It is also suggested that umpires attend. Every manager and coach must attend first aid training every three years. This training will be made available throughout the year, and will focus on first response action in anticipation of a rescue squad response.

COMMUNICATIONS

Emergency contacts and procedures will be posted at concession stands and in all orange/red EMS first aid bags.

SAFETY IDEAS

Your safety ideas are welcome at Chesterfield Little League. Please email any safety ideas to Michael Tweedy, CLL's Safety Officer (m.tweedy@playcl.com). Your safety idea will be brought before the Board of Directors to determine its alignment with existing safety rules. If your safety idea is deemed valid by the Board of Directors and warrants further investigation, you will be contacted.

LITTLE LEAGUE ASAP INFORMATION

Managers and Coaches are encouraged to subscribe to Little League ASAP Newsletter, the Coaches Box and Little League E-news through www.littleleague.org.

SAFETY COMMON SENSE

Situational Awareness is the perception of environmental elements with respect to time and/or space, the comprehension of their meaning, and the projection of their status after some variable has changed, such as time, or some other variable, such as a predetermined event. *Big Definition Right?* In simple terms...Be aware of what is happening around you at all times.

Perhaps you have noticed a person at the complex that doesn't seem to look like he/she belongs there. Please report any such incident immediately to a Chesterfield Board Member/Field Officer or report this incident directly to your manager or coach. The CLL Board Member, after hearing your concerns, will investigate the matter and address accordingly. We are all responsible for the safety of our children and the safety of the children in our community. If you feel that our children are in an unsafe situation, try to locate their parents and/or coach and help explain why this is an unsafe situation.

Therefore, *if you witness something that is not safe, do something about it!* Encourage all volunteers and parents to do the same.

REPORTING SAFETY ISSUES

All play-related or environmental safety issues should be reported to the appropriate Manager, League Director, Field Officer, Safety Officer or President.

SECURITY & CHILD SAFETY

VOLUNTEER BACKGROUND CHECKS

Chesterfield Little League, in accordance with the requirements of Little League International and the County of Chesterfield, will perform sex offender and criminal background checks for all volunteers with repetitive access to, or contact with the children. Screenings are required for all Board members, Managers, Coaches, Umpires, and Team Parents.

All volunteers are required to register/apply annually to be a volunteer with CLL. The President will be responsible for ensuring that all volunteers have submitted the Little League Volunteer Application. Anyone that refuses to fill out a Volunteer Application is ineligible to be a league member.

Chesterfield Little League requires that all adult volunteers serving as Managers, Coaches, and Board Members obtain a Chesterfield County Volunteer Eligibility Card issued by Chesterfield County. This card is valid for a period of three years. The screening process includes nationwide checks for convictions for sexual crimes, drug-related crimes, violent crimes, and others. A copy of the Chesterfield County Background Check Policy can be found on the CLL website and Chesterfield County's website. A record of all Volunteer Eligibility numbers is maintained by the league President. All board members, managers and coaches will have their Chesterfield County Volunteer Eligibility Card on them at all times when at the playing fields.

The Little League Volunteer information collected in the registration/application will be utilized by the President to annually screen each volunteer, not otherwise required to obtain a Chesterfield County Volunteer Eligibility Card, through JDP, our background check company.

Individuals that are unable to obtain the Chesterfield County Volunteer Eligibility card, or that are listed on the National Sex Offender public website will not be permitted to serve as a volunteer in "any" capacity with CLL.

All potential volunteers must complete the on-line application that clearly asks for information about prior criminal convictions. All positions are conditional based on the information received back from a background check.

All coaches and managers must be appointed by the Board.

REPORTING OF POTENTIAL CHILD ABUSE

In the unfortunate case that child abuse in ANY form is suspected, you should immediately:

- Contact the Chesterfield Department of Social Services. Chesterfield DSS Hotline: 804-748-1110.
- If you cannot reach the Chesterfield DSS, you can call the Virginia Department of Social Services Child Protective Services hotline at 800-552-7096. This is a 24/7 hotline. If you are unable to reach someone at one of those numbers, call Chesterfield County Police Dispatch at 804-748-1251 and report the incident.
- Contact the CLL President, or a Chesterfield Little League Board Member to report the abuse. Reporting must be done within 24 hours of the observed incident. CLL and District 5 administrators will follow up with law enforcement.

FACILITY & FIELD SAFETY

FACILITY SAFETY

- Before games, umpires, managers and coaches will inspect the playing field to ensure it is free of debris and hazards such as: sticks, rocks, glass, or holes. After each game the managers will make sure that all waste is removed from the field. Please use the field survey form to note any field safety hazards. These forms are located in the field clipboard that is stored in each orange EMS first aid bag.
- In addition, after each game, parents should check the spectator areas for waste and potential dangerous materials left behind and properly dispose of them.
- All equipment shall be kept in the dugout or in designated fenced-in areas. Equipment shall be inspected regularly for condition, as well as for proper fit. The pitching machines must be maintained in good and safe working order (including cords, electrical wiring, fencing, etc.) Spring loaded pitching machines should be checked regularly (including: springs, bolts, footings)

FIELD SAFETY

- 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 stumbling hazards.
- Materials used to mark the field will consist of a non-irritating white pigment.
- Chain-link fences will be checked regularly for holes, sharp edges, and loose edges and will be repaired or replaced accordingly.
- Only players, managers, coaches and assistants will be permitted on the field.
 - Tee Ball – All adults on the field must have a valid Coach Card from Chesterfield County.
 - Rookie – 1 Manager, 2 Coaches, and 1 Machine Operator on the field. No more than 4 adults are permitted.
 - AA & Above – 1 Manager, 2 Coaches maximum on the field per team.
- Bats and loose equipment will be kept off the playing field during games and practice.
- All players should be alert and watching the batter on each pitch during games and practice.
- SOFT TOSS INTO FENCES IS STRICTLY PROHIBITED.
- During sliding practice, bases should not be strapped down. Breakaway bases should be use during all games and practices.

WEATHER SAFETY

Rain

If it begins to rain:

1. Evaluate the playing field periodically as rain continues.
2. Stop practice if the playing conditions become unsafe. ***The general rule: If base footing becomes unstable, discontinue practice.***
3. The Board Members on duty, as well as the umpires, will evaluate the field and make the decision regarding the discontinuation of games.

WEATHER SAFETY (CONT'D)

Lightning

Umpires should suspend play immediately if any one of the following circumstances is observed and confirmed by the Board Member on duty in consultation with the umpire:

- Lightning is observed in addition to meeting the lightning measurement requirements.
- Flash to Bang* time is 30 seconds or less.
- Thunder is heard.

The Board Members acting as Lightning Monitor are responsible for informing the Umpires of the presence of these conditions when observed.

If a lightning suspension is ordered, the following procedure will be invoked:

- Everyone at the sporting complex will be notified immediately. The board member acting as lightning monitor should be responsible for delivering this notification to the umpires, managers and coaches, who shall then assist in notifying all players, parents and others present.
- All players, coaches, managers, and parents must seek shelter immediately. Everyone must quickly gather their personal items/equipment before evacuating, as they will not be permitted to return to the field if games are canceled. League equipment may be left for league officials to gather later.
- The only adequate shelters available at our facilities are personal automobiles. Board members will instruct all people to “walk” from the complex to the parking lot area and take shelter in their vehicles.
- Concession stand workers at Manchester may remain in the concession stand with the window and door closed. No other parents, players or coaches are permitted to be in or around the concession stand.
- Everyone must remain in their respective shelters for a minimum of thirty (30) minutes after the last thunder and/or lightning observation. There will be no exceptions to this rule. No one will be permitted to the facility for “any” reason without the express consent of the Field Officer.
- If games are canceled, everyone is expected to leave and not return to the facility for any reason.
- If the Field Officer decides to continue play, participants will be notified that all is clear. The Field Officer shall notify the umpires and managers. Managers will notify coaches, players and parents, which should include electronic methods (i.e. text or messaging app).
- Games will be canceled if the total delay is expected to exceed 45 minutes.

CONCESSION STAND SAFETY

HEALTH & SAFETY IN THE CONCESSION STAND

- No person **under the age of twelve** will be allowed in the concession stands.
- Only volunteers **sixteen years of age or older** will be allowed to work around hamburger grills, the deep fryer, and hot dog warmers.
- Cooking equipment will be inspected periodically and repaired or replaced as necessary.
- Sanitary food preparation gloves will be used for handling, preparing and serving food.
- Volunteers will wash their hands frequently and thoroughly while working in the concession stands.
- Expiration dates will be checked each Saturday.
- All perishable items left out over 3 hours will be discarded.
- The fire extinguisher should be serviced annually and checked weekly.
- The smoke detector should be checked on the first day of each month.
- There should always be a manager, adult, or person of hire in the stand when open.
- Spills should be cleaned up immediately to prevent falls.
- Clean appliances, utensils, work surfaces, and floors daily.
- Cleaning agents and pesticides should be stored in a designated area away from food.
- The concession stand main entrance door will not be locked or blocked while people are inside.
- The President and Safety Officer will ensure all qualified concession stand personnel are properly training in the use of **all** concession stand equipment.

EQUIPMENT, CHEMICAL & MACHINERY SAFETY

EQUIPMENT USE & STORAGE

- All individuals with keys to the equipment shed must be aware of their responsibilities for the orderly and safe storage of all equipment including, but not limited to: rakes, shovels, bases, etc.
- Individuals should read and understand the written operating instructions of all gas, electric and mechanical powered equipment or seek training before use.

CHEMICALS & ORGANIC MATERIALS

- All chemicals and/or organic materials stored in the sheds shall be properly marked and labeled.
- All chemicals or organic materials (i.e. lime, fertilizer, speedy-dry etc.) will be stored separately from the areas used to store machinery and equipment to minimize the risk of damage, spillage, etc.
- Any “loose” chemicals or organic materials found within these storage areas shall be properly disposed of immediately.
- All chemical and organic materials shall be:
 1. Kept in their original containers with the labels in place.
 2. Identified by the proper poison symbols.
 3. Disposed of when outdated as recommended.
 4. Used only in well-ventilated areas.
 5. Handled only when donning the proper protective clothing, such as gloves or a mask as recommended by the manufacturer.

MACHINERY

- Tractors, mowers and any other heavy machinery will:
 1. Be operated by appointed staff only.
 2. Never be operated under the influence of alcohol or drugs (including medication)
 3. Not be operated by any person under the age of 16.
 4. Never be operated in a reckless or careless manner.
 5. Be stored appropriately when not in use.
 6. Stored properly when not on use.

PLAYER SAFETY

GENERAL PLAYER SAFETY

As stated previously, safety is of the utmost importance to Chesterfield Little League and as such, we believe it is everyone's responsibility to ensure a safe playing environment for our children. **At least one manager or coach and all umpires will be required to attend an annual baseball/softball fundamentals training program** hosted by CLL to include, but not limited to: hitting, throwing, catching, sliding, fielding, general game rules and white sheet rules.

The following are some basic guidelines to help facilitate an accident and injury free playing environment:

- All managers, coaches, players and spectators must be aware of their surroundings on and off the field.
- Players must understand the consequences of a poor playing decision, such as; swinging a bat without first looking around you, throwing a ball when no one is looking, sliding head first, not paying attention to the game, etc.
- Take a quick look around the field and in the dugouts prior to beginning a game or practice to ensure the field is in order, and there are no obvious hazards to play.
- Foster field awareness with players at all levels.
- While it is not a requirement, the league strongly suggests you appoint one adult to be the team safety representative and one player to be the player safety representative.
- Break-a-way bases are mandatory for all CLL games and practices.
- Double first base if required for all CLL softball games and practices.
- Batters must wear batting helmets during all practices.
- Players should not wear watches, rings, necklaces, pins, bracelets, earrings, or other metallic objects.
- All male players must wear athletic supporters and a protective cup.
- Catchers must wear catcher's helmet, mask with dangling throat protector, chest protector, shin guards and protective cup.
- Players must wear catcher's mask with dangling throat protector when warming up pitchers.

BATTING CAGE GUIDELINES

- Players are **NOT** allowed in the batting cages unless supervised by an adult manager or coach. There are exceptions to this rule.
- Bats must be stowed in the batting cage area unless there is an adult manager or coach attending.
- Only one (1) batter and one manager/coach is permitted inside the batting cage at a time while batting practice is in progress.
- Batters must wear a helmet at all times while in the batting cage. There are no exceptions to this rule.
- Any balls on overhead netting will be retrieved by an ADULT only.
- There will be **no** climbing on the netting.
- When retrieving balls in the batting cage all bats must be placed on the ground.
- Pitching machines should be placed in the center of the cage, and in the rear third of the cage.
- Pitching machines should never be used inside the cage without the pitching screen.
- Only a Manager or Coach is permitted to pitch to a player.
- Managers and coaches must pitch from behind a pitching screen.

EQUIPMENT CHECK

The League Safety Officer will work with the Equipment Manager to ensure all equipment is inspected in the pre-season. All managers, coaches and umpires will inspect equipment prior to each game to ensure proper functioning and that there are no potential hazards for players.

FIRST AID

FIRST AID SUPPLIES

First aid supplies and the AED can be found in the ORANGE EMS first aid bags.

The orange EMS bags will include:

- AED
- Basic First Aid Supplies
- Emergency Contact Names and Numbers
- Clipboard Containing Incident Report Forms and Procedures for Reporting an Incident
- A copy of the ASAP Plan

During game play and at practice, the orange EMS first aid bags will be centrally located at each field complex as follows:

Manchester Complex: Under the canopy behind MAN2 home-plate scoring booth.

Horner Park: Concession Stand.

Bailey Bridge Middle School: Home-plate scoring booth.

PLEASE NOTE: It will be the responsibility of the field officer to ensure the orange EMS first aid bag is in place at the above locations prior to the start of the first game at this facility and to ensure it is returned to its storage location upon the completion of the last game.

The following fields, if there is an equipment storage box on site, will have an emergency first aid kit with the same supplies as the orange EMS bags except they DO NOT include an AED:

Old Clover Hill High School
Spring Run Elementary School
Crenshaw Elementary School
Alberta Smith Elementary School
Grange Hall Elementary School
Woolridge Elementary School
Clover Hill Elementary School
Swift Creek Elementary School
Winterpock Elementary School
Swift Creek Middle School

PLEASE NOTE: If a field does not have an equipment storage box, then the manager of each team is responsible for bringing a basic first aid kit and the emergency contact information. CLL will provide first aid kits at a manager's request. Managers should contact the Safety Officer if a first aid kit is needed.

The storage locations are as follows (if the field has an equipment storage box):

Manchester Complex: Umpire Shed
Horner Park: Concession Stand
Bailey Bridge Middle School: Equipment Shed
Old Clover Hill High School: Equipment Box
Spring Run Elementary School: Equipment Storage Box
Crenshaw Elementary School: Equipment Storage Box
Alberta Smith Elementary School: Equipment Storage Box
Grange Hall Elementary School: Equipment Storage Box
Woolridge Elementary School: Equipment Storage Box

Clover Hill Elementary School: Equipment Storage Box
Swift Creek Elementary School: Equipment Storage Box
Winterpock Elementary School: Equipment Storage Box
Swift Creek Middle School: Equipment Storage Box

FIRST AID TRAINING

Chesterfield Little League will provide, at no charge, to all CLL board members, coaching staff and volunteers, pre-season first aid, CPR and AED training. First Aid Training is required for managers and coaches with at least one manager or coach from each team attending. Volunteers who are current licensed medical doctors, licensed registered or practical nurses and licensed paramedics are not required to attend first aid training and will fill the need for this requirement for their respective team, however, we encourage all managers and coaches to attend.

ADMINISTERING FIRST AID

Administering first-aid requires training!

- If you have not been trained, please **DO NOT** administer first aid. It's that simple.
- Administering first aid without understanding the mechanism of injury or the nature of the illness can do more harm than good.
- First aid should be performed by the first trained person on the scene, and continued until professional medical help arrives, such as Emergency Medical Technicians (EMT's).
- No one should ever administer first aid beyond his or her capabilities. Always know your limits!

The average response time to a 9-1-1 call is 5-7 minutes. Enroute to a 9-1-1 call, EMT's are in constant communication with their dispatch organization and the local hospitals preparing for whatever emergency action may need to be taken. You cannot do this. Therefore, NEVER attempt to transport an injured person to a hospital. Perform whatever first aid you have been trained to perform and wait for the EMT's to arrive.

GENERAL GUIDELINES FOR ADMINISTERING FIRST AID

- Again, do not treat a patient if you have not been properly trained.
- If you are the first person on scene to an accident or injury, always fall back on your training. Do not become emotional and remain calm.
- If you have not witnessed the incident, and unless someone who is trained at a higher level than you is with you, take control of the scene and find out from witnesses, (if possible), what happened. People in general, and especially parents can and will become very emotional. You must protect the injured person from adverse intervention.
- If you feel that professional help is needed, call 9-1-1 immediately. You can always cancel emergency services. It is better to call early than to be behind the 8-Ball.
- Try to get as much information about the patient as you can after calling 9-1-1. This information should include:
 1. Name and age.
 2. Location of parent or guardian.
 3. Allergies.
 4. Medications
 5. Pertinent medical history.

CALLING 9-1-1 EMERGENCY

The most important help that you can provide to a Player who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these four steps:

- First Dial 9-1-1.
- Give the dispatcher the necessary information. Answer any questions that he or she might ask. Remember, if you are calling from a cell phone, you will have to tell the 9-1-1 dispatcher your exact location.

- Do not hang up until the dispatcher hangs up. The EMS dispatcher may be able to tell you how to best care for the patient. Continue to care for the patient until professional help arrives.
- Appoint someone to go to the street and look for the ambulance and/or fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.

DO NOT DELAY CALLING 9-1-1 IF THE PERSON:

- Is unconscious or becomes unconscious.
- Is having trouble breathing or is breathing irregularly
- Has chest pain or pressure.
- Is bleeding severely.
- Has pressure or pain in the abdomen that does not go away.
- Is vomiting or passing blood.
- Is having seizures, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Has an injury to the head, neck or back.
- Has possible broken bones.

Call 9-1-1 if any of following conditions/situations exists:

- Fire or explosion.
- Downed power lines.
- Presence of poisonous gas.
- Vehicle Collisions.
- Vehicle/Bicycle Collisions & Vehicle/Pedestrian Collisions.

FIRST AID INVENTORY

- The CLL Safety Officer is responsible to check and replenish all EMS first aid bags from time to time to ensure first supplies are always available.
- If you should find that a kit is low on supplies, please notify the Safety Officer at once so that the supplies can be replenished immediately.

INCIDENT / ACCIDENT REPORTING

GENERAL INCIDENT/ACCIDENT REPORTING

To ensure the continuous improvements to your leagues safety; please report any safety incident or near miss incident to the safety officer within 24-48 hours, and preferably within 24 hours. To ease the burden of completing this task, Incident Reporting forms are located in the EMS clipboard in the orange EMS first aid bag; and then enter the information in the fillable form on the CLL website under “Safety”.

Please assist the safety officer with compliance to this Little League rule.

To submit an incident report, please go to the CLL website and click on “Safety”. You will be prompted through the process.

INCIDENT/ACCIDENT REPORTING PROCEDURES

1. Notify parents immediately if they are not at the scene.
2. Regardless if medical treatment is required, please fill out a Little League Accident Notification Form (on the CLL website) within 24 hours. The appropriate managers will be notified electronically.
3. Talk to your team about the incident if it involves them. Often players become upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.
4. Little League Insurance is supplemental to the player's own insurance policy. All claims must be filed through the League Safety Officer.

What should be reported? Any 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 passive treatments such as evaluation and diagnosis as to the extent of an injury, application of an ice pack, or the need for extra periods of rest.

Near Misses should also be reported!

INSURANCE POLICIES

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated. Chesterfield Little League Insurance Policy is designed to supplement a parent's existing policy. For more information on Little League accident insurance and how to file a claim, please refer to the CLL website.

CONCUSSION POLICY

CHESTERFIELD LITTLE LEAGUE CONCUSSION POLICY

Chesterfield County requires all athletic organizations in Chesterfield County to have a Concussion Policy commensurate with the Centers for Disease Control (CDC) guidelines. Please review this information which is included in the Appendix, on the next page. It is taken directly from the CDC website, and the Board of Directors are in complete agreement with these guidelines. The actual guidelines will be the “ACTION PLAN” on page 29.

In furtherance of this policy, every board member, manager and coach is required to take the online course “HEADS UP Concussion Training for Youth Sports Coaches” provided by the Centers for Disease Control. After completion, the board member, manager or coach will upload a copy of the certificate to their 2020 Volunteer Registration on the league website (www.playcll.com).

APPENDIX: CONCUSSION GUIDELINES



A Fact Sheet for COACHES

To download the coaches fact sheet in Spanish, please visit www.cdc.gov/ConcussionInYouthSports
Para descargar la hoja informativa para los entrenadores en español, por favor visite
www.cdc.gov/ConcussionInYouthSports

THE FACTS

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

WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move quickly back and forth—causing the brain to bounce around or twist within the skull.

This sudden movement of the brain can cause stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

To help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.
2. Any concussion signs or symptoms, such as a change in the athlete's behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later he or she can't recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

SIGNS AND SYMPTOMS¹

SIGNS OBSERVED BY COACHING STAFF

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

SYMPTOMS REPORTED BY ATHLETE

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

Adapted from Lovell et al. 2004

WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.^{2,3}

HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team's certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

BASELINE: Athletes should not have any concussion symptoms. Athletes should only progress to the next step if they do not have any symptoms at the current step.

STEP 1: Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

STEP 2: Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

STEP 3: Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

STEP 4: Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

STEP 5: Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard.

The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

PREVENTION AND PREPARATION

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture.
 - However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and play.

Parents and athletes should sign the concussion policy statement at the beginning of the season.

ACTION PLAN

WHAT SHOULD I DO WHEN A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

1. REMOVE THE ATHLETE FROM

PLAY. Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury

- Any seizures immediately following the injury
- Number of previous concussions (if any)

3. INFORM THE ATHLETE'S PARENTS OR GUARDIANS.

Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for signs or symptoms that appear or get worse once the athlete is at home or returns to school.

4. KEEP THE ATHLETE OUT OF PLAY.

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.

REFERENCES

1. Lovell MR, Collins MW, Iverson GL, Johnston KM, Bradley JP. Grade 1 or "ding" concussions in high school athletes. *The American Journal of Sports Medicine* 2004; 32(1):47-54.
2. Institute of Medicine (US). Is soccer bad for children's heads? Summary of the IOM Workshop on Neuropsychological Consequences of Head Impact in Youth Soccer. Washington (DC): National Academies Press; 2002.
3. Centers for Disease Control and Prevention (CDC). Sports-related recurrent brain injuries-United States. *Morbidity and Mortality Weekly Report* 1997; 46(10):224-227. Available at: www.cdc.gov/mmwr/preview/mmwrhtml/00046702.htm.

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

For more information, visit www.cdc.gov/Concussion.