

Muscatine Youth Baseball

SAFETY MANUAL FOR MANAGERS AND COACHES



MYB Safety Plan

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance and reporting. In support of the attainment of this goal, MYB also commits to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan.

The Safety Plan, by reference, includes the MYB's Safety Code, the MYB's Code of Conduct, and the MYB's League's Safety Manual. The combination of these documents outlines specific safety issues and the MYB's policy or procedure for each issue. All participants, volunteers, employees, spectators, and guests are bound by the guidelines set forth in these documents. A Field Marshall will be present at every game to ensure the safety and rules are being followed by everyone at Kent – Stein Park.

Director of Safety

One of the elected members on this Board is the Director of Safety. For the 2019 season, the Director of Safety is **Ronnie Swailes**. This individual acts as MYB's primary point of contact for the creation and enactment of the Safety Plan. The Director of Safety authors or modifies the League's Safety Plan, Code of Conduct, Safety Code, and Safety Manual each year, as necessary. These documents are then presented to the Board for approval and ratification (usually in February or March) for the upcoming season. Once approved, the documents are then distributed to the Manager/Coaches in-group meetings held prior to the start of the season.

In addition to the above, the Director of Safety conducts criminal history and background checks on all league volunteers through First Advantage.

All Volunteers are required to complete and sign the VOLUNTEER APPLICATION FORM prior to the start of the season. The VOLUNTEER APPLICATION FORM (Exhibit A), along with valid **GOVERNMENT ISSUED PHOTO I.D. must be returned to** the Director of Safety. The application can be found on line at the following web site:

www.muscatinebaseball.com

REMEMBER, PHOTO I.D. IS REQUIRED WITH YOUR COMPLETED VOLUNTEER APPLICATION.

Board Meetings

The Board meets on a regular basis. The date and times of Board meetings are published on the league's website www.muscatinebaseball.com. All adults are welcome and are encouraged to attend.

The Director of Safety is included on every meeting's agenda. This provides an opportunity for the Safety Director to inform and update the other Board members on the status of certain

safety initiatives. It also ensures the continued awareness and attention to the subject of safety within Muscatine Youth Baseball.

Safety Committee

In 2021, MYB will once again assemble a Safety Committee. This committee will have the primary responsibility to consider, discuss, and recommend courses of action regarding any safety issues that may present to the League. For example, it is envisioned that this committee will meet to assist the Director of Safety to update the League's Safety Plan to be distributed to the Board for comment.

Rules Committee

This committee, consisting of the League President, the Chief Umpire Rules and the Chief Umpire Training, is responsible for drafting any proposed new or modified Local Rules for Muscatine Youth Baseball. Areas such as competitive balance, player participation, speed of play, and safety are discussed, and any changes or additions are presented to the Board for discussion and/or ratification. Each and every year, this committee evaluates existing Local Rules and considers any necessary changes and/or additions to these rules.

Code of Conduct

The MYB Board of Directors has adopted a Code of Conduct. The Director of Safety, the League President, and the League's Vice Presidents enforce the Code. All league officers, participants, employees and volunteers are required to abide by this code. It is the job of the Director of Safety to author and/or make any revisions to this Code of Conduct from year to year, as necessary.

MYB Code of Conduct

- Speed Limit 5 mph in roadways and parking lots while attending any MYB function. Watch for small children around parked cars.
- No Alcohol allowed in any parking lot, field, or common areas within Kent–Stein Park or any other place MYB will be at.
- No Playing in parking lots at any time.
- Use crosswalks when crossing roadways and always be alert for traffic.
- No Profanity please.
- No swinging of bats at any time within the walkways and common areas of Kent–Stein Park or any other place MYB will be at.
- No throwing balls against dugouts or against backstop. Catchers (wearing mandatory equipment) must be used for all batting practice sessions.
- Do not “Soft Toss” or hit into any fencing. The City of Muscatine will fine anyone caught doing so.

- All gates to the field must remain closed at all times. After players have entered or left the playing field, all gates should be closed and secured.
- No throwing baseballs at any time within the walkways and common areas of Kent–Stein Park
- No throwing rocks.
- No horse playing in walkways at any time.
- No climbing fences.
- No pets are permitted at games or practices.
- Observe all posted signs. Players and spectators are alert at all times for foul balls and errant throws.
- During the game and at all times, players must remain in the dugout in an orderly fashion.
- After each game, each team must clean up trash in their perspective dugout and around stands.

Failure to comply with this Code of Conduct may result in expulsion from the Kent – Stein Park. The City of Muscatine is the property owner of Kent – Stein Park and the rules and regulations of the City of Muscatine will be the always override the Code of Conduct by the MYB.

Safety Code

The MYB Safety Code has been adopted by the Board of Directors and is enforced by the Director of Safety, and the League's Vice Presidents. All league officers, participants, employees and volunteers are required to abide by this code.

It is the job of the Director of Safety to make any revisions to the Safety Code from year to year, as necessary. The Muscatine League Safety Code:

- Responsibility for Safety procedures should be that of an adult member of Muscatine Little League
- Arrangements should be made in advance of all games and practices for emergency medical services
- Managers, coaches and umpires should have training in first aid. **First-aid kits are issued to each team manager and kept in equipment bag at all times.**
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the 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.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.

- 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.
- Equipment will be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Batting helmets must remain on player until he/she returns to the dugout.
- Batting helmets must have a face guard if the player is in the Central or Minor leagues. Majors and above it is optional. All batting helmets that is provided from MYB will have a face guard.
- Metal cleats are forbidding to be worn unless the player is in Junior Division or Senior division.
- Sliding face first is forbidding unless the player is in Junior Division or Senior division.
- Catcher must wear catcher's helmet, mask, dangling throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.**
- Managers should encourage all male players to wear protective cups for practices and games.
- 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"
- Players cannot wear watches, rings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings in the bull-pen during a game and also during practices
- 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, endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)

MYB requires either one coaches/managers from each team to attend fundamentals training and first aid training each season. In addition, MYB will continue to require coaches/managers to attend at least once every three years for fundamentals training and first aid training.

Injury Reporting Procedures

The following reporting procedures should be used by all managers, coaches, parents, umpires, and volunteers concerning injuries.

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 Director of Safety. The terms "medical treatment and/or first aid" should include even passive treatments such as the evaluation and diagnosis of the extent of the injury. *Any incident that (a) causes a player to miss any practice or game time; or (b) any event that has the potential to require medical assistance* must be reported promptly.

WHEN TO REPORT -

All such incidents described above must be reported to the Director of Safety *within 24 hours* of the incident. Contact one of the following people:

Director of Safety: Ronnie Swailes	League President: James Dixon, Sr.
Mobile: 563-263-0449	Mobile: 563-506-3395
Email: ronnieswailes@yahoo.com	Email: Muscatineyouthbaseball@gmail.com

HOW TO MAKE THE REPORT -

Try to use the MYB Accident Notification Form. This form is on the web site, www.muscatinebaseball.com under the "About Us" tab, see "Forms and Documents," click on "Accident Notification Form." Emails and phone call are acceptable. At a minimum, the following information must be provided:

1. **Name and phone number of the individual involved (or of their parents).**
2. **Date, time, and location of the incident.**
3. **A detailed description of the incident**
4. **Preliminary estimation of the extent of any injuries.**
5. **Name and phone number of the individual reporting the incident.**

DIRECTOR OF SAFETY'S RESPONSIBILITIES -

The Director of Safety will receive this injury report and will enter it into the league's safety database. Within 48 hours of receiving the incident report, the Director of Safety 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 (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the MYB's insurance coverage and the provisions for submitting any claims for reimbursement.

If the extent of the injuries is more than minor in nature, the Director of Safety shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until the incident is considered "closed" (i.e., no further claims are expected, and/or the individual is participating in the league again).

General Health

PHYSICAL EXAMS –

With regard to the general health of its participants, MYB includes the following wording in its Registration Booklet:

"While physical exams are not required by league policy, National Little League strongly recommends that participants be in good general health. If your child has a physical impairment that the league should be aware of, PLEASE note the information on the registration form, and contact your leagues' Player Agent Items such as allergies, eye problems, diabetes, etc., This information will be kept confidential, except that your child's manager and coach will be aware should any potential problem arise.

MEDICAL APPROVAL AND RELEASE –

All managers should have and are required to provide the Medical Approval and Release form to their players. This form contains vital information regarding the child's current general health, the child's doctor's name, address, and phone number, and any other special medical considerations (i.e. allergies, etc.). Managers shall obtain a completed Release for each of the players on their team and are instructed to have these forms with them for every practice and game.

COMMUNICABLE DISEASE PROCEDURES –

While the risk of one participant infecting another with HIV/AIDS during league activities is small, there is a remote risk that other blood borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but not be limited to the following:

- Bleeding must be stopped, the open wound covered and if there is any excess amount of blood on the uniform, it must be changed before an athlete may participate.
- Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.

- Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach or other disinfectant before competition resumes.
- Practice proper disposal procedures to prevent injuries caused by needles and other sharp instruments or devices.
- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- Managers, coaches, umpires, and volunteers with bleeding or oozing skin should refrain from all direct athletic care until condition is resolved.
- Contaminated towels should be disposed of or disinfected properly.
- Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings and other articles containing body fluids.

Some Important Do's and Don'ts

DO...

- Reassure and aid children who are injured, frightened, or lost.
- Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Carry your first-aid kit to all games and practices.
- Keep your MYB Safety Information Kit with you at all practices and games.

The Safety Information Kit should include:

- Medical Release Forms. Try to have one for each player.
- MYB Safety information.
- Accident information forms

- Assist those who require medical attention – and when administering aid, remember to:

LOOK for signs of injury (blood, black-and-blue, deformity of joint, etc.).

LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.

FEEL gently and carefully the injured area for signs of swelling or grating of broken bone.

- Have your players' Medical Release Forms with you at all games and practices.
- Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

DON'T...

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

Lightning Evacuation Procedures

- Stop Game/Practice.
- Stay away from metal fencing (including dugouts)!
- Do not hold a metal bat.
- Walk, do not run to car and wait for a decision on whether or not to continue the game or practice.

Storage Shed Procedures

The following applies to all of the storage sheds used by MYB and applies to anyone who has been granted access by MYB to use those sheds.

- All individuals with access to the MYB equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of bags, pitching machines, equipment, etc.
- Before you use any machinery located in the shed (i.e., lights, scoreboards, pitching machines, etc.) please locate and read the written operating procedures for that equipment.

Concession Stands

MYB is not in charge or control of the concession stands. If there are any questions, concerns or any issues please contact Richard Klimes from Muscatine Park and Recreation 563-263-0241

Maintenance of Field

Kent Stein Park is owned by the City of Muscatine and maintained by Muscatine Park and Recreation 563-263-0241

Some Gentle Reminders

- Make sure your coaches and managers correctly fill out the Volunteer Application. The form can be found at www.muscatinebaseball.com under form and documents.

Valid **GOVERNMENT PHOTO I.D. IS REQUIRED!** You must submit it to the **MYB Safety Officer.**

- MYB goes to great lengths to provide as much training and instruction as possible.
- Attend as many of the clinics as possible.
- Check the MYB Home Page frequently: www.muscatinebaseball.com A great deal of information and a complete league calendar can be found there and can be a very valuable resource.

Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety 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. And check your team's equipment often.

MYB IMPORTANT NUMBERS

EMERGENCY (ambulance, police) Call: 911

Title Number	Name	Telephone
League President	James Dixon Sr.	563-506-3395
League VP Baseball	Josh Brockert	563-260-3580
League Secretary		
League Treasurer		
League Safety Officers	Ronnie Swailes	563-263-0449
Chief Umpire	James Dixon Sr.	563-506-3395
Information Officer		
Coaching Coordinators	James Dixon Sr.	563-506-3395
Player Agents	James Dixon Sr.	563-506-3395
	Justin Murphy	563-607-0955
Sponsorship/Fundraising	Ronnie Swailes	563-263-0449
Scheduling Officers		
Equipment Managers	Josh Brockert	563-260-3580
	Ronnie Swailes	563-263-0449