

PWC

GIRLS SOFTBALL

LITTLE LEAGUE



Safety Manual

2023 Edition

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Safety Program Introduction

The 2023 PWC Girls Softball Little League starts off our season implementing a Safety Program, which is guided by Little League, Williamsport, Pennsylvania. The purpose is to ensure that the safest possible environment for all participants is achieved through training, information dissemination and awareness. With implementation of this program, the league hopes to prevent injuries and make the 2023 season an enjoyable and constructive activity for all of our children and adult participants. This manual outlines the basic tenets of Little League Baseball safety and provides managers, coaches, and umpires with the necessary information to conduct a safe 2023 season.

Safety Officer

PWC Girls Softball Little League has a dedicated Safety Officer, who serves as a full member on the Board of Directors.

The Leagues Safety Officer is Meghan Heaney (304)657-6337

Mission Statement

Create awareness, through education and information, of the opportunities to provide a safer environment for children and other participants of the PWC Girls Softball Little League program.

If you have any questions about the PWC Girls Softball Little League program, or if you have any ideas or suggestions that would enhance the safety of league activities, please feel free to contact the League Safety Officer, or any Board member.

A special message to the Parents and Coaches and Umpires who read this manual and teach our members the sport of Baseball/Softball:

Safety is everyone's responsibility!
Make sure you are worthy of example.

Distribution of Literature

- PWC Girls Softball LL's safety program is reviewed annually and submitted to Williamsport for approval. Little League District headquarters will maintain a copy.
- PWC Girls Softball LL safety manual is available to all members via our website www.pwcgssl.org
- Printed copies will be distributed to all coaches at our coaches training meeting.
- Copies will be maintained and the snack bar and equipment sheds for each field.

PWC Girls Softball Little League's Safety Code

- Responsibility for safety is everyone's job.
- First aid kits should be available at all games and practices.
- Be prepared for an emergency and know how to respond.
- Managers, coaches and umpires should be trained in all aspects of sports safety.
- No game or practice should be conducted when weather or field conditions are unsafe.
- Play areas should be inspected frequently for stones, glass, or other hazardous conditions.
- Only players, managers, coaches and umpires are permitted on the playing field during games and practices.
- All players should be alert, watching the ball and batter on each pitch during games and practices.
- Equipment should be inspected regularly to ensure proper fit and operation.
- Batters must wear approved protective helmets during practice and games.
- Catchers must wear helmet, mask, throat protector, shin guards, chest protector and protective supporter (boys) at all times.
- Coaches may not warm up pitchers. (rule 3.09)
- Head first sliding is prohibited except when a runner is returning to a base.
- "Horse play" is not permitted at any time.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Any player warming up a pitcher must wear helmet and mask. This applies both between innings and in the bullpen.
- Any player participating in batting practice (including batting cage activities) must wear a helmet.
- Players should not wear watches, rings, pins, or other metallic items.

PWC Girls Softball Little League's Emergency Safety Procedures

Managers: Always have a completed "Medical Release Form" for all players on your roster with you at all games and practices. A copy is included in this manual.

In case of a 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 side of caution!)
2. Notify parents immediately if they are not at scene.
3. Provide Emergency Medical Personnel/Hospital with information from the player's Medical Release Form.
4. Notify the League Safety Officer by phone within 24 hours.
5. Fill out a PWC Girls Softball Little League Incident Report Form and hand deliver to the league Safety Officer within 24 hours. A copy of this form is included in this manual.
6. 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.
7. Talk to anyone in PWC Girls Softball Little League you feel will be helpful (i.e. League Safety Officer, President, Division V.P., etc.).
8. File an insurance claim with the League Safety Officer (Little League insurance is supplemental to individual insurance).

REMEMBER: Safety is everyone's responsibility! It is up to you to achieve results that make a difference.

Awareness and prevention are the keys to reducing accidents. Report all hazardous conditions to the League Safety Officer or any Board member immediately. Don't play with unsafe playing equipment or on a hazardous field. Ensure that your players are properly equipped at all times, especially catchers and batters. Finally, inspect your team's equipment often and have it replaced as necessary.

Communicable Disease Procedures

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that any blood-borne infectious disease can be transmitted. Procedures for reducing the potential for transmission of infectious agents should include, but are not limited to, the following:

1. Bleeding must be stopped, and any open wound covered. If there is an excessive amount of blood on the uniform, it must be changed before the athlete can resume participation.
2. Routine use of gloves or use of other precautions to prevent skin and mucous membrane exposure when in contact with blood or other bodily fluids is strongly recommended.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other bodily fluids. Wash hands immediately after removing gloves.
4. Clean all contaminated surfaces and equipment with a solution made from a proper dilution (1 -100) of household bleach or other disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, or other sharp instruments or devices.
6. 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 used when available.
7. Athletic trainers/coaches with bleeding or oozing skin should refrain from all direct athletic care until condition resolves.
8. Contaminated towels should be disposed of/disinfected properly.
9. Follow acceptable safety guidelines in the immediate control of bleeding and when handling
 - bloody dressings, mouth guards or other articles containing bodily fluids.

PWC Girls Softball Little League COVID 19 Game and Practice Protocols

Prince William County Girls Softball Little League will follow the current guidelines that are being issued by the CDC and the local Prince William County government.

Drinks & Snacks

- Each player is responsible for their own drink and snacks.
- No community water or shared snacks.
- No sharing of equipment

Each team will supply 2 game balls that will be rotated when each team is in the field.

- Any ball hit outside the established playing area must be separated and disinfected before returning to play.
- Players should retrieve their own bat
- Bat should be disinfected should anyone other than the owner come in contact.
- Batter gets on base the bench coach only should retrieve the bat and return it to the dugout for the player.
- No gum, no seeds, no spitting
- No hands to mouth.
- Parent or guardian should remain in designated viewing area a minimum distance from the practice/game field practicing the same PPE and social distancing requirements

Safety Tips and Leadership Expectations

The following information is provided to assist PWC Girls Softball Little League's personnel in carrying out basic safety policies, thereby making participation in PWC Girls Softball Little League safer and more enjoyable activity for all. Those who are engaged in administration, management, and execution should have an understanding of how safety fundamentals can be applied to various assignments and activities in the program. Safety practices should become habits, and a standard by which we conduct all activities. In short, all involved should become "Safety-minded."

Safety Cornerstones

The four cornerstones for building an effective safety program can be described as follows:

1. EDUCATION refers to the important matter of including suitable safety precautions in instructions, training, communications, drill work and follow-up.
2. EQUIPMENT applies to the safe upkeep and use of physical property such as fields, bleachers, personal protective equipment, bats, balls, etc.
3. ENTHUSIASM is the key to selling this important ingredient called safety, which can prevent painful and disabling accidents.
4. ENFORCEMENT should be applied more as an incentive for safe, skillful ball playing rather than as disciplinary tool. Far better results can be obtained by praise and recognition of safety consciousness, than by forcing players into line. Tactful guidance must be backed by firmness and judicious discipline.

Responsibilities

The success of an effective safety program is the responsibility of all who participate in the Little League system on all levels. The inexperience and dependence of young children on adult supervision and guidance make it imperative that everyone involved make safety an integral part of their behavior during practices, games, team meetings, and when conducting all league affairs.

Attitude

Everyone's approach to the goal of accident prevention must be from a positive point of view if it is to be effective. We should be concerned primarily with preventing the causes of accidents.

This can be accomplished without taking any of the fun or competitiveness out of the game. All involved should foster an attitude of alertness, hustle, and enthusiasm. There is no place for a poor attitude or antagonistic behavior. Appropriate instruction and properly functioning equipment is critical in preventing accidents and injuries. Instructions should be given in a positive manner.

Communication of Expectations

It is the intent of this organization to hold team managers and coaches primarily responsible for communicating the expectations of behavior to team members, parents of team members and others. Educating others about what is expected is a core safety value and should take place at least weekly as a team building exercise. These expectations set the tone for conduct and behavior (80-95% of all accidents are the results of unsafe behavior, a significant portion of these accidents are the result of the victims being unaware of what is expected). Timing of specific communication topics will be at the discretion of the coaching staff.

Teaching the Basics

To minimize accidents, particularly during the initial learning period, instruction in the proper execution of basic softball skills is essential. This applies particularly to fundamentals such as running, fielding, and throwing, hitting and sliding (see the attached graphic on Little League Injury Data). Proper teaching of basic skills is one of the best protections against accidents and injuries. A second basic factor that is very important to the safe development and use of softball skills are the understanding that teamwork and good sportsmanship play important parts in the game of softball. These intangibles have a direct bearing on accident prevention. The following should be emphasized:

1. Adults must display a courteous and considerate attitude towards umpires, players, coaches, managers, parents, and spectators. They must set a good example.
2. Coaches must continuously emphasize on teamwork and cooperation between teammates, and good sportsmanship toward opponents.

Safety Inspection

Regular inspections of all fields, permanent and temporary structures, playing equipment and personal protective equipment are the best way to determine if unsafe conditions exist which

require correction. Managers, coaches, and the League Safety Officer should work together to ensure serious safety hazards are corrected promptly. It is valuable learning experiences to have players take part in these procedures.

The following list will be of assistance in determining conditions that can cause accidents.

Prompt corrective action must be taken to remove all serious hazards.

1. Inspect fields for unsafe conditions such as holes, ditches, rough or uneven spots, slippery/wet areas, foreign objects like stones, broken glass, pop bottles, rakes, etc. and excessively long grass.
2. Correct defects in protective screens and chain-link fences, including holes, sharp edges and loose edges.
3. Repair protruding nails, loose boards, and splintered wood in wood fences.
4. The warning track should be well defined and not less than 10 feet wide.
5. The bat rack and areas behind protective screens should be free from protrusions and other hazards.
6. The backstop should be inspected for hazards that could cause injury.
7. All dugouts and benches should be clean and free of debris, protruding nails, and other hazards.
8. The plate, batter's boxes, bases and the pitcher's mound should be checked periodically for tripping and stumbling hazards.
9. Loose equipment such as bats, gloves, masks, balls, helmets, etc., must be properly stored when not in use.
10. Managers, coaches and umpires should be on the lookout for missing or poorly fitting personal protective equipment. This includes helmets, masks, catcher's equipment and other protective gear including footwear.) A protective cup and supporter are required for all male catchers (regular and reserve) and are highly recommended for all male players in addition to regular supporters.
11. Jewelry, badges, pencils, etc., can be a hazard to the wearer and should not be permitted.
12. Corrective lenses should be "sports-type" glasses and equipped with "industrial" safety lenses. Shatterproof, flip-type sunglasses are good protection against losing a fly ball in the

sun.

13. Bats should be properly stored, have secure grips and be free of defects such as cracks or dents. Cracked or broken bats should never be used.

14. Safety should be the major consideration when making a decision to cancel a practice or game due to darkness or inclement weather.

15. **The greatest, although the least frequent, hazard in connection with inclement weather is exposure to lightning.** Chances of surviving a lightning strike are so slim that managers and umpires must not take any chances when an electrical storm is approaching. At the first indication of such a storm, play should be terminated, and everyone should leave the field.

16. Properly fitted and attractively styled uniforms have the indirect benefit of contributing to a player's pride and morale, which can enhance performance, thus reducing the potential for accidents.

17. Congestion is always a potential problem and must be dealt with by constant awareness. The umpire should keep all unauthorized people out of the way during games. Managers and coaches must control this hazard during practice sessions.

Coach's Orientation

Coaches meeting prior to the beginning are required for all head coaches.

1. Topics of discussion will include but is not limited to the following:

- a. First aid, heat stress, concussion
- b. Player safety, safety inspections
- c. Player training, proper warm-up,
- d. Review of safety manual.
- e. Weather policy

Conditioning

Conditioning is an important phase of Little League training, and has a direct bearing on safety and accident prevention. Extensive studies on the effect of conditioning, especially pre-activity "warm-up," have demonstrated that:

1. The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
2. Such drills also help develop the strength and stamina needed by the average youngster to compete, thus minimizing exposure to accident and injury.

Warm-up skills are most effective when the motions are patterned after natural baseball movements, such as reaching for a ball, running and similar footwork. This is also a good place to reinforce the basic safeguard of keeping one's eye on the ball.

Exposure to Unsafe Practices

Unsafe acts are far more difficult to control than hazardous conditions. They are also the most challenging to prevent because they are involved almost entirely with the human element. It has been estimated that unsafe acts account for 80 - 95% of all accidents. Assuming that every effort has been made to provide safe playing conditions and equipment for participants, the next major area of risk is the exposure to a player's own or someone else's unsafe acts.

Identifying the causes and developing strategies to limit and counteract unsafe behavior are essential.

PWC Girls Softball Little League's intent is to create a proactive approach to behavior on everyone's part through regular review of safety issues and topics, solicitation and reporting of unsafe conditions and behavior (from any league associate) so a positive and safe culture will result.

With proper instruction and practice, players will develop the skills necessary to reduce the risk of accident and injury. As in all endeavors, the development and ability level of children varies (in some cases considerably). Managers and coaches should be aware of both the maturity level and ability of each of their players, thus allowing them to provide appropriate guidance/instruction. Several factors can contribute to reducing the instances of unsafe

behavior. These are:

Attitude

- An attitude of alertness, hustle and enthusiasm should be expected from all players to encourage them in the development of better skills.
- Good sportsmanship and courtesy, which are necessary ingredients for a safe and harmonious environment, are best taught by adults who set an example, both on and off the field.
- Your most effective tool to inspire an attitude of excellence and self-confidence is the use of PRAISE and RECOGNITION. Emphasis should be placed not only on achievement, but on the effort as well. A word of encouragement for the effort put forth on a failed attempt may result in a successful one on the next attempt.

Warm-Up Drills

Warming up before a practice session can safeguard youngsters, at least to a degree, from injuries caused by the placing of sudden demands on muscles that are not ready for the rapid stretching and contracting required to play ball. Calisthenics are not the only exercises performed prior to activity. We frequently use the term “warming up” to refer to ball-handling drills as well. These drills can pose a serious accident risk (primarily due to misdirected balls) if not properly supervised. The following suggestions will reduce the risk of being struck by a misdirected ball.

Safe Ball Handling

- All unauthorized people should remain off the field during drills.
- The most basic fundamental of safely playing baseball/softball is that of watching the ball at all times. Managers and coaches must stress that eyes must be kept on the ball. This fundamental should be drilled regularly into both players - adults and youngsters - until it becomes second nature rather than a conscious act.
- Another danger from misdirected balls is the exposure of hitters to inexperienced (i.e. wild) pitchers. The use of batter's helmets is a must. However, the use of protective equipment does not justify permitting a player to pitch to a hitter until control is demonstrated.
- The danger of being struck by a ball can be further minimized by the following plan:

- Throwing and catching drills should be organized with players in two lines facing each other.
- Random throwing should be permitted only to designated players.
- Misjudging the flight of a batted ball may be corrected by slowly increasing the level of difficulty, beginning with easy fly balls that are made more difficult as a player's judgement and skill improve.
- In addition to a player being constantly aware of the location of the ball, the player should keep the glove positioned and the body balanced so that a rapid reaction can be made if necessary.
- An infielder can best be protected from a difficult fielding play by always keeping the "nose" pointed at the ball and the eyes glued on it. An added benefit is that moving forward, rather than retreating, puts the player in a better position to make a throw.
- Emphasize that it is better to knock a ball down and re-handle it, than to "let the ball" determine the play.

Collisions

Collisions result in more injuries than almost any other type of accident. They are usually caused by errors in judgment or lack of communication between fielders. It is important to establish zones of defense to avoid collisions between players. It is particularly important when players are chasing fly balls. Once these zones are established, "situation" drills should be conducted until these zones and patterns become familiar to the players. The responsible player should call out her intentions in a loud voice to warn others. Here are some general rules to follow:

- The fielder at third base should catch all balls which are reachable and are hit between third base and the catcher.
- The fielder at first base should catch all balls which are reachable and are hit between first base and the catcher.
- The shortstop should call all balls reachable which are hit behind third base.
- The fielder at second base should catch all balls reachable which are hit behind first base.

- The shortstop has the responsibility for fly balls hit in the center of the diamond and in the area of second base. Since the glove is on the left hand (usually), it is easier for the shortstop than the second baseman to catch fly balls over second base.
- The centerfielder has the right of way in the outfield and should catch all balls which are reachable. Another player should take the ball if it is seen that it is not reachable by the centerfielder.
- Outfielders should have priority over infielders for fly balls hit between the outfield and infield.
- Priorities are not so easy to establish on ground balls, but most managers develop a system of priorities for balls hit to the infield (i.e. third baseman field any ball they can reach...).
- The catcher is expected to field all topped and bunted balls which can be reached except when there is a force play or squeeze play at home plate.

Warning Track

In addition to collisions between players, a player may occasionally crash into the fence while chasing a fly ball. Injuries can be avoided through suitable drill work. In this case it is simply a matter of giving the outfielders an opportunity to practice getting the feel of the warning track and its proximity to the fence. They must learn to judge their distance from the fence and the probable point where the ball will come down. The worst case scenario is to not only miss catching the ball by a wide margin, but also be injured by a collision with the fence.

Keep Grounds Clear

Substitute players should be used to pick up bats and store in the bat rack. Proper storage of other loose playing equipment should be included in this assignment.

Sliding Safety

As with other baseball fundamentals, a proper slide is also a safe one. During a slide, it is also essential that the player remain aware of the potential for a collision with the defensive player, or the possibility of being hit by a thrown ball. It goes without saying that steel spikes should

not be worn unless permitted (Junior/Senior/Big League). The following can make the learning to slide a safer endeavor:

- Long grass has been found to be better than a sand or sawdust pit to teach sliding.
- The base should not be anchored down.
- Sliding pads are recommended.
- The player should begin at half speed and bear in mind that both hands and feet should be in the air. Once committed to slide, the player must not change strategy. Last minute hesitation causes most sliding injuries.
- Tennis shoes are suggested for beginning sliding and tagging practice to avoid injury to the defensive player.
- If the ground along the baselines becomes soft after a period of rain, such conditions offer an excellent opportunity to practice sliding.
- It should be stressed that head-first sliding is prohibited except when returning to a base.

Batter Safety

A batter's greatest accident exposure comes from the unsafe acts of others, namely wild pitches, which account for a major portion of all accidents. Again, the best defense against being hit is an alert, confident concentration on the ball. Since the danger is increased as pitchers learn to throw with greater velocity, this type of injury is more prevalent in the upper divisions than in Minor League play.

- A well-fitted helmet is the first requirement.
- The development of a batter's ability to take evasive action can be improved by getting the player to relax and concentrate on the ball from the time the pitcher starts his/her delivery until it lands in the catcher's mitt. Players with slow reflexes can also be helped by simulated batting and ducking practice with a tennis ball.
- The practice of crowding the plate or jumping around to rattle the pitcher is not acceptable. It could endanger the batter if it causes the pitcher to lose concentration and control.
- Painful finger and hand injuries can be reduced by making sure the batter holds the bat correctly when bunting. Youngsters have a tendency to lean too far over the plate, increasing their exposure to being hit by the ball. This error should be promptly corrected.
- When the batter becomes a base runner, he/she should be taught to run outside the foul lines when going from home plate to first and from third to home. This technique reduces the chances of being hit by a thrown ball.

Concussion Safety and Training

Virginia 2014 Va. Acts, Chap. 760 (2014 HB 410/SB 172)

Requires each non- interscholastic youth sports program utilizing public school property to establish policies and procedures regarding the identification and handling of suspected concussions in student athletes, based on either the local school division's policies and procedures or the Board's Guidelines for Policies on Concussions in Student - Athletes, or follow certain local school division's policies and procedures.

Little League games and practices are conducted on property owned by a school district within the State of Virginia, therefore, due to the Virginia State Legislation change that went into effect January 1, 2014. All team managers and coaches are required to take the National Federation of High Schools "Concussion in Sports" training course.

This is a free course available on line at nfhslearn.com. There is no charge for this course and it should take no more than 30 minutes.

Each manager and coach must print out their concussion course completion certificate and submit it to

your appropriate coaching coordinator prior to the start of regular season games.

Safe Handling of Bats

One of the most common practices that results in accident and injury is when the novice batter throws the bat while running to first base. This unthinking act may be corrected through individual instruction to drop the bat safely. This can be accomplished by:

- A reminder from the coach before each ball is pitched.
- During practice, having the batter drop the bat in a marked-off circle near the beginning of the baseline.
- Counting the player "out" in practice whenever the player fails to drop the bat correctly.
- Providing bats with grips that are not slippery.
- Managers, coaches and umpires should also be on the alert to correct batters who have a tendency to step into the catcher as they swing.

A Dangerous Weapon

This heading is used to highlight a problem that can and does result in very serious injury every year. The precautions outlined in the previous paragraph apply to the actions of individuals who are wielding a bat. A more serious injury is caused when an absent-minded youngster unconsciously walks into the swing of the coach's bat, or when an equally unwary player walks into the swing of a player taking practice swings. These situations demonstrate the need for everyone on the field to become safety conscious, not only for their own wellbeing, but also for the safety of others. The following precautions are suggested:

- The player assigned to catching balls for the coach using a bat should be assigned the specific task of warning anyone who comes too close to the path of the swing.
- All players and adults should give a wide berth to players taking practice swings. The ingrained safety habit of keeping clear may save someone a painful injury.

Catcher Safety

The catcher is the most accident-prone player on the field. Statistics show that the severity of injuries decrease with an increasing level of play. Again, this highlights the fact that the more proficient the player, the less chance of sustaining an injury. Assuming that the catcher is wearing the required protective equipment, the greatest exposure is to the throwing hand. The catcher must learn to:

- Stay relaxed!
- Always have the back of the throwing hand toward the pitcher.
- Hold all fingers in a cupped position near the mitt, ready to trap the ball and throw it. Alternatively, the catcher can place the throwing hand behind the leg prior to each pitch.
- Be taught to throw the mask and catcher's helmet in a direction away from the batter when going for a foul or passed ball.
- As the catcher learns to play this difficult position, he/she should keep a safe distance from the swinging bat. A good estimate is to remain one foot farther from the batter than the ends of the catcher's outstretched arm.

General Inattention

Inattention due to inaction or boredom is another underlying cause of accidents. This situation can be partly offset by using idle time to practice basics of skillful and safe play, such as:

- Idle fielders should be encouraged to "talk it up". Plenty of chatter promotes enthusiasm and encourages hustle.
- Players waiting for a game or practice to start can pair off and play catch to improve their skills.
- Practice should include plenty of variety in the drill work to preclude boredom.
- Put a time limit on each drill and do not hold the total practice for more than two hours. Reduce the length of practice if interest begins to lag.
- Idle players along the sidelines can be given the job of studying the form of other players to improve their own techniques.

Control of Horseplay

No discussion of measures to minimize the human element in accident prevention would be complete without discussing the problem of horseplay. This includes any type of youthful behavior that could even remotely be the cause of an accident. Even the mildest form of childish behavior can distract another player, resulting in an accident. After all...team play requires 100% cooperation among all players, and good sportsmanship demands courtesy to opposing players. If poorly behaved children cannot find sufficient outlet for their energy during the practice or game, immediate and impartial disciplinary action must be taken.

Accident Reporting Procedure

An "Incident Report" form should be completed and provided to the League

Safety Officer for all occurrences that meet the criteria described below. A copy of the form is included in this manual.

In our effort to prevent accidents and injuries to all involved in Little League, we must deal with the unpredictable actions of many small athletes. One of the most widely accepted ways to reduce the occurrences of unsafe acts is to document the reasons behind such acts and take suitable action to prevent them from happening again. Since we cannot eliminate all mishaps,

we must use them as tools to help reduce the number of similar or related accidents. Also, safety consciousness allows us to determine the root causes of "near misses", so that action can be taken to prevent the occurrence of injury-producing accidents in the future.

Which Accidents to Analyze

Good judgment must be used when deciding which accidents to analyze. The severity of an injury should not be the only basis for deciding to report/investigate an accident. The prevention of a similar, more severe accident should be our main reason for exploring causes and taking suitable corrective action. Examples of cases that probably would not require a report include sustaining a "strawberry" from sliding or minor strains and bruises not associated with unsafe actions or hazardous conditions.

Examples of Accidents Requiring Thorough Study

- A collision that occurs when two players go after the same fly ball, even though no one is hurt, has the possibility of resulting in a serious injury. Questioning the players involved may reveal that they had forgotten priority assignments in the "heat of the battle". A corrective measure might include re-emphasizing ball priority drills in the next practice. A completed accident report passed on to the Safety Officer will highlight this area as one needing additional emphasis from managers and coaches.
- If a player should trip and fall over a bat left on the ground and suffer a small abrasion, the cause and correction action may be obvious. A report, however, would serve as a reminder, not only to this team, but to others in the league that equipment left on the field can cause falls, some of which can result in fractures.
- Face, mouth, or teeth injuries caused by improper use of a catcher's mask, or the failure to wear a catcher's mask, should obviously be reported and the causes investigated.
- A turned ankle caused by a hole in the outfield should be reported so that the appropriate league official is aware of the hazardous condition, which can then be corrected.

Other Uses for Accident Reports

The need for corrective measures, of course, is most evident when an injury is severe enough to require professional services. In addition to the need for immediate preventive action, it is very

important to have accurate information to complete an insurance claim report.

As in any organized endeavor, communications among teams in a specific league, and between leagues within a district, is important. This safety program can be an effective tool in accident prevention if each adult with safety responsibility is given a briefing on serious accidents, unusual hazards, and the corrective action taken to remedy them. In order to accomplish this, League Safety Officers and the District Safety Officers must be kept informed of all significant accident cases.

Further Follow-Up on Accident

Even after corrective action has been taken, responsible adults should continue to monitor to ensure that unsafe habits have not been resumed (Make sure you are of worthy of example).

We continually advise players to keep their eyes on the ball. Let's do the same with safety precautions.

SAFESPORT

PWC Girls Softball Little League's Policy on Child Abuse

Child abuse is a growing problem in youth sports. It may take the form of abusive sexual, physical, or verbal behavior, and may also occur by the neglect of a child's needs. Formally defined, child abuse is the maltreatment of a child by a parent, guardian or other adult, and includes intentional acts resulting in physical or mental injury, toleration of and complicity in conditions injurious to the child's mental or physical health, or sexual assault upon the child.

PWC Girls Softball Little League's policy is that any form of child abuse is unacceptable.

Conversely, it is of paramount importance that all accusations of child abuse by coaches or other league volunteers be discreetly investigated, assessed, and adjudicated with appropriate concern for the rights and reputation of the accused. The potential for false accusations exists.

In order to minimize player abuse, and to establish a fair and reasonable due process for accusations, PWC Girls Softball Little League is following the Safesport or the "Protecting Young

Victims from Sexual Abuse and Safesport Authorization Act of 2017".

It is now a crime to allow any reason to suspect an act of child abuse including sexual abuse go unreported within 24 hours.

All volunteers of a local league are now mandated reporters and could face criminal charges if the league choose to ignore, or not report to the proper authorities, a witnessed act of child abuse, including sexual abuse, within 24 hours.

Prevention

1. All applicants for league involvement must submit a Little League Volunteer Application form. Applications will be confidentially reviewed by the league President or the league Security Officer. Background checks will be performed through J.D. Palantini (JDP) Services as a requirement of Little League International. No person who is a known child sexoffender will be given any access to the children in the PWC Girls Softball Little League program.
2. When possible, a pre-season league meeting will be held for managers, coaches and other league volunteers to define and explain the multiple facets of child abuse and the mechanisms to prevent and detect these occurrences.

3. The League Security Officer, or an individual designated by the Board of Directors, will receive and act on all abuse allegations in a confidential manner. The process to be followed in the investigation and adjudication of a child abuse accusation is stated later in this policy.
4. A liaison will be established with the law enforcement community to assist in the implementation of preventative measures and in response to allegations of illegal behavior.
5. Use the buddy system, encourage players to travel in groups of two whether an adult is present or not. This includes leaving the field or using the restroom areas.

Procedure to be followed if an Accusation is made

1. The alleged incident will be discreetly and confidentially investigated by the League Security Officer, or an individual as designated by the Board of Directors.
2. An assessment will be made as to the veracity of the allegation based on the results of the investigation. No further action will be taken if the allegation is judged to be untrue.
3. Allegations judged to be true will be submitted to the League President for penalty assignment. Penalties can range from a verbal reprimand for minor offenses to league expulsion for greater offenses. All incidents of child sexual abuse will be cause for immediate league expulsion and reporting to authorities for further action.
4. The accused can appeal the Board's decision by notifying the President of the Board of Directors within 24 hours of the penalty assessment. The appeal will be considered by the full Board of Directors and a final determination will be made. This determination is final and not subject to appeal.
5. Immunity from liability -- According to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and Little Leaguers to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. Virginia provides immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.

First Aid Kits

1. First aid kits will be provided to each coach with their equipment.
2. The coach is responsible for contacting the equipment manager at equipment@pwcgslll.org for replacement or replenishment supplies for their assigned kits.

Equipment Inspection

1. Equipment is to be inspected prior to every use for wear and damage.
2. All faulty equipment must be removed from service and returned to the equipment manager for replacement. Under no circumstance should the faulty equipment continue to remain in service while waiting for replacement.
3. The equipment manager should destroy any damaged equipment that cannot be repaired. This is to prevent accidental use of dangerous or defective equipment.
4. The team manager should document the removal of equipment via email. Please specify damage in detail to equipment@pwcgsll.com.

Field Safety Checklist

All umpires, managers and coaches are responsible for checking field safety conditions before each game.

Repairs needed?

Field Condition **YES** **NO**

Backstop ____ ____

Home plate ____ ____

Bases (secure) ____ ____

Bases (condition) ____ ____

Pitchers mound ____ ____

Batters box level ____ ____

Batters box marked ____ ____

Grass surface (even) ____ ____

Holes/Hazards ____ ____

Infield fence ____ ____

Outfield fence ____ ____

Foul lines marked ____ ____

Dirt needed ____ ____

Warning Track ____ ____

Coach's boxes level ____ ____

Dugouts YES NO

Fencing ____ ____

Bench ____ ____

Roof ____ ____

Bat Racks ____ ____

Helmet Racks ____ ____

Trash ____ ____

Cleanliness ____ ____

Spectator Areas YES NO

Bleachers ____ ____

Hand rails ____ ____

YES **NO**

Protective Screens ____ ____

Bleachers Clean ____ ____

Catcher's Equipment Yes No

Shin guard ____ ____

Helmets ____ ____

Face masks ____ ____

Throat Protector ____ ____

Catcher's cup (boys) ____ ____

Safety Equipment Yes No

First Aid Kit ____ ____

(at each field)

Safety Manual ____ ____

Incident Report Forms ____ ____

Accident Notification Form ____ ____

Players Equipment Yes No

Batting Helmets ____ ____

Jewelry Removed ____ ____

Bats Inspected ____ ____

Shoes Checked ____ ____

Uniform Checked ____ ____

Athletic Supporter (boys) ____ ____

Gloves ____ ____

PWC GIRLS SOFTBALL LITTLE LEAGUE

EMERGENCY TELEPHONE NUMBERS

Emergency Situations	911
Non-Emergency Police	(703) 753-2700
Fire and Rescue	(703) 754-1112

PWC GIRLS SOFTBALL EMERGENCY TELEPHONE NUMBERS

Ralph Sinnott (President)	(301)938-5512
Mike Guilbach (Vice President)	(703)223-9351
Meghan Heaney (safety officer)	(304)657-6337

HOSPITAL & EMERGENCY SERVICES ADDRESSES

Prince William Hospital

8700 Sudley Road

Manassas, VA 20110

(703) 369-8000

Heathcote Health Center

15195 Heathcote Blvd.

Haymarket, VA 20169

(571) 261-3250 or (571) 261-3400

Patient First

14800 Lee Highway

Haymarket VA 20155

(703) 743-7017

Please have this safety manual, medical release forms with contact numbers, and injury/accident reports with you each time you have a game or practice.

Currently, none of the game or practice fields have telephones. If at all possible, bring or have

access to a cellular phone at each game or practice. Remember, any questions and concerns about Little League safety should be directed to PWC Girls Softball Little League Safety Officer Meghan Heaney at: security@pwcgsl.org

PWC GIRLS SOFTBALL LITTLE

LEAGUE 2023

BOARD OF DIRECTORS

Position	Name	Phone	Email
President	Ralph Sinnott		president@pwcgssl.org
Vice President	Mike Glaubach		vicepresident@pwcgssl.org
Secretary	Kathy Brown		secretary@pwcgssl.org
Treasurer	Chris Foster		treasurer@pwcgssl.org
Registration Director	Jeff Willard		registration@pwcgssl.org
Information Officer	Jeff Willard		info@pwcgssl.org
Player Agent	Steve Vaughn		playeragent@pwcgssl.org
Security Officer	Mike Glaubach		security@pwcgssl.org
Safety Officer	Meghan Heaney	(304)657-6337	safety@pwcgssl.org
Fundraising Coordinator	Jolene Berry		fundraising@pwcgssl.org
Spirit Wear Coordinator	Justin Main		spiritwear@pwcgssl.org
Facilities Director	Jim Bailey		facilities@pwcgssl.org
Coaching Coordinator	Chris Gross		coaching@pwcgssl.org
Umpire Coordinator	Chris Davis		umpirecoordinator@pwcgssl.org
Chief Umpire	Chris Davis		chiefumpire@pwcgssl.org
Scheduling Coordinator	Open		scheduler@pwcgssl.org
Equipment Manager	Mike Glaubach		equipment@pwcgssl.org
Uniforms Director	Open		uniforms@pwcgssl.org
Concessions Manager	Open		concessions@pwcgssl.org
Webmaster	Chris Foster		webmaster@pwcgssl.org
Photography Director	Open		photography@pwcgssl.org
Marketing Director	Open		marketing@pwcgssl.org

Field Locations

Catharpin Park

4805 Sudley Road

Catharpin, VA 20143

Tyler Elementary School

14500 John Marshall Hwy

Gainesville, VA 20155

Bristow Run Elementary School

8990 Worthington Drive

Bristow, Virginia 20136

Concession Stand Operating/Safety Guidelines

We will be operating a Level Three (Prince William Co.) concession stand. Our menus will include items such as frankfurters, popcorn, sodas, and similar short order foods. These foods will involve limited preparation and temperature control. The following guidelines will be adhered to:

1. Preparation: Hair restraints, plastic gloves, and utensils will be used according to county guidelines. Frequent and thorough hand washing will be stressed.

2. Temperature Control: Proper storage and freezing of foods will be monitored regularly.

Refrigerated foods will be kept at 41 degrees and will be kept at least six inches above the floor. Food thermometers will be used to check cooking temperatures (165-degree minimum internal temps). There will be no reheating of foods with steam tables, sterno units, or crockpots.

3. Quality: All foods will be from approved sources and will not be prepared at "home".

Expiration dates will be adhered to, as well.

4. Cleanliness: Wiping cloths will be rinsed and stored in a sanitizing solution of one gallon of water and 1 teaspoon of bleach. This solution will be replaced every couple hours. All garbage will be placed in a can with a tight fitting lid.

5. Health and Hygiene: Workers shall be healthy with no signs of symptoms such as cramps, nausea, fever, vomiting, diarrhea, etc. No worker with open sores or infected cuts will be allowed to prepare foods. Clean, "kitchen safe" clothing, including shirt and shoes (no open toed shoes or sandals), will be worn at all times. No smoking will be allowed in the stand.

Workers taking prescribed narcotics will not be permitted to work the grill equipment. Only authorized personnel will be allowed in the stand.

6. Safety: The concession stand shall be in safe working order with a smooth and cleared floor area, and appropriate safety equipment (fire extinguisher and first aid kit prominently

displayed and sturdy handrails on the steps). Workers will be trained in the proper use of the safety and cooking equipment. Emergency phone numbers will be posted and a cell phone will be available during operating hours.

7. Equipment: All equipment shall be clean and in good working order. Air filters will be replaced at the beginning of each season and checked regularly. There will be hot and cold running water with an approved disposal system. The stand has a three-compartment sink where cooking utensils will be washed, rinsed, and sanitized.

8. Inspection: The concession stand manager will conduct an inspection with a county health department representative. Suggestions for improvements will be addressed as soon as possible.

9. Training: All workers will attend mandatory training sessions for food preparation, safety and cooking equipment handling, procedures for handling emergencies such as grease fires, and procedures for handling any chemicals, such as bleach or other cleaners.

Little League ® Baseball and Softball



Little League® Baseball and Softball MEDICAL RELEASE



NOTE: To be carried by any Regular Season or Tournament
Team Manager together with team roster or International Tournament affidavit.

Player: _____ Date of Birth: _____ Gender (M/F): _____

Parent (s)/Guardian Name: _____ Relationship: _____

Parent (s)/Guardian Name: _____ Relationship: _____

Player's Address: _____ City: _____ State/Country: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

PARENT OR LEGAL GUARDIAN AUTHORIZATION: _____ Email: _____

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified
Emergency Personnel. (I.e. EMT, First Responder, E.R. Physician)

Family Physician: _____ Phone: _____

Address: _____ City: _____ State/Country: _____

Hospital Preference: _____

Parent Insurance Co: _____ Policy No.: _____ Group ID#: _____

League Insurance Co: _____ Policy No.: _____ League/Group ID#: _____

If parent(s)/legal guardian cannot be reached in case of emergency, contact:

Name Phone Relationship to Player

Name Phone Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (I.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: _____

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. _____
Authorized Parent/Guardian Signature Date: _____

FOR LEAGUE USE ONLY:

League Name: _____ League ID: _____

Division: _____ Team: _____ Date: _____

WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.
Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

For Local League Use Only**Activities/Reporting****A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____
 Field Name/Location: _____ Incident Time: _____
 Injured Person's Name: _____ Date of Birth: _____
 Address: _____ Age: _____ Sex: ☐ Male ☐ Female
 City: _____ State _____ ZIP: _____ Home Phone: () _____
 Parent's Name (If Player): _____ Work Phone: () _____
 Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.)** ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD
B.) ☐ Challenger ☐ T-Ball ☐ Minor ☐ Major ☐ Intermediate (50/70)
☐ Junior ☐ Senior ☐ Big League
C.) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.)** ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ First Base ☐ Second
☐ Third ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other: _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____
 (If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

- A.) On Primary Playing Field** **B.) Adjacent to Playing Field** **D.) Off Ball Field**
☐ Base Path: ☐ Running *or* ☐ Sliding ☐ Seating Area ☐ Travel:
☐ Hit by Ball: ☐ Pitched *or* ☐ Thrown *or* ☐ Batted ☐ Parking Area ☐ Car *or* ☐ Bike *or*
☐ Collision with: ☐ Player *or* ☐ Structure **C.) Concession Area** ☐ Walking
☐ Grounds Defect ☐ Volunteer Worker ☐ League Activity
☐ Other: _____ ☐ Customer/Bystander ☐ Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: (____) _____
 Signature: _____ Date: _____

**Insert Little League Volunteer application
on this page**

Lightning Guidelines

PWC Girls Softball Little League suggest all coaches download the Little Leagues Weather Application to an available smart phone.

i. First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is “make no more casualties”.
- If the victim is in a high- risk area (open field, isolated tree, etc.), the rescuer should determine if movement from that area is necessary. Lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as needed.

ii. Lightning Facts and Safety Procedures

Consider the following facts:

- The average lightning strike is 6-8 miles long.
- The average thunderstorm is 6-10 miles wide and travels at a rate of 25 miles an hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm’s overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK Stadium in 1998, occurred while it was sunny and dry).
- On the average, thunder can only be heard over a distance of 3-4 miles, depending on humidity, terrain and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

iii. “Flash-Bang” Method

One-Way of determining how close a recent lightning strike is to you is called the “flash-bang” method. With this method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows. Halt play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

iv. Rule of Thumb

The ultimate truth about lightning is that is unpredictable and cannot be prevented. Therefore, a manager, coach or umpire who feels threatened by an approaching storm should stop play and

get the kids to safety - regardless of whether or not the "flash-bang" proximity measure applies. When in doubt, the following rule of thumb should be applied:

WHEN YOU HEAR IT - CLEAR IT / WHEN YOU SEE IT - FLEE IT

v. Where to go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try to prevent eardrum damage).

vi. Where NOT to go?

Avoid high places and open fields, isolated trees, unprotected structures, rain or picnic shelters, dugouts, flagpoles, bleachers, metal fences or near water.

The Hasbrouck Heights Board of Education has installed a lightning detector on the adjacent field; if it should sound then the thirty minute rule will be implemented. No one is permitted on the field until 30 minutes from last warning and the all clear siren has sounded.



The Little League Pledge

The Little League Pledge was written by Peter J. McGovern, the late president of Little League Baseball, in 1954. It made its first appearance in the February 1955 “Little Leaguer” magazine. Its text has remained unchanged in the half-century since then.

Pledge

I trust in God

I love my country

and will respect its laws

I will play fair

And strive to win

But win or lose

I will always do my best

The Little League Parent/Volunteer Pledge

I will teach all children to play fair and do their best.

I will positively support all managers, coaches and players.

I will respect the decisions of the umpires.

I will praise a good effort despite the outcome of the game.

The following is derived from the National Youth Sports Safety Foundation

SPORT PARENT CODE OF CONDUCT

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

As a parent or spectator:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.

11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

A Fact Sheet for COACHES

HEADS UP CONCUSSION

One of the main jobs of a youth sports coach is keeping athletes safe. This sheet has information to help you protect athletes from concussion or other serious brain injury, learn how to spot a concussion, and know what to do if a concussion occurs.

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.



HOW CAN I HELP KEEP ATHLETES SAFE?

Sports are a great way for children and teens to stay healthy and can help them do well in school. As a youth sports coach, your actions create the culture for safety and can help lower an athlete's chance of getting a concussion or other serious injury. Aggressive and/or unsportsmanlike behavior among athletes can increase their chances of getting a concussion or other serious injury. Here are some ways you can help keep your athletes safe:

Talk with athletes about the importance of reporting a concussion:

- Talk with athletes about any concerns they might have about reporting their concussion symptoms. Make sure to tell them that safety comes first and you expect them to tell you and their parent(s) if they think they have a concussion.

Create a culture of safety at games and practices:

- Teach athletes ways to lower the chances of getting a concussion.
- Enforce the rules of the sport for fair play, safety, and sportsmanship.
- Ensure athletes avoid unsafe actions such as:
 - › Striking another athlete in the head;
 - › Using their head or helmet to contact another athlete;
 - › Making illegal contacts or checking, tackling, or colliding with an unprotected opponent; and/or
 - › Trying to injure or put another athlete at risk for injury.

- Tell athletes that you expect good sportsmanship at all times, both on and off the playing field.

Keep up-to-date on Concussion Information:

- Review your state, league, and/or organization's concussion guidelines and protocols.
- Take a training course on concussion. CDC offers concussion training at no cost at www.cdc.gov/HEADSUP.
- Download CDC's HEADS UP app or a list of Concussion signs and symptoms that you can keep on hand.

Check out the Equipment and Sports Facilities:

- Make sure all athletes wear a helmet that fits well and is in good condition when appropriate for the sport or activity. There is no “concussion-proof” helmet, so it is important to enforce safety rules that protect athletes from hits to the head and when a helmet falls off during play.
- Work with the game or event administrator to remove tripping hazards and ensure that equipment, such as goalposts, have padding that is in good condition.

HOW CAN I SPOT A POSSIBLE CONCUSSION?

Athletes who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

SIGNS OBSERVED BY COACHES OR PARENTS:

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the 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 or after a hit or fall.

SYMPTOMS REPORTED BY ATHLETES:

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right”, or “feeling down”.

NOTE: Concussion signs and symptoms often show up soon after the injury, but it can be hard to tell how serious the concussion is at first. Some symptoms may not be noticed or may not show up for hours or days.

Keep Emergency Contact Information Handy:

- Bring emergency contact information for parents and health care providers to each game and practice in case an athlete needs to be taken to an emergency department right away for a concussion or other serious injury.
- If first responders are called to care an injured athlete provide them with the details about how the injury happened and how they were acting after the injury.

CONCUSSIONS AFFECT EACH ATHLETE DIFFERENTLY .

While most athletes with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with an athlete’s parents if you notice their concussion symptoms come back after they return to play.

WHAT SHOULD I DO IF I THINK AN ATHLETE HAS A POSSIBLE CONCUSSION?

As a coach, if you think an athlete may have a concussion, you should:

Remove the Athlete from Play: **When in doubt, sit them out!**

Keep an athlete with a possible concussion out of play on the same day of the injury until cleared by a health care provider.

Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion. After you remove the athlete with a possible concussion from practice or play, the decision to return to practice or play is medical decision that should be made by a health care provider. As a coach, recording the following information can help a health care provider 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 right after the injury.
- Any seizures right after the injury.
- Number of previous concussions (if any)

Inform the Athlete's Parent(s) about the Possible Concussion.

Let them know about the possible concussion and give them the HEADDS UP fact sheet for parents. This fact sheet can help parents watch the athlete for concussion signs or symptoms that may show up or get worse once the athlete is at home or returns

WHY SHOULD I REMOVE AN ATHLETE WITH A POSSIBLE CONCUSSION FROM PLAY?

The brain needs time to heal after a concussion. An athlete who continues to play with concussion has a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious and can affect an athlete for a lifetime. It can even be fatal.

SOME ATHLETES MAY NOT REPORT A CONCUSSION BECAUSE THEY DON'T THINK A CONCUSSION IS SERIOUS.

They may also worry about:

- Losing their position on the team or during the game.
- Jeopardizing their future sports career.
- Looking weak
- Letting their teammates or the team down.
- What their coach or teammates might think of them.

WHAT STEPS CAN I TAKE TO HELP AN ATHLETE RETURN TO PLAY?

An athlete's return to school and sports should be a gradual process that is approved and carefully managed and monitored by a health care provider. When available, be sure to also work closely with your team's certified athletic trainer.

Please see the five gradual steps that you, along with a health care provider, 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.

Ask for Written Instructions from the Athlete's Health Care Provider on Return to Play.

- These instructions should include information about when they can return to play and what steps you should take to help them safely return to play.

BASELINE:

Athlete is back to their regular school activities, is no longer experiencing symptoms from the injury when doing normal activities and has a green light from their health care provider to begin the return to play process.

An athlete should only move to the next step if they do not have any new symptoms at the current step:

STEP 1:

Begin with light aerobic exercise only to increase an athlete's hear rate. This means that 5 to 10 minutes on an exercise bike, walking, or light jogging. No weightlifting at this point.

STEP 2:

Continue with activities to increase an athlete's hear rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (less time and/or less weight than a typical routine).

STEP 3:

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

STEP 4:

An athlete may return to practice and full contact) if appropriate for the sport) in controlled practice.

STEP 5:

An athlete may return to competition.

REMEMBER: It is important for you and the athlete's parent(s) to watch for concussion symptoms after each day's return to play progression activity. If an athlete's concussion symptoms come back, or he or she gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him-or-herself too hear. The athlete should stop these activities, and the athlete's health care provider should be contacted. After the okay from the athlete's health care provider, the athlete can begin at the previous step.

Little League First Aid and Training Meeting Requirement

Requirement 5

Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.).

It is not necessary for the first aid and fundamentals training to be held before your league's Safety Plan are submitted. It is acceptable for scheduled dates/locations to be listed to meet the requirement.

Document the date, location, and who is required to attend as well as who did attend. Intent is to provide training to ALL coaches and managers; **a minimum of one participant per team must attend training annually.**

Training qualifies a volunteer for 3 years; but one team representative is still required each year to attend the training.

Requirement 6

Require first-aid training for coaches and managers, with at least one coach or manager from each team attending.

It is not necessary for the first aid and training fundamentals to be held before Safety Plan is submitted. It is acceptable for scheduled dates/locations to be listed to meet requirement.

Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet requirement; however, it is recommended that leagues utilize these professionals from their league/community to present the training.

Other individuals who attend various outside first aid training and courses are not exempt.

Document the date, location, and who is required to attend as well as who did attend. Again, the intent is to provide training to ALL team coaches/managers; a minimum of one participant per team must attend training annually.

Training qualifies volunteer for 3 years, but one team representative still needed each year 35

Safety Meeting Scheduling

PWC Girls Softball LL safety training is scheduled as part of our semiannual coaches meeting.

Spring 2023 meeting is TBD

- Basic skills training
- Basic first aid training
- Emergency contacts
- Accident reporting procedures
- Volunteer requirements
- Parents code of conduct
- Coaches agreement

Player Registration Data

Player registration data will be uploaded to the Little League Data Center on or about March 1 of each year and roster data will be uploaded within two weeks after all teams are formed which will include any late registrants and appointed managers and coaches.

Qualified Safety Program Registration Form

A Qualified Safety Program Registration Form is attached to this document.