

Bonney Lake/Sumner



Safety Manual

2020



Bonney Lake Sumner Little League Safety Plan

The table of contents is a new idea implemented in 2018. This will enable users to quickly find information in the Safety Plan.

Contents

EMERGENCY CONTACT PROCEDURES.....	3
EMERGENCY CONTACTS	4
SAFETY OFFICER CONTACT INFORMATION.....	4
POLICY STATEMENT	5
TRAINING	6
2018 DISTRICT CALENDAR.....	7
BLSLL BOARD OF DIRECTORS AND CONTACT INFORMATION	7
BLSLL SAFETY CODE.....	8
BONNEY LAKE/SUMNER LITTLE LEAGUE BOUNDARIES	11
FIRST AID KITS	12
INJURY TRACKING FORM	12
LITTLE LEAGUE VOLUNTEER APPLICATION FORM	13
2018 APPROVED BATS	14
FACILITY AND FIELD INSPECTION CHECKLIST	15

EMERGENCY CONTACT PROCEDURES

The most important help you can provide to a victim 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 steps.

1) First dial 9-1-1.

2) Give the dispatcher the necessary information. Answer any questions that he or she might ask. Most dispatchers will ask:

- **The exact location or address of the emergency?** Include the name of the city or town, nearby intersections, landmarks, etc. as well as the field name and location of the facility, if applicable.

Our address is:

Cross-streets are:

- **The telephone number from which the call is being made?**
- **The caller's name.**
- **What happened** — i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
- **How many people are involved?**
- **The condition of the injured person** — i.e., unconscious, chest pains, or severe bleeding?
- **What help is being given** (first aid, CPR, etc.)?

3) Do not hang up until the dispatcher hangs up.

The dispatcher may be able to tell you how to best care for the victim.

4) Continue to care for the victim until professional help arrives.

5) Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary. This saves valuable time. **Remember, every minute counts.**

EMERGENCY CONTACTS

For emergencies DIAL 911

FIRE

East Pierce Fire and Rescue

Headquarters Station / Station 111
18421 Veterans Memorial Drive East
Bonney Lake, WA 98391
Non-emergency phone: (253) 863-1800

POLICE

Sumner Police

1104 Maple St # 140
Sumner, WA 98390
Non-emergency phone: (253) 863-6384

Bonney Lake Police

18421 Veterans Memorial Dr E
Bonney Lake, WA 98391
Non-emergency phone: (253) 863-2218

LOCAL HOPITALS

Tacoma General Hospital

315 Martin Luther King Jr Way
Tacoma, WA 98405
Non-emergency phone: (253) 403-1000

Good Samaritan Hospital

407 14th Ave SE
Puyallup, WA 98372
Non-emergency phone: (253) 697-4000

St. Francis Hospital

34515 Ninth Ave. S.
Federal Way, WA 98003
Non-emergency phone: (253) 835-8100

Multicare Bonney Lake Emergency

9550 195th Ave E
Bonney Lake, WA 98391
(253) 447-3400

APPENDIX A

Call 911 for all emergencies

Jess Workman League Safety Officer – (253) 249-8778

Kim Frasier, League President – (253) 279-0600

POLICY STATEMENT

Organization:

- Bonney Lake/Sumner Little League (BLSLL) has an active Safety Officer on file. We have also established the Safety Officer as a board position with part of the annual budget allocated for safety.
- Our league has a published Coaches Manual, which contains a section regarding safety. This manual resides on the BLSLL web site.
- A list of emergency phone numbers along with email addresses of all league board members is published in our Coaches Manual, website and also in **Appendix A** of our Safety Plan.
- Managers, coaches, and team safety parents are encouraged to help educate and enforce the BLSLL Safety Code as outlined in **Appendix B**.
- All injuries are reported to the Safety Officer within 24 hours. Please use the injury tracking form identified in **Appendix F**. An Injury/Tracking Report form is filled out following each injury and submitted to the league safety officer (or Board member if the Safety Officer is not available) within 48 hours. Contact info for Safety Officer via email at safety@blslittleleague.org.
- Each team is supplied a first-aid kit which includes an Incident Tracking form (**Appendix F**). First-aid kits are required at all practices and games as per the BLSLL Safety Code as outlined in our Coaches Manual. The Safety Officer has first-aid supplies for restocking kits.
- All catchers must wear a mask with a dangling throat protector and catchers helmet during infield practice and pitcher warm-ups during practice and games as outlined in the BLSLL Safety Code.
- All managers and coaches are encouraged to educate players and parents on the use of mouth guards or face guards.
- BLSLL strictly enforces the “no tolerance” rule when it comes to the safety of our players and personnel as outlined in our Safety Code.
- All volunteers who desire to become a manager, coach, or league official must fill out the Little League Volunteer Application form, see **Appendix E**, which is available at time of registration and also as an addendum handed out at the coaches meeting.
- Background checks for sexual abuse are conducted on all Board officials, Managers Coaches and anyone who provides regular service to the league and/or have repetitive access to or contact with players or teams.
- Bonney Lake /Sumner Little league provide all player roster data to the Little League Data Center

Training:

- BLSLL has a mandatory managers meeting requiring at least one representative from each team attend. This meeting will be held on **March 9th 2020**, and will cover the latest in baseball philosophy, fundamentals, mechanics, and practice guidelines.
- Fundamentals (hitting, sliding, fielding, pitching, etc.) training is required with one coach or manager from each team attending annually (**TBD**). The training and roster of attendees will be conducted and recorded by each Player Agent. A complete roster will be provided to the Safety Officer by each Player Agent before any practices or games can be conducted.
- BLSLL highly recommends that managers and coaches attend the rules clinic offered by District 10.
- District 10 provides a Safety Clinic for all managers, coaches, umpires, safety parents, and league officials on. The league Coaches Manual also contains a first-aid section so managers and coaches have information readily available in case of emergency.
- First Aid training is required for at least one manager or coach per team each season. The league may provide this training at the annual managers meeting or the manager/coach may attend other appropriate first aid training. A completed roster will be provided to the Safety Officer by each Player Agent before any practices or games can be conducted.
- The local fire department offers CPR and first-aid classes. All managers, coaches, safety parents, and umpires are encouraged to attend these classes.
- The Coaches Manual contains valuable information on heat exhaustion, inclement weather, and proper conditioning and stretching.

Facilities and Equipment:

- Pre-season field inspections are done on all game and practice fields to identify potential hazards and needed upgrades.
- All managers, coaches, and umpires are required to inspect the playing field for safety hazards prior to the start of each game or practice and are encouraged to fill out the Facility and Field Inspection Checklist (see **Appendix D**). Any issues must be brought to the attention of the Safety Director, Fields Coordinator, and Player Agent as outlined in the BLSLL Safety Code.
- Each team is encouraged to appoint a safety parent who is responsible for having a cell phone available at all games and practices in case of an emergency.
- A complete Little League Facility Survey will be sent to the District Safety Officer and Little League Headquarters annually.
- The Safety Director and Equipment Coordinator in accordance with district safety regulations inspect all equipment issued through BLSLL prior to being issued. All discarded equipment is destroyed prior to being disposed.
- All managers, coaches, team safety parents, and umpires routinely inspect equipment for safety violations and replace as needed.
- **Bonney Lake/Sumner Little League does not operate a concession stand at this time.**

2020 DISTRICT CALENDAR

Has not been updated yet, but can be found here:

<http://www.d10littleleague.org/calendar.html>

BLSLL BOARD OF DIRECTORS AND CONTACT INFORMATION

2020 BLSLL Board of Directors

Kim Fraser	President	president@bsslittleleague.org
Brett Wise	Vice-President	vp@bsslittleleague.org
Dan Swatman	Treasurer	treasurer@bsslittleleague.org
Andres Jaquez	Public Relations/Sponsorships	pr@bsslittleleague.org
Carrie Carl	Secretary	secretary@bsslittleleague.org
Carrie Carl	Registrar	info@bsslittleleague.org
Heather Plyler	Background check coordinator	nsopr@bsslittleleague.org
Andres Jaquez/Jess Workman	Equipment Coordinator	equipment@bsslittleleague.org
Emil Liedtke	Website, Social Media	website@bsslittleleague.org
Megan Seibert	Uniform Coordinator	uniforms@bsslittleleague.org
Jess Workman	Safety Coordinator	safety@bsslittleleague.org
Bill Tomlinson	Fields Manager	fields@bsslittleleague.org
Heather Plyler	NSOPR coordinator	nsopr@bsslittleleague.org
Open	All League Day/Picture Coord.	pictures@bsslittleleague.org
Open	Mariners Day/Event Coordinator	eventcoordinator@bsslittleleague.org
Joel Johnson	Umpire In Chief	umpires@bsslittleleague.org
Alexis Ramos	Vice-President Softball	vpsb@bsslittleleague.org
Player Agents		
Bernie Miller	Majors Player Agent	majorsbbpa@bsslittleleague.org
Brett Wise	Minors Player Agent	minorsbbpa@bsslittleleague.org
Open	AA Player Agent	
Megan Seibert	Coach Pitch Player Agent	tb-cppa@bsslittleleague.org
Mike Kim	T-Ball Player Agent	tb-cppa@bsslittleleague.org
Kari Wilson	Minors/MP SB Player Agent	minorssbpa@bsslittleleague.org
Austin Davis	Majors/Juniors SB Player Agent	sbpa@bsslittleleague.org

BLSLL SAFETY CODE (APPENDIX B)

The Board of Directors of Bonney Lake/Sumner Little League has mandated the following **Safety Code**. All managers and coaches will read the **Safety Code** and then read it to the players on their team. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with the **Safety Code**.

- It is the responsibility of each player agents to verify the code has been reviewed and signed by each team
- Responsibility for safety procedures belongs to every adult member (**coaches, player agents, board members**) of Bonney Lake/ Sumner Little League.
- Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.
- Only league approved managers/and or coaches are allowed to practice teams.
- Arrangement should be made in advance of all games and practices for emergency medical services.
- Managers and coaches are required to have training in First Aid. Training is **March 9th 2020**
- First-aid kits are issued to each team manager and are required at all practices and games.
- No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects.
- Team equipment should be stored within the team dugout or behind screens, and not within the area defined by umpires as “in play”.
- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- 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 designated coaches.
- During practice and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field and no within areas that are frequented by, and thus endangering spectators, (i.e., playing catch, pepper, swinging bats, etc.).
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. Inform the Safety Officer immediately of any defective equipment that needs replacement.
- Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games. Batters will also use only Little League approved bats, please see **Appendix C** for list.

- Except when a runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- On-deck batters are not permitted (except in Junior/Senior divisions).
- At no time should “horse play” be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide “safety glasses” for their children.
- Managers will only use the official Little League balls supplied by BLSLL.
- Once a ball has become discolored, it will be discarded.
- All male players will wear athletic supporters or cups during games, Catchers **MUST** wear a cup. Managers should encourage that cups be worn at practices too.
- Male catchers must wear a cup.
- Female catchers must wear chest protectors and soft cup.
- All catchers must wear chest protectors with neck collar, mask with “dangling” throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards. **Note: Skullcaps are not permitted.**
- Managers or Coaches may not warm up Pitchers before or during a game. This also includes standing at backstop during practice as an informal catcher for batting practice.
- Shoes with metal spikes or cleats are **not** permitted. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.)
- No food or drink, at any time, in the dugouts. (Exceptions: bottled water, Gatorade, and water from drinking fountains).
- Catchers must wear a catcher’s mitt (not a first baseman’s mitt or fielder’s glove) of any shape, size, or weight consistent with protecting the hand.
- Catchers may not catch in practices, or games without wearing full catcher’s gear and an athletic cup as describe above.
- Managers will never leave an unattended child at a practice or game.
- Report any present or potential safety hazard to the BLSLL Safety Officer immediately.
- Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.
- No alcohol or drugs allowed on the premises at any time.
- **No medication** will be taken at the facility unless administered directly by the child’s parent. This includes aspirin and Tylenol.

- No playing in the parking lots at any time.
- No smoking within twenty feet of the dugouts and concessions stands.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of spectators.
- No throwing rocks.
- No climbing fences.
- No swinging on dugout roofs.
- Observe all posted signs.
- Players and spectators should be alert at all times for foul balls and errant throws.
- All gates to the fields must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- Individuals conducting BLSLL activities will be provided a copy of this safety manual and are expected to carry with them at all times

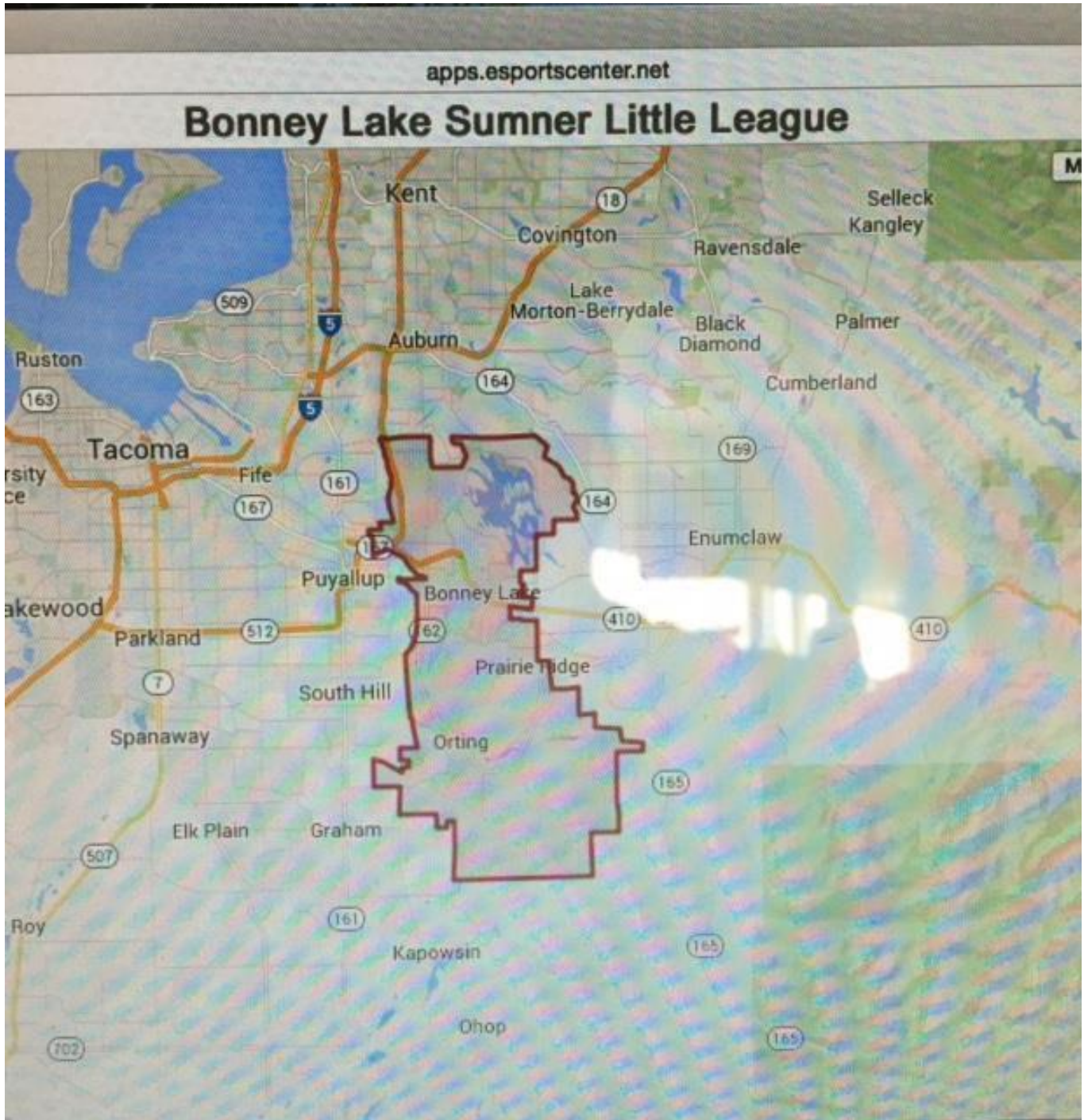
Manager: _____

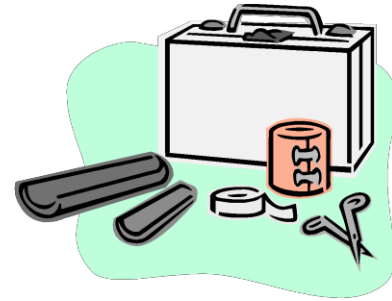
Coaches: _____

Players: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BONNEY LAKE/SUMNER LITTLE LEAGUE BOUNDARIES





FIRST AID KITS

Each team will be issued a First Aid Kit at the beginning of the season. The First Aid kit must be returned at the end of the season along with your equipment.

A first aid kit is required at each game and practice.

A chemical ice pack will be issued to each team at the beginning of the season. Additional supplies are available by emailing the safety officer. Managers are encouraged to carry ice to both practices and games. Two plastic baggies are included in the First Aid Kit for the purpose of ice containment should the need arise.

Managers and coaches are required to have training in first-aid.

To replenish any items used in the First Aid Kit email the Safety Officer.

ACCIDENT REPORTING PROCEDURE

What to report –

An incident that causes any player, manager, coach umpire, or volunteer to receive medical treatment and/or first aid must be reported to the BLSLL Safety Officer at safety@blslittleleague.org. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

When to report –

All such incidents described above must be reported to the BLSLL Safety Officer within 24 hours of the incident.

How to make a report –

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

An ***Injury Tracking Report*** must be filled out and returned to the BLSLL Safety Officer within 48 hours.

INJURY TRACKING FORM (APPENDIX F)

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 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: _____

LITTLE LEAGUE VOLUNTEER APPLICATION FORM (APPENDIX E)

Little League® “Basic” Volunteer Application - 2020

Do not use forms from past years. Use extra paper to complete if additional space is required.

This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meet the standards of Little League Regulation 1(c)9. Visit LittleLeague.org/localBGcheck for more information.

All fields are required.

Name First Middle Name or Initial Last

Address

City State Zip

Home Phone: Cell Phone

Work Phone: E-mail Address:

Driver's License#:

1. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?

If yes, describe each in full: Yes No

(If volunteer answered yes to Question 1, the local league must contact the Little League International Security Manager.)

2. Have you ever been convicted of or plead no contest or guilty to any crime(s) Yes No

If yes, describe each in full:
(Answering yes to question 2, does not automatically disqualify you as a volunteer.)

3. Do you have any criminal charges pending against you regarding any crime(s)? Yes No

If yes, describe each in full:
(Answering yes to question 3, does not automatically disqualify you as a volunteer.)

4. Have you ever been refused participation in any other youth programs? Yes No

If yes, explain:

5. In which of the following would you like to participate? (Check one or more.)

- League Official Field Maintenance Concession Stand
 Coach Manager Other
 Umpire Scorekeeper

LOCAL LEAGUE USE ONLY:

Background check completed by league officer on System(s) used for background check (minimum of one must be checked): Regulation 1(c)9 Mandates all checks include criminal records and sex offender registry records

Sex Offender Registry Data and National Criminal Records check, as mandated in the current season's official regulations

*JDP

*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).

Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation:

Employer:

Address:

Special professional training, skills, hobbies:

Special Certifications (CPR, Medical, etc.):

Special Affiliations (Clubs, Services Organizations, etc.):

Previous volunteer experience (including baseball/softball and years (s)):

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/BigStateLaws

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Name (please print or type)

Applicant Signature Date

If Minor/Parent Signature Date

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

Last Updated: 10/10/2019

2020 APPROVED BATS (APPENDIX C)

Please note that as of January 1, 2018, the new USA Baseball Bat Standard will be implemented. Little League-approved baseball bats that were approved for the 2017 season will no longer be acceptable for use in the 2018 season.

The 2018 approved bat list can be found via the web address below:

<https://usabat.com/>

FACILITY AND FIELD INSPECTION CHECKLIST (APPENDIX D)

Facility Name _____

Inspector _____

Date _____ Time _____

- Holes, damage, rough or uneven spots
- Slippery Areas, long grass
- Glass, rocks and other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitcher’s mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Area’s around Bleachers free of debris
- General Garbage clean-up
- Who’s in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Concession Stand inspection (Not Applicable for 2012 Season)

• NOTES/ HAZARDS

Signature _____