



Manager's Safety Manual

Turtle Club Little League

(Ontario Corporation # 000156202)

March 2006



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PRIVACY AND CONFIDENTIALITY

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Turtle Club
PO Box 37004
LaSalle, Ont. N9H 2N8
(519) 734-6702



1.0 INTRODUCTION

Managers and Coaches,

Welcome to the 2006 season of the Turtle Club Little League (TCLL) season. In this manual, you will find all the necessary information you need to have a safe and fun season. We at the TCLL are committed to the safety of each child at practices or games, on and off the field.

To help you, our managers and coaches, comply with the league safety standards, the TCLL Board of Directors have put forth a collection of Safety Rules, policies and Rules of Operations (Bylaws) to ensure each child has a happy and safe baseball/softball experience. Please read this manual carefully as it will be a valuable reference for you during the season.

During the managers/coaches meeting with your division's convenor, you will receive a copy of this manual and will be introduced to the 2006 season TCLL Safety Officer, Jon Rae. He will be responsible for ensuring each team manager and Team Safety Officer has been properly educated regarding all TCLL Safety Policies. To conclude, our goal is to have each child enjoy the game of baseball and softball. Our commitment to safety ensures that this will happen. Safety rests with all of us. Remember, use common sense, never doubt what a child tells you and report all accidents or safety infractions when they occur. TCLL appreciates all you do for the children of LaSalle.

The rules and suggestions found in this manual are for the benefit of our communities' children. Please ensure that players have the required equipment at all times. Make sure catchers have their gear on when warming up. Enforce these rules at all practices and games. Use common sense when dealing with safety. By working together we can make this year a safe and fun experience for our children.

Other TCLL documents that will be referenced in this manual are:

TCLL Constitution
TCLL Rules of Operation
TCLL Fair Play Program



2.0 - EMERGENCY PROCEDURES

2.1 Emergency Procedures – Weather & Lightning

TCLL Building and Grounds Director and the TCLL Safety Officer will determine prior to game time the playability of each diamond due to inclement weather.

In the event of lightning, all practices and/or games must stop immediately and everyone must retreat from the field to a safe location. No one is to return until 15 minutes from the last seen strike.

2.2 Emergency Contact Numbers

EMERGENCY CALL

FIRE → **911**
AMBULANCE →
POLICE →

POISON INFORMATION - 1 800-268-9017

LaSalle Police	969-5210
LaSalle Fire	966-0744
Town of LaSalle	969-7770
Windsor Police	258-6111

TURTLE CLUB ADDRESS
370 Reaume Rd
LaSalle, Ontario
519 734-6702



2.3 TCLL Board Directors Contact Numbers

Position	Name	Phone	Mobile Phone
President (Baseball Director)	Joe Theriault	978-9859	551-6702
Vice-President (Softball Director)	Tania Manning	734-6150	818-0825
Secretary	Michele Roberts	978-9252	973-9523
Treasurer	Chris Lozinski	978-2956	818-7789
Equipment	Andy Smallhorn	972-6237	990-2194
Safety Officer	Jon Rae	978-9926	817- 3190
Building & Grounds	Kam Lauzon	978-1716	971-4644
Master Scheduler	Jeff Lefaive	978-0682	564-0995
Information Officer	Domingos Vieira	978-0154	248-705-6350
Concession	Deanna Lauzon	978-1716	971-4644
Fundraising	Jim Bouzide	972-8083	796-5485
Player Agent	Paul Bedard	734-0377	
Umpire-In-Chief	Steve Newman	978-0295	
Boys T-Ball Convenor	Rick Lafleur	978-2107	919-3125
Minor/Junior Convenor	Chris Lozinski	978-2956	818-7789
Major/Senior Convenor	Barry Yetman	966-1188	313-350-1263
Softball Convenor (T-Ball, Minor)	Sharon Lozinski	978-2956	562-0500



3.0 - RESPONSIBILITIES

3.1 President

The President of TCLL is responsible for ensuring that the policies and regulations of the TCLL Safety Officer are carried out by the entire membership to the best of his abilities.

3.2 Safety Officer

The main responsibility of the TCLL Safety Officer is to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of the TCLL.

The TCLL Safety Officer is the link between the Board of Directors of Turtle Club Little League and its Managers, Coaches, Team Safety Officers, Umpires, players, spectators, and any other persons on the TCLL grounds and using its' facilities in regards to safety.

The TCLL Safety Officer's responsibilities, in addition to those out lined within the TCLL Constitution, include:

- Coordinating the individual Team Safety Officers (TSO) in order to provide the safest environment possible for all.
- Meeting with Managers and TSO prior to the beginning of each season and providing them with the TCLL Coaches Safety Manual.
- Coordinating 1st Aid/CPR Training for managers, coaches, concession volunteers and grounds keepers.
- Providing 1st Aid Kits for each team and ensuring each kit is properly stocked.
- Tracking and correlating all injuries or incidents that are reported to identify injury trends.
- Ensuring 1st Aid Stations in the concession and garage are re-stocked and fire extinguishers are in proper working condition.
- Checking fields with the Team Safety Officer(s) when necessary and listing areas needing attention.
- Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to their attention.
- Making sure that safety is a monthly Board Meeting topic, and allowing experienced people to share ideas on improving safety.
- Handle all insurance incidents and issues.



3.3 Managers and Coaches

Always have a First-Aid Kit and this Coaches Safety Manual on site.

- Take possession of the TCLL Coaches Safety Manual.
- Appoint a volunteer as Team Safety Officer (TSO). The TSO must be able to be present at all games and must own or have access to a cell phone for emergencies on TCLL fields or other facilities.
- If a manager has not appointed a TSO, then he or she must assume those responsibilities.
- Ensure at least one (1) coach on the team has attended and passed the TCLL 1st Aid Clinic or has a coach that has acceptable 1st Aid/CPR certification. (See Appendix)
- Cover the basics of safe play with his/her team before starting the first practice.
- Before each practice or game, the home team coach or team safety officer will walk the baseball field. They will look for potential hazards (i.e. rocks, glass, holes etc.) that may cause injury. Any safety concerns shall be brought before the opposing coach and head umpire.
- Work closely with Team Safety Officer to make sure all equipment is in first-rate working order. The Coach and team safety officer will inspect the team's equipment before games and practices. Any bad equipment that is identified will be reported to the TCLL Equipment Director.
- Review the TCLL Code of Conduct for Coaches, Players and Parents found in the TCLL Rules of Operation (Bylaw) Policy.
- Teach players the fundamentals of the game while advocating safety.
- Teach players how to slide before the season starts. A board representative will be available to teach these fundamentals if the Manager or designated coaches do not know them.
- Encourage players to bring water bottles to practices and games and encourage them to drink often.
- If in t-ball tell parents to ensure their child has a water bottle for every practice and game.
- Tell parents to bring sunscreen for themselves and their child.
- Encourage your players to wear mouth protection.
- Teach the fundamentals of the game to players. Catching fly balls, sliding correctly, and proper fielding of ground balls. Be open to ideas, suggestions or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play.
- Make sure players are wearing the proper uniform.
- It is recommended that ALL male players wear a cup.
- Teach and encourage players to stretch before and after games and practices. Calf muscles, Hamstrings, Quadriceps, Groin, Shoulders and Elbow/forearm,
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the proper equipment and are wearing a cup
- Keep players behind the screens at all times.
- NO on deck batters in Baseball/Softball t-ball, Minor and Major divisions.
- NO player should handle a bat in the dugouts at any time.
- Not play children that are ill or injured.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents and passerby's.
- Not leave the field until every team member has been picked up by a known family member or designated driver.
- Notify parents if their child has been injured no matter how small or insignificant the injury is. There are no exceptions to this rule. This protects you, Little League Baseball, Incorporated and TCLL.
- Discuss any safety problems with the Team Safety Officer that occurred before, during or after the game.
- If there was an injury, make sure an accident report was filled out and given to the TCLL Safety Officer.
- Coaches are not allowed to catch for pitchers. This includes standing at the backstop during practices as informal catcher for batting practice.



3.4 Team Safety Officer (TSO)

The role of the TSO will be to act as liaison between its team and the TCLL Safety Officer.

The responsibilities of the Team Safety Officer include but are not limited to:

- Must be present at all games and practices and have access to a cell phone when away from the TCLL facility.
- Be familiar with TCLL Safety Policies.
- Ensure at least one 1st Aid Kit is present on the diamond for both teams to utilize.
- Notify the TCLL Safety Officer within 24 hours of any injury or incident regarding team safety.
- Completing the TCLL Injury/Incident Tracking Report and submitting it to the TCLL Safety Officer within 72 hours of the incident.
- When home team, the TSO will walk the baseball field to look for potential hazards (i.e. rocks, glass, holes, etc.) that could cause injury. Any hazards are to be reported to the opposing team manager and head umpire. Any hazards that cannot be rectified immediately are to be reported to the TCLL Safety Officer or Building and Grounds Director.
- Work with the manager to ensure all equipment is in proper working condition. Any sub-standard equipment is to be reported to the TCLL Equipment Director and Safety Officer.
- Help Managers and designated coaches provide 1st Aid if needed.



4.0 ACCIDENT REPORTING PROCEDURES

4.1 What to Report

An incident that causes any player, manager, coach, umpire, spectator or volunteer to receive medical treatment and/or first aid must be reported to the TCLL Safety Officer. This includes even passive treatments by a medical practitioner such as the evaluation and diagnosis of the extent of the injury.

4.2 When to Report

All such incidents described above must be verbally reported to the TCLL Safety Officer within 24 hours of the incident, an Incident/Injury Tracking Report form must filled out and given to the TCLL safety officer within 24 hours of the incident. The TCLL Safety Officer, Jon Rae, can be reached at the following:

Day phone: 519 978-9926
Cell phone: 519 817-3190
E-mail: jrae@turtleclubbaseball.com

1st alternate contact is the TCLL President Joe Theriault; his contact information can be found on page 6 of this Manual.

4.3 How to Report

Team Safety Officer Responsibilities

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.

Within 24 hours, the TSO will have submitted more information on the TCLL Incident/Injury Tracking Report.

Injury/Incident Tracking Report can be found in the Appendix of this manual, on the TCLL website www.turtleclubbaseball.com, in the 1st Aid Box or they may be obtained by contacting the TCLL Safety Officer or any board member. Accidents occurring outside the team (i.e., spectator injuries, concession injuries and third party injuries) shall be handled directly by the TCLL Safety Officer.



TCLL Safety Officer Responsibilities

Within 24 hours of receiving the initial injury report, the TCLL Safety Officer will contact the injured party or the party's parents and:

- Verify the information received;
- Obtain any other information deemed necessary;
- Check on the status of the injured party; and
- Advise the injured party or their parent(s) regarding TCLL insurance policy if the injuries severe

If the extent of the injuries is more than minor in nature, the TCLL Safety Officer shall periodically call the injured party to check on the status of any injuries.



5.0 - CONDITIONING

Conditioning is an intricate part of *accident prevention*. Extensive studies on the effect of conditioning, commonly known as “*warm-up*” have demonstrated that:

- The *stretching* and *contracting* of muscles just before an athletic activity improves general control of movements, coordination and alertness.
- Such drills also help develop the *strength* and *stamina* needed by the average youngster to compete with minimum accident exposure.

The purpose of stretching is to increase *flexibility* within the various muscle groups and prevent tearing from *overexertion*. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

5.1 Hints on Stretching

- Stretch necks, backs, arms, thighs, legs and calves.
- Don't ask the child to stretch more that he or she is capable of.
- Hold the stretch for at least 10 seconds.
- Don't allow bouncing while stretching. This tears down the muscle rather than stretching it.
- Have one of the players lead the stretching exercises.

5.2 Hints on Calisthenics

- Repetitions of at least 10.
- Have kids synchronize their movements.
- Vary upper body with lower body.
- Keep the pace up for a good cardio-vascular workout.

5.3 Suggested Warm-Up Drills

Suggestions for Warm-up Drills



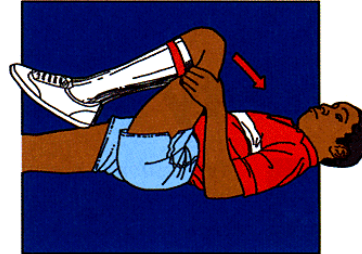
Heel Cord Stretches

Lean up against a wall. Reach one leg behind you. Keep the knee straight, heel on the ground, and toes pointed forward. Slightly bend the leg that's closer to the wall. Lean forward. You should feel the stretch along the back of your calf. Repeat with the other leg.



Head and Neck Circles

Make a circle with your head, going around first in one direction five times. Then reverse and make five circles in the opposite direction.



Low Back Stretches

Lie on your back, bring one knee up, and pull the knee slowly toward your chest. Hold and repeat three times. Switch legs and repeat.



Shoulder Stretches #1

Stand or sit, holding your throwing arm at the wrist with your other hand. Put your arm over your head and pull gently, feeling your upper arm against your head. You should feel the stretch inside your shoulder.



Shoulder Stretches #2

Stand or sit, holding onto the elbow of your throwing arm with your other hand. Gently pull your throwing arm across your chest. You should feel the stretch inside your shoulder, especially at the back.



Shoulder Stretches #3

Stand or sit with your pitching arm out to the side and your elbow bent. Move your arm back until you feel the stretch in the front of your shoulder.



Thigh Stretches #1

Sit on the floor. Stretch both legs out in front of you. Reach forward, touching your toes. Eventually, you want to lean forward far enough to put your head on your knees. You should feel the stretch along the backs of your legs.

Thigh Stretches #2

Sit on the floor with one leg stretched out in front of you. Bend the other knee and put your foot behind you. Lean backwards. You should feel the stretch along the front of your thigh.





6.0 - HYDRATION

Good *nutrition* is important for children. Sometimes, the most important nutrient children need is *water* -- especially when they're physically active. When children are physically active, their muscles generate *heat* thereby increasing their *body temperature*. As their body temperature rises, their cooling mechanism - sweat - kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become **overheated**.

We usually think about **dehydration** in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool as quickly.

It does not matter if it's January or July; thirst is not an indicator of fluid needs. Therefore, **children must be encouraged to drink fluids even when they don't feel thirsty**.

Managers and coaches should schedule drink breaks every 15 to 30 minutes during practices on hot days, and should encourage players to drink between every inning.

During any activity water is an excellent fluid to keep the body well hydrated. It's economical too! Offering flavored fluids like sport drinks or fruit juice can help encourage children to drink. Sports drinks should contain between 6 and 8 percent carbohydrates (15 to 18 grams of carbohydrates per cup) or less. If the carbohydrate levels are higher, the sports drink should be diluted with water. Fruit juice should also be diluted (1 cup juice to 1 cup water). Beverages high in carbohydrates like undiluted fruit juice may cause stomach cramps, nausea and diarrhea when the child becomes active. **Caffeinated beverages (tea, coffee, Colas) should be avoided** because they are diuretics and can dehydrate the body further. **Avoid carbonated drinks**, which can cause gastrointestinal distress and may decrease fluid volume.



7.0 - 1ST Aid Kits

For the 2006 season, the TCLL will ensure a fully stocked 1st Aid Kit is installed in each home dugout for games played at the TCLL facility.

The TCLL Safety Officer will be responsible to ensure that each kit is properly stocked. Managers and TSO are reminded that if any items are removed from the 1st Aid Kit, an injury report must be made to the TCLL Safety Officer.

Any teams that are required to travel outside of the TCLL facility will be provided with a 1st Aid Kit for their teams' usage.

Post-season, all-star and travel teams will also be provided with a 1st Aid Kit for their use.

In the instances of all-star or travel teams, the manager or TSO will be required to sign out the kit and be responsible for its' return upon completion of their season. If any items need to be re-stocked in the travel 1st Aid Kits, please contact the TCLL Safety Officer.

Fully stocked 1st Aid Kits and an Eye Wash Station are available in the concession and in the garage of the TCLL facility. If, during days when the concession and/or the garage will not normally be open, arrangements will be made for a 1st Aid Kit to be made available.



8.0 – 1st Aid Certification Requirements

Managers and coaches will be the immediate caregivers to our players when an injury occurs. In order to provide our managers and coaches with the necessary tools to provide that care, the TCLL will require that the manager assign at least one coach to be certified in 1st Aid. The manager, or any number of coaches, shall be certified in emergency 1st Aid and the TCLL encourages as many coaches as possible to do so. However, each team will require at least one.

The TCLL certification requirements for 1st Aid Training will be as follows.

A manager or coach must have at a **minimum**, a valid and current Emergency First Aid with Level A (Adult) CPR from any of the following authorized providers:

Any Approved WSIB Trainers listed at <http://www.wsib.on.ca/wsib/wsibsite.nsf/Public/FATrainers>

In Essex County these training companies are:

Second Chance CPR
1445 Victoria Avenue
Windsor ON
N8X 1P2

Perri-Med First Aid/CPR Training
2277 Howard Ave,
Windsor, ON
N8X 3V2

Or

St. John Ambulance - Emergency First Aid with CPR-A

Canadian Red Cross - Emergency First Aid with CPR-A

A copy of the certification will need to be placed on file with the TCLL Safety Officer.

In the event that a manager cannot provide someone on his/her coaching staff that can satisfy this role, the **TCLL will provide Emergency First Aid training with Level A CPR at no cost.** However, only one representative from each team will be selected to attend these free clinics.



Appendix A: Injury/Incident Tracking Report

Name of Injured Person: _____ Male _____ Female _____
Name of Parent/Guardian, if injured is a player: _____ Informed of Injury: Yes [] No []
Address of Injured Person: _____ City: _____ Phone No.: _____
Date of Incident: _____ Time: _____ [] AM [] PM Location: _____
Division: _____ Name of Team: _____ Name of Manager: _____

Check all applicable responses in each column:

- [] Player [] Practice [] Concession
[] Coach [] Game [] Grounds Keeping
[] Umpire [] Travel To/From Game [] Other: _____
[] Volunteer Worker [] Tournament
[] Spectator [] Tryout
[] Other: _____ [] Other: _____

Check the boxes for all appropriate items below. At least one item in each column must be selected.

Grid with 4 columns: POSITION WHEN INJURED, INJURY, PART OF BODY, CAUSE OF INJURY. Includes checkboxes for various injury types and body parts.

Medical Treatment Given: [] Non [] Medical (what) _____ [] 1st Aid (what) _____
Ambulance Attended [] YES [] NO Injured Person Transported [] YES [] NO

Brief statement of what happened: _____

THIS FORM IS FOR TURTLE CLUB LITTLE LEAGUE PURPOSES ONLY AND THE INFORMATION COLLECTED IS STRICTLY CONFIDENTIAL. WHEN AN INCIDENT OCCURS OBTAIN AS MUCH INFORMATION AS POSSIBLE AND FORWARD THIS FORM TO THE TCLL SAFETY OFFICER WITHIN 72 HOURS OF THE OCCURENCE.

Date: _____ Name of person reporting (print): _____
Signature: _____

Signature of TCLL Safety Officer: _____