



A SAFETY AWARENESS PROGRAM



SAFETY OFFICER MANUAL 2017

LEAGUE ID #: 238-17-19

QUALIFIED SAFETY PLAN REQUIREMENTS

1. **Tony Fox** is the West Scranton Little League Safety Officer and can be reached by calling **(570) 499-1206**.
2. West Scranton Little League will distribute a paper copy of this Safety Manual to all Managers/Coaches, League Volunteers and the District Administrator. The Safety Manual will also be posted on the league web site <http://www.westscrantonll.com>.

3. **Emergency Contact List:**

Scranton Police, Fire, Emergency: 911

AAPCC Poison Control: 800) 222-1222

Non-Emergency Contacts:

Scranton Police Department: (570) 348-4130

Scranton Fire Chief: (570) 348-4132

Area Hospitals:

Geisinger Community Medical Center: (570) 703-8000

Moses Taylor Hospital: (570) 348-7100

Regional Hospital of Scranton: (570) 348-7100

West Scranton Little League Board Members:

President-----Frank Rodney (570) 335-0144

Vice President-----John Pivovarnik (570) 510-8480

League Player Agent-----Eric Scotch (570) 840-1669

League Safety Officer/Maintenance---Tony Fox (570) 499-1206

League Treasurer-----Ralph Woodyatt (570) 954-1626

League Secretary-----Tony Berardi (570) 815-7699

4. All Board Members, Managers, Coaches, Volunteers or anyone who has repetitive access to or contact with players shall complete the Official Little League **Volunteer Application** form. A background check will be conducted using the following:
 - ✓ The First Advantage National Criminal File Database
 - ✓ The United States Department of Justice National Sex Offender Public Registry
 - ✓ The PA Child Abuse History Clearance
 - ✓ PA State Police Background Check
5. All Managers are required to attend the **Baseball Fundamentals Training** on **April 1, 2017** at the **Sloan Little League Complex**. The training will cover the following topics:
 - ✓ Manager Code of Conduct Policy
 - ✓ Parents Code of Conduct Policy
 - ✓ Manager Responsibilities
 - ✓ Update Managers on Little League Rule Changes
 - ✓ Pitching and Catching Rules
 - ✓ Fundamentals of Baseball
 - ✓ Practice Plans
6. All Managers are required to attend the **First Aid Training** on **April 1, 2017** at the **Sloan Little League Complex**. An information handout will be provided to all Managers informing them of the warning signs of concussions as well as other concussion facts.
7. The **Home Manager** is required to **walk and inspect** the **fields** before and after practices and games. The **Visitor Manager** is required to **inspect** the **concession stand** before and after games. See Facility and Field Inspection Checklist.
8. West Scranton Little League has completed the **2017 Annual Little League Facility Survey**.
9. West Scranton Little League **Concession Stand Coordinator** will post the **Concession Stand Instructions and Safety Procedures** in all the League Concession Stands. The Concession Stand Coordinators will report back to Board Member **Bobby Reese** (570) 687-7872 with any concerns.

10. The League **Safety Officer** will inspect all equipment before the start of the baseball season. Bad Equipment shall be destroyed to insure no one attempts to use the equipment.
- ✓ Managers will inspect equipment prior to practices and games
11. West Scranton Little League takes safety very serious and will not only track accidents, but will be proactive and track near misses to avoid future injuries. An **Incident Tracking Form** will be posted on our league website www.westscrantonll.com. The forms should be completed and returned to the **Safety Officer** within **24 to 48 hours** of the incident.
12. A **First Aid Kit** will be placed in every league concession stand and will be inspected and re-stocked every month. A **Portable First Aid Kit** will also be available for teams that are traveling to other leagues for games.
13. West Scranton Little League will require **ALL TEAMS** to enforce **ALL Little League Rules** including the following:
- ✓ Proper Equipment for Catchers
 - ✓ No On-Deck batters
 - ✓ Coaches will not warm up Pitchers
This includes standing at backstop during practice as informal catcher during batting practice.
 - ✓ Bases will disengage on all fields
 - ✓ Use reduced impact balls for younger ages
 - ✓ Use double-first base to avoid collision of fielders and runners at first
14. West Scranton Little Leagues Player Agent will submit League Player Registration Data, Player Roster Data and Manager and Assistant Coaches Data via the Little League Data Center at www.LittleLeague.org.
15. West Scranton Little League will submit a **Qualified Safety Plan Registration Form** with our **ASAP Plan**.



FACILITY AND FIELD INSPECTION CHECKLIST

Facility Name: _____

Date: _____ Time: _____

Home Manager

Field Inspection:

- ✓ Holes, damage, Rough or Uneven Spots
- ✓ Slippery Areas
- ✓ Glass, Rocks and Other Debris
- ✓ Damage to Screens, Fences Edges or Sharp Fencing
- ✓ Unsafe Conditions around Backstop and Pitcher's Mound
- ✓ Warning Track Condition
- ✓ Dugouts Condition Before and After Game
- ✓ Area's around Bleachers Free of Debris

Visitor Manager

Concession Stand Inspection:

- ✓ General Garbage Clean-Up
- ✓ Condition of Restrooms and Restroom Supplies
- ✓ Concession Stand Inspection

Notes/Hazards: _____

Home Manager Signature: _____ Date: _____

Visitor Manager Signature: _____ Date: _____

