

# **Kids First, Safety First**

## **Barlow Junior Baseball Safety Manual**

**Play Hard, Play Safe, Play BALL!!!!**

This manual belongs to \_\_\_\_\_

Phone number \_\_\_\_\_

Team name \_\_\_\_\_

## 2015 Accident Reporting Log

Today's Date \_\_\_\_\_ Date of injury \_\_\_\_\_ Time of injury \_\_\_\_\_

Injured Party \_\_\_\_\_

Circle one:    Player            Coach            Umpire            Spectator            Other

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Parent or Guardians Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Nature of injury \_\_\_\_\_

Description of injury and details (what happened to the best of your knowledge)

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Coaches Name \_\_\_\_\_ Coaches Phone Number \_\_\_\_\_

**Report all accidents and incidents directly to the BJBO Safety Officer within 24 hours.**

League Safety Officer

Darren Toy 503-793-4358 darren.toy@comcast.net

## ***Safety Officers Letter***

02/01/15

To all Coaches, Assistant Coaches of Barlow Junior Baseball,

Each year hundreds of players are injured playing baseball across the United States. Many of these injuries are very serious in nature and can simply change a player's life, as well as influence their decision to continue in this great sport. Simple steps taken by coaches and parents while at the field can avoid many of these accidents. Our league recognizes the importance of safety and is taking proactive measures to prevent and reduce accidents. Like any other worthwhile effort, we need your help in this process, and we as a league need your commitment to be sure that safety is continually emphasized, expected and practiced throughout the season.

Nothing will take the fun and excitement out of a season like an injured player. Your diligence and awareness are the best tools we can count on to ensure this does not happen.

Safe baseball is fun baseball and it is our number one responsibility to do our part as coaches, assistant coaches and mentors of the players.

I look forward to a very safe and rewarding season with all of you. On behalf of myself along with the entire Barlow Junior Baseball Board we value you as leaders and appreciate your commitment to this effort.

Sincerely,

Darren Toy  
BJBO Safety Officer

In case of  
**EMERGENCY**  
Call 911 for Police,  
Fire & Medical

Mount Hood Medical Center  
24800 SE Stark Street  
Gresham, OR

Poison Control

1-800-222-1222 or  
503-494-8969

Northwest Urgent Care  
2850 SE Powell Valley Rd.  
Gresham, OR  
503-666-5050

Boring Fire  
28655 SE Hwy 212  
Boring OR  
503-663-4638

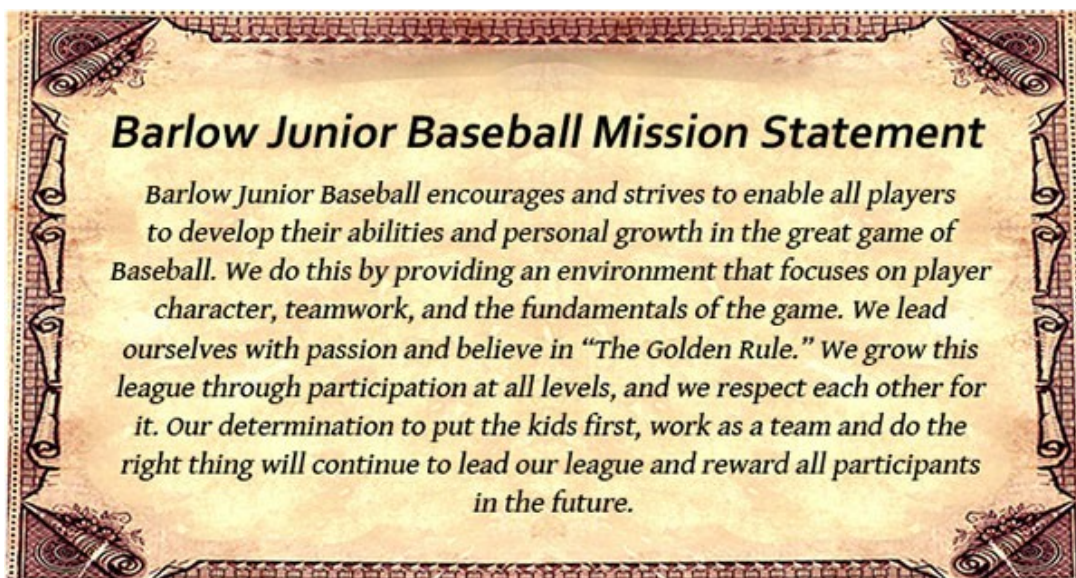
## First Aid Kit Required Contents Barlow Junior Baseball

Item	Quantity
Disposable Ice Packs	2 each
Sterile Gauze Pads	10 each
Bandage (large)	20 each
Band-Aids (small)	20 each
Athletic Tape	1 roll
Nitrile Gloves	5 sets
Alcohol Wipes	10 each
Large Trauma Pad	2 each
Scissors	1 set
First Aid Ointment	1 each

Please have your Team Safety Representative contact me know if you are running low on listed items so I can replenish your safety kit.

Darren Toy  
503-793-4358  
darren.toy@comcast.net

**PLAY HARD, PLAY SAFE, “PLAY  
BALL”**



## 2015 Safety Officer

Darren Toy  
503-793-4358  
Email: [darren.toy@comcast.net](mailto:darren.toy@comcast.net)

## Additional Contacts

Paul Taylor League President  
503-803-5801  
Email: [Paultaylor22@live.com](mailto:Paultaylor22@live.com)

Nick Kemper Vice President  
Email: [nick@towpartsnow.com](mailto:nick@towpartsnow.com)



All Coaches and Assistant Coaches are required to read and understand this manual.

## Safety Code

The Board of Directors has mandated the following *Safety Code*. All coaches will read this *Safety Code* and then read it to their team and the player's parents.

- ❖ Responsibility for safety procedures belong to every adult member of the Association
- ❖ Each player, coach and umpire shall use proper reasoning and care to prevent injury to himself/herself and to others.
- ❖ Only board-approved coaches are allowed to practice teams.
- ❖ Coaches must have their CPR/First Aid certification prior to beginning practice.
- ❖ **By Oregon law, all youth coaches must be certified in concussion training.**
- ❖ No games or practices should be started or continued when weather or field conditions are not good, particularly when lighting is inadequate.
- ❖ Play area should be inspected before every practice and game 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 the umpires as "in play"
- ❖ Only players, coaches and umpires are permitted on the playing field and dugout areas during games.
- ❖ Only coaches who have completed the volunteer application should be on the field to help with practice.
- ❖ Responsibility for keeping bats and loose equipment off the field of play should be that of the team's coaches.
- ❖ During practice and games, all players should be alert 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 not within areas frequented by spectators – thus endangering spectators, (i.e. playing catch, pepper, swinging bats, etc.)
- ❖ Team equipment should be inspected regularly by the coach for the condition of the equipment as well as for proper fit.
- ❖ Batters must wear approved protective helmets during practice and games while batting and base running or anytime a player is within the field of play i.e. batter on deck.
- ❖ **All baseball bats must be either "BPF 1.15" or "BBCOR" certified.**
- ❖ 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".
- ❖ All male players must wear a hard protective cup at all times.
- ❖ Players will not wear watches, rings, pins, jewelry or other metallic items during practices and games. (Exception: jewelry that alerts medical personal to a specific condition is permissible and this must be taped in place.)
- ❖ Coaches will never leave an unattended child at a practice or game.
- ❖ Never hesitate to report any present or potential safety hazard to the safety officer immediately.
- ❖ Make arrangements to have a mobile phone available during ALL games and practices.
- ❖ No alcohol, tobacco or drugs is permitted on the premises at any time.
- ❖ No medication will be given to a child at the facility unless administered directly by the child's parent. This includes aspirin, Advil or Tylenol.
- ❖ No playing in the parking lots at any time.
- ❖ No playing on or around mowing equipment or other machinery at any time.
- ❖ No one may swing a bat anytime people are in the vicinity unless it is during a practice or game.
- ❖ No throwing rocks.

- ❖ No climbing on the backstop, fence, shed or concession stands at any time.

## Safety Officer

The safety officer is responsible for the continuing development of the Safety Manual and ensuring the Association is properly instructed on safety issues.

### **The safety officer is responsible for:**

- ❖ Assisting parents and individuals with insurance claims. Act as the liaison between the insurance company and the parents and individuals.
- ❖ Explaining insurance benefits to claimants and assisting them with filling out the correct paperwork.
- ❖ Insuring that each head coach receives his or her Safety Manual at the beginning of the season.
- ❖ Furnish First Aid Kits to all coaches and restocking the kits as necessary.
- ❖ Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.

## Head Coaches Responsibilities

- ❖ His or her team's conduct, observance of the official rules and deference to the umpires.
- ❖ The safety of his/her players
- ❖ The actions of their assistant coaches.
- ❖ If a head coach leaves the field they shall designate another coach as a substitute and said substitute shall have the duties, rights and responsibilities of the head coach.
- ❖ Advising the safety officer of any unsafe conditions they may encounter.
- ❖ Advising the safety officer of any injury requiring care of any player, coach, umpire or spectator.
- ❖ Carry the supplied first aid kit to every practice and game.
- ❖ For safety reason, NO cell phone use by any base coach, or volunteer while on the playing field during practice or a game.

## Accident Reporting Procedure

### **WHAT TO REPORT:**

An incident that causes any player, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury. It is best to report all incidents.

### **WHEN TO REPORT:**



All such incidents described above must be reported to the Safety Officer within 24 hours of the incident. The Safety Officers name and contact information is in the front of this Manual.

### **HOW TO MAKE A REPORT:**

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. A telephone call with the details e-mailed is acceptable. At a minimum, the following information must be provided: Accident Reporting Log and Accident Investigation must be filled out and kept in the team binder.

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

Accidents occurring outside the team (i.e. spectator injuries, concession stand injuries and third party injuries) shall be handled directly by the Safety Officer.

***In all cases of an EMERGENCY call 911***

**Notify parents immediately!!!**

## **Phone Availability**

**Coaches are required to have a cellular phone available at every practice and game.**

## **Emergency Situation Control**

**At every game/practice at least two adults should be assigned to take control in an emergency situation, preferably the team(s) Coaches. One adult should stay at the scene while the other activates the 911 emergency phone call.**

## **Lightning Evacuation Procedures**

- ▯ **Stop game/practice**
- ▯ **Stay away from metal fencing (including dugouts and bleachers)!**
- ▯ **Do not hold a metal bat and stay away from water**
- ▯ **Do not find shelter under a tree**
- ▯ **Walk; do not run, to a car.**

## **Communicable Disease Procedures**

- ▯ **Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.**
- ▯ **Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in first-aid kit).**
- ▯ **Immediately wash hands and other skin surfaces if contaminated with blood.**
- ▯ **Clean all blood contaminated surfaces and equipment.**
- ▯ **Coaches, players and volunteers with open wounds should refrain from all contact until the condition is resolved.**
- ▯ **Follow acceptable guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.**