



## **2011 SAFETY MANUAL**

**SGSL P.O. Box 2621, Sunnyvale 94087 (408) 380-1210**

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## SGSL SAFETY MANUAL

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### SGSL Policy:

The policy of Sunnyvale Girls Softball (SGSL) is to provide a positive sports experience, to all children playing in the league. SGSL takes great pride in supporting the growth, development and success of all players.

### Safety Code:

It is imperative that the league provide a safe environment for everyone involved in softball. In order to create and maintain a safe environment, we require the help from all of you – managers, coaches, administrators and all SGSL volunteers.

We request your help by following the instructions in this manual. The 2011 SGSL Safety Manual will be distributed to all managers and coaches and will be maintained on the SGSL website. This manual is also available upon request, to all SGSL parents and players. The SGSL Board of Directors has approved the Safety Manual.

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### Emergency Procedures:

In the event of an accident, please make sure that you, as the manager or coach, stay calm and tend to the injured player. It is only natural for the other team members to run to the injured player. In the best interest of the injured player and to help enable you to provide proper care please instruct all players to remain at their respective positions.

#### In case of a minor injury:

Apply a cold pack to the area that was injured.  
In case of a minor cut, apply the antibiotic ointment and cover the area with a Band-Aid.

#### In case of a serious injury:

Stay with the injured player and provide comfort until medical attention is there.

**If necessary: Call 9-1-1 from any landline telephone, pay phone or cell phone.**

Note: In Sunnyvale and neighboring communities most cell phones will route to the 9-1-1 center of the community from which the call is being placed, however a large number of 9-1-1 cell calls will be answered by the California Highway Patrol (CHP) at a remote dispatch center. If this happens, immediately and calmly inform the call taker of the location and nature of the emergency. The dispatcher will quickly route your call to the appropriate public safety agency.

When reporting a medical emergency, most dispatch centers will ask you for information in a prescribed order. Answer all questions succinctly. An ambulance will be dispatched and the call taker will provide you with first aid instructions.

Sunnyvale DPS (Police, Fire & Ambulance) can be called directly at (408)736-6244. This is a direct emergency phone number into the 9-1-1 center answered second only to 9-1-1. Managers, Coaches and League Officials are encouraged to program this number into their cell phones.

#### Local Medical Care:

##### **URGENT CARE**

|                              |                                      |               |
|------------------------------|--------------------------------------|---------------|
| Cupertino Medical Center     | 20289 Stevens Creek Blvd, Cupertino  | (408)996-8656 |
| Kaiser Medical Center        | 710 Lawrence Expressway, Santa Clara | (408)851-1000 |
| Palo Alto Medical Foundation | 795 El Camino Real, Palo Alto        | (650)853-2958 |

##### **EMERGENCY ROOM**

|                       |                               |               |
|-----------------------|-------------------------------|---------------|
| El Camino Hospital    | 2500 Grant RD, Mountain View  | (650)940-7055 |
| Kaiser Hospital       | 710 Lawrence Exp, Santa Clara | (408)851-1000 |
| Stanford Hospital     | 300 Pasteur Dr, Stanford      | (650)723-7570 |
| Valley Medical Center | 751 S. Bascom Av, San Jose    | (408)885-5000 |

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### Criminal or Security issues:

Santa Clara County Sheriff for  
Cupertino and Unincorporated Santa Clara County (408)299-2311  
San Jose Police (408)277-8900  
Sunnyvale DPS (408)730-7181

**Life Threatening Emergencies and Crimes In-Progress: CALL 9-1-1**

### First-aid training for Managers and coaches:

Managers and Coaches will be provided with first-aid and emergency training before the season begins. All managers and coaches are required to attend at least once every two years and a representative from each team is required to attend every year; however every manager and coach is encouraged to attend irrespective of their last date of attendance. Basic first-aid and CPR training can also be obtained through the American Red Cross.

### **Accident Reporting Procedure:**

SGSL is constantly looking into ways to improve the safety of everyone. In order to help the league in this effort we ask that managers provide the details of any accident. Managers can report incidents using the Incident/Injury Tracking form. Transmit or deliver the form to the Safety Director as soon as practicable after an event.

The accident form is available in the following locations:

- The door of the equipment shed near the fields where the game is being played.
- SGSL Website: [www.sunnyvalegirlssoftball.org](http://www.sunnyvalegirlssoftball.org)

### **Annual Facility Survey:**

SGSL will conduct an annual survey of all facilities to find and correct any concerns with fields, dugouts, bleachers, snack shacks and other facilities. This survey will be conducted by the Field Director and the Safety Director.

### **Field, Equipment and Safety Procedures:**

#### Manager Responsibility:

- Have a First Aid Kit and Medical Release Forms at all team functions.
- Inspect the field and all equipment, whether league, coach or player owned, to assure that they are safe and appropriate. Equipment deemed unsafe shall be removed from use immediately. See Appendix 2 for Field Inspection Checklist.
- Assure that catcher's gear and helmets are used during both practice and games. The use of face guards on helmets with chin straps is required for all batters, base-runners and on-deck hitters. SGSL recommends the use of mouth guards for all players. Face Guards are recommended for in-field players.

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- Face Guards are mandatory for all pitchers in the 6U-12U levels. Teams will be provided face guards for pitchers. Player may wear their own after inspection by the manager/coach.

### Proper Mechanics training for Managers, coaches and players:

SGSL will usually offer a clinic teaching proper mechanics before our season begins. All managers and coaches are required to attend at least once every three years and a representative from each team is required to attend every year; however every manager and coach is encouraged to attend irrespective of their last date of attendance.

### **First Aid Kit and Ice Packs:**

Every team is supplied with an all-purpose first aid kit (see appendix 3) and Instant-cold Compresses. Other supplies will be provided to teams at various levels of play based on typical needs for their age group.

It is the responsibility of the manager to ensure that the first aid kit is stocked at all times. The manager may purchase replacement items and turn the receipt into the Safety Director for reimbursement or contact the Safety Director. Additional First Aid kits and cold compresses are available inside the locked equipment boxes at SGSL home fields and inside the snack shack.

Note: Managers should always have a first aid kit and team roster with emergency numbers and medical release at all practices and games. They should be readily accessible in the dug-out.

### **Telephone Access During a Game or Practice:**

It is important that managers and coaches be prepared to call for emergency assistance. Typically one or more of the coaches, manager or parent will have a cellular telephone during practice and games. It is recommended that Managers and Coaches have the Sunnyvale DPS emergency number (408)736-6244 programmed into their cell phone directory. If no cell phone is available, identify the location of the nearest telephone prior to the practice or game.

### **Volunteer Applications, Livescan, and Background Checks:**

As a condition of service to the league, all managers, coaches, Board of Director members, and others persons deemed by the SGSL Board of Directors to have recurring access or contact with players must complete and submit a volunteer application to the SGSL Safety Director. Applications will be maintained by the SGSL in a secure location for the duration of the applicant's service to the league. Volunteers must provide a completed application before starting volunteer duties with SGSL.

The Volunteer Application can be obtained in the following locations:

- The SGSL Website: [www.sunnyvalegirlssoftball.org](http://www.sunnyvalegirlssoftball.org)

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- At player registration days.

Volunteers may assume their duties contingent upon successful completion of a criminal background check including a search of the statewide sex offender registry on all personnel that are required to complete the volunteer application prior to applicants assuming their duties. Background checks will be conducted as follows:

All SGSL volunteers who have contact with players will be fingerprinted through the Live Scan process. Sunnyvale DPS conducts the Live Scan fingerprinting for SGSL applicants year-round, on Saturdays from noon until 4:30pm by appointment only. Appointments are one-half hour each. Appointments can be made by calling DPS Records at (408)730-7101. Please arrive a few minutes early to allow time for check-in. You are required to bring the Live Scan Request Form (Appendix 5) which is available for download on our website. Sunnyvale DPS makes every effort to stay on schedule, however law enforcement priorities may cause minor delays, so we ask that you allot a few extra minutes for your appointment and please be patient.

The Safety Director will track all Live Scan and nationwide background check results, and inform the SGSL President of any issues. DOJ will continue to allow SGSL access to a volunteer's criminal background until informed that the volunteer is no longer affiliated with the league. Therefore it is incumbent upon volunteers to inform the league when they no longer intend to volunteer so that their name may be removed from the database. Returning to volunteer status will require another Live Scan. Volunteers will not be allowed to perform their job without undergoing the Live Scan process and/or the nationwide background check. It is the responsibility of all Division Directors to ensure that all managers and coaches complete the Volunteer Application and the Live Scan finger print process before the season starts.

### **Snack Shack – Safe Food Preparation and Handling:**

Please wash your hands with soap before you start your job at the snack shack and frequently thereafter. Handle all food materials in a sanitary manner and use gloves to handle food materials which are not wrapped.

Assure that the barbecue is cleaned thoroughly prior to cooking. Hamburgers, hot dogs and Polish dogs should be cooked thoroughly so that there is no uncooked meat. Please make sure that the outside of the food does not get burned.

Food items such as meats, condiments, onions, cheese, etc. shall be kept out of the direct sun. Prior to closing the Snack Shack, please throw away any food that has been heated, such as nacho cheese, hamburgers, etc.

### **Player Safety - To and From the Game:**

While we all do our best to create a fun and safe experience for the kids, we obviously cannot supervise the children as they travel to and from games and practices. Managers and coaches should use your best judgment to ensure that the players have a safe method of travel. Discuss travel safety with your team early in the season.

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SGSL recommends that families with younger players have a “Magic Word”, or password, that is known only by the child and the parents. It’s used as a code word in different ways. For example, if a parent can’t pick up the player from practice, they may send someone else. Kids should only go with that person if he or she knows the magic word. If a person who does not know the password tries to pick up a player, kids should run from them and find help from a trusted adult or call 9-1-1.

Following practices and games, Managers should ensure all players have been picked up by parents prior to leaving the field. Do not leave players unattended.

Practices should be attended by at least 2 adults at all times. **One parent must be female.**

### **Guidelines for Games during Inclement Weather:**

#### Rain:

If it is raining heavily prior to a game or if the ground is muddy or in poor condition due to rain, then the game should be postponed or cancelled.

Use tarps over dugouts to protect players from the rain. Tarps can be found in the equipment shed. If it is only drizzling and the effects are negligible (that is the ground is not wet enough to create mud patches or standing water) the game may be continued. If the ground is wet and mud patches are forming or there are areas where water is pooling on the ground, then the game should be discontinued. The manager should notify the parents of the kids that the game has been stopped and that the parents should pick up their player immediately.

#### Lightning:

SGSL subscribes to the lightning guidelines as set forth on the ASA website at <http://www.softball.org/about/lightning.asp>, which states, in part, that no lightning safety guidelines can guarantee absolute safety. It is the responsibility of every person to be aware of weather conditions and take appropriate action to be safe. Use common sense and good judgment. Plan ahead and make safety your number one priority.

#### Heavy wind:

In the event of heavy winds (25 mph and above) and dust is obstructing players ability to focus on the game, the game shall be delayed. The game may be resumed once the wind decreases sufficiently.

#### Very Hot Sunny Days:

On days when the temperature is very high, it is strongly recommended that the dugout overhead be covered with the tarp from the equipment shed to provide some comfort to the players. Also, make sure that there is an adequate amount of cold water or sports drinks for the players. In order to guard against sunburn encourage players to use sunscreen SPF-15 or greater.

#### Earthquake and Tornadoes:

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If there is an earthquake or a tornado, the game should be cancelled immediately. The Manager and coaches should gather all of the players and remain in a safe area, near the field, if possible. The manager and coaches should remain in place for at least 30 minutes after an earthquake or tornado for parents to come and pick up the players. If it is unsafe to be near the field, the manager and coaches should gather all of the kids and go to another safe location away from the field, at the discretion of the manager. If after 30 minutes all of the kids are not picked up, the manager should take the remaining players to his or her home. It is expected that parents will go to the manager's house to pick up their child.

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**APPENDIX 1**

**Directory of Board Members**

**See the league website for current list of Board Members**

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APPENDIX 2

**Field Inspection**

Note: Completion of this checklist is the responsibility of the Manager of the team who has field preparation duty prior to the game.

| <b>INFIELD</b>  |           |          |
|---|-----------|----------|
| ITEM  | CONDITION | COMMENTS |
| BREAK-AWAY BASES  |           |          |
| BASE DIG-OUT TOOL   |           |          |
| BASE PLUGS  |           |          |
| GROUND <i>(LEVEL, NO FOREIGN OBJECTS, ETC.)</i>   |           |          |
| CONDITION OF EQUIP SHED   |           |          |
| GROUND LEVELING EQUIP   |           |          |
| CHALK   |           |          |
| <b>OUTFIELD</b>   |           |          |
| ITEM  | CONDITION | COMMENTS |
| GROUND <i>(LEVEL, NO FOREIGN OBJECTS, ETC.)</i>   |           |          |
| FENCE   |           |          |
| <b>PROPER EQUIPMENT</b>   |           |          |
| <i>This checklist to ensure that your team is supplied with the proper equipment. If you do not have any of these items or if any item is defective, please contact the equipment director immediately.</i> |           |          |
| ITEM  | CONDITION | COMMENTS |
| HELMETS with MASK/CHIN STRAPS   |           |          |
| BATS  |           |          |
| BALLS   |           |          |
| CATCHERS HELMET/MASK  |           |          |
| CATCHERS GLOVE  |           |          |
| CATCHERS CHEST PROTECTOR  |           |          |
| CATCHERS SHIN GUARDS  |           |          |
| CATCHERS KNEE SAVERS  |           |          |
| PITCHER MASK  |           |          |

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### APPENDIX 3

#### **First Aid Kit:**

Every team is supplied with the model 222-U 62-piece First Aid Kit (or equivalent).

This kit contains the following items:

- (16) 3/4"x3" Adhesive plastic bandages
- (1) 2"x4" Elbow & knee plastic bandage
- (1) 1-3/4"x2" Small fingertip fabric bandage
- (4) 2"x2" Gauze dressing pads, (2) 2-pks
- (4) 3"x3" Gauze dressing pads, (2) 2-pks
- (2) 4"x4" Gauze dressing pads, (1) 2-pack
- (1) 5"x9" Trauma pad
- (1) 2"x4.1 yd Conforming gauze roll bandage
- (1) 3"x4.1 yd Conforming gauze roll bandage
- (1) Triangular sling/bandage
- (1) 6"x9" Instant cold compress
- (2) Exam quality gloves, 1 pair
- (1) Sterile eye pad
- (3) Triple antibiotic ointment packs
- (1) Burn relief pack, 3.5 gm
- (6) Alcohol cleansing pads
- (6) Antiseptic cleansing wipes (sting free)
- (1) 1"x5 yd. First aid tape roll
- (6) Aspirin tablets, (3) 2-pks
- (1) 4-1/2" Scissors, nickel plated
- (1) 4" Tweezers, plastic
- (1) First aid guide

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APPENDIX 4

**SGSL Incident / Injury Tracking Report**

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Field Location: \_\_\_\_\_

Injured Person: \_\_\_\_\_

If not a Registered Player: not applicable Date of Birth: \_\_\_\_\_ Gender: M F

Address: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_

**Incident occurred while participating in:**

Tryout Practice Game Tournament Special Event Travel to/from

Other (Describe): \_\_\_\_\_

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

Player Umpire Coach/Manager Spectator Volunteer

**Describe injury:** \_\_\_\_\_

\_\_\_\_\_

**Was first aid required?** Yes No If yes, what: \_\_\_\_\_

**Was professional medical treatment required?** Yes No If yes, what: \_\_\_\_\_

\_\_\_\_\_

**Describe the incident:** \_\_\_\_\_

\_\_\_\_\_

Prepared By: \_\_\_\_\_ Phone ( ) \_\_\_\_\_