

# Hershey Little League Safety Manual 2023



**Hershey Little League Safety Officer:**

**Ali Audi**

**Hershey Little League President:**

**Thad Stager**

**Hershey Little League VP/Baseball Operations:**

**Mike Gingrich**

# Table of Contents

Introduction and Emergency Contact Numbers	2
Addresses for Fields and Cages used by HLL	3
Accidents and Injuries and First Aid Treatment	4
<b>Required Courses for Coaches</b>	4
AED Locations, Use/Instructions	5
COVID Protocols	6
Lightning (or Thunder) Policy	6
Alcohol/Tobacco and other Substance Use Policy	7
Field Checklists	7
Gear Inspection	8
Food Safety	8
Pitch Counts and Avoiding Pitching Injuries	8
Concussion Protocol/Action Plan	9-10
PA Act 31 (Mandated Child Abuse Reporter)	11



## **INTRODUCTION**

Welcome to Hershey Little League. This Safety Manual is available to all Coaches, Families and Players as a guide to the policies, protocols and actions that Hershey Little League (HLL) expects all members to take to maintain the safety of the players in Hershey Little League. It is important to know and understand the Safety Plan contained herein matches the Hershey Little League ASAP submission to Little League International. This means that our Safety Plan must be strictly adhered to and following it, most importantly, sets a common standard of care for our youth players, and, also qualifies us to host Regional tournaments.

No manual or guidebook can take the place of common sense, or sound judgment; nor can it encompass every scenario or situation that may arise in the setting such as youth sports programs. It is expected that all Hershey Little League Coaches will use both sound judgment and child-focused actions in their care and supervision of all Hershey Little League players. Coaches must review and become familiar with this manual before the season begins and also keep a roster of players' parent/guardian contact information with them at all times. All Hershey Little League Coaches must also become familiar with the addresses and locations of all League fields as outlined on pages 2-3, before an emergency situation occurs.

Questions or situations not addressed in this manual should be brought to the attention of the appropriate Hershey Little League Board member listed on the cover of this Safety Manual, respectively.

In the event of a life-threatening emergency, the Coach or Adult Designee should contact emergency services immediately by calling 911, and follow the instructions of the 911 Operator. Any member who contacts 911 should stay on the line with the 911 Operator until first responders arrive at the scene. Please ensure the Emergency Response Team has full access and egress to the point of treatment. Contact the League President, VP of Baseball Operations or League Safety Officer after the 911 emergency is stabilized.

### **Emergency Phone numbers**

#### **Police/Fire/EMT: 911**

Derry Township Police—non critical or life-threatening: 717-534-2200

Poison Control: 1-800-222-1222

Utilities: PP&L: 1-800-342-5775 UGI: 1-800-609-4844

#### **Hershey Little League Executive Officers - 2023**

Safety Officer: Ali Audi 814-883-9759

President: Thad Stager 814-594-2654

VP/Baseball Operations Chairman: Mike Gingrich 717-228-8318

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## **Addresses for Fields and Cages used by Hershey Little League Baseball**

- ❖ **Founders Park:** 500 Homestead ROAD, Hershey. (*Across from Hershey High School on Homestead Road*).
- ❖ **Gelder Park:** 2250 Gelder Park Drive, Hummelstown. (*Located in the back of the South Point development*).
- ❖ **Koons Park, Upper and Lower:** 1450 Sand Hill Road, Hummelstown. (*Located beside the Lions Club*).
- ❖ **Memorial/High School Baseball Field:** 501 Cocoa Ave, Hershey.
- ❖ **North:** 521 Cocoa Ave, Hershey.
- ❖ **Palmdale:** Proximity of 1046-1099 East Caracas Ave, Hershey. (*422 East to Palmdale, turn right onto Washington Avenue*).
- ❖ **Pebble Beach/High School JV Baseball Field:** 75 East Governor Road, Hershey. (*Field can also be accessed from Homestead Road/Hershey High School via road beside School—at end of all fields near Library*).
- ❖ **Plaza:** Located at the rear of the Derry Township Recreational Center on Cocoa Avenue, across the footbridge to the field. (*Field can also be accessed from Homestead Rd/Hershey High School via stone service road at south end of HS turf football field*).
- ❖ **Shank Park Field #4:** 780 Bull Frog Valley Rd, Hummelstown. (*Just below the upper-most parking lot*).
- ❖ **South/High School Softball Field:** 541 Cocoa Ave, Hershey.

### **Milton Hershey School Fields (Not anticipated to be used in 2023)**

- ❖ **Catherine Hall/MS Softball Field:** 300 Hotel Road, Hershey. (*Field is at far end, below track/turf football field. See storage shed beside field*).
- ❖ **CREST-LANE Field:** proximity of 789 Crest Lane, Hershey.
- ❖ **Gibraltar Field:** proximity of 2015 Bachmanville Rd., Hershey.
- ❖ **Logan Field:** proximity of 939 Homestead LANE, Hershey.
- ❖ **Memorial Hall Field:** 902 Homestead LANE, Hershey. (*Field is in front of Building*)
- ❖ **Van Buren Field:** proximity of 350 Ivanhoe Lane, Hershey.
- ❖ **Venice/North Campus Field:** proximity of 175 Venice Dr., Hershey. (*Small stone lot on left is just below field—follow sidewalk up to new field*).
- ❖ **MHS HS Softball Field:** proximity of 1002 International Lane, Hershey. (*Intersection of Brook Drive and International Lane*)

### **Batting Cages**

- ❖ Koons Park Upper: 1450 Sand Hill Rd, Hummelstown.
- ❖ Memorial (cages next to High School field)—501 Cocoa Ave, Hershey.
- ❖ North Cages 1 & 2—521 Cocoa Ave, Hershey.
- ❖ South Cages 1 & 2 (High School Softball)—541 Cocoa Ave, Hershey
- ❖ Plaza Cage—Located at the rear of the Derry Township Recreational Center on Cocoa Avenue, across the footbridge to the field). *Cage can also be accessed from Homestead Rd/Hershey High School via stone service road at south end of HS turf football field.*

## **In the Event of an Accident or Injury**

1. Remain CALM and help to keep players calm
2. Attend to the injured player/person.
3. The Coach or Adult Designee calls emergency services (911) help when appropriate.
4. The Coach directs an Adult Designee to go to the Street to meet Emergency Responders and ensures a clear path to access and egress the point of treatment.
5. Contact the Injured Player's Parent or Guardian after the Medical situation is stabilized (if not present).
6. Ensure another HLL Coach or Adult supervises the other players as the medical situation is stabilized.
7. Notify the Hershey Little League Safety Officer or League President after the situation is stabilized.
8. Complete an Incident Tracking Report and submit to Hershey Little League within 24 hours

### **First-Aid Treatment**

In the event of minor injury (cut, scrape, abrasion, contusion) that is non-serious in nature, the Coach or Adult Designee is responsible to administer basic First-Aid treatment. The Coach Equipment bag will include a First-Aid Treatment kit (with instructions for use) that is Property of Hershey Little League. Each Kit will be numbered #1 to #33 and needs to be turned in at the end of the season with as part of the gear bag. Coaches will be responsible for lost or damaged kits at a fee of \$30 per kit.

It is critical that the Coach, Adult Designee or Qualified Medical Person is knowledgeable in administering basic FA Treatment including the requirement to wear gloves while exposed to blood and common treatment practices of involving a parent or guardian in the treatment approach. No oral or injected medication shall be given to a player without the direct consent of an available parent or guardian, for example. It is good practice for an injured player to sit out for an interval (at bat, half inning or remainder of the game) to evaluate the injury and ensure overall player health is not compromised. It's always best to put player health (not the outcome of the game) at the center of your treatment approach!

**Required Training – visit: <https://www.firstaidweb.com>**

**All Coaches (head and assistant) must complete the free CPR and First Aid course available online.**

**Coaches in Minors and higher leagues must complete the CPR/First Aid/AED course**

**Please notify Safety Officer at [amaudi@audilaw.com](mailto:amaudi@audilaw.com) when the courses have been completed**

## **Automated External Defibrillator (AED)**

In the event of a cardiac arrest situation, Hershey Little League has two AEDs located at our busiest fields/areas. One AED is mounted inside the first base dugout of the North Field at 521 Cocoa Ave. (The key to the padlock for this AED cabinet is located in the magnetic key box stored on top of the cabinet). The other AED is located on the press box post at Koons Upper Field, 1450 Sand Hill Road, Hummelstown (*Beside the Lions Club building*).

***NOTE: AEDs should only be used by individuals trained in CPR/AED and for their intended purpose. While an AED is a potentially life-saving tool, emergency services (911) should always be called if there is a situation that requires its use. The AEDs are differently equipped, but each has instructions inside the AED case.***

### **AED at North Field: (Instructions per AED manufacturer)**

1. In the event of a serious or life-threatening emergency, all play should stop immediately.
2. Designate a specific person to call 911.
3. Engage anyone who knows CPR
4. Take the AED out of the locked box.
5. Open the case.
6. Turn on the AED.
7. Follow any audio/verbal instructions given by AED.
8. If the victim is a child (has not yet reached puberty), follow the instructions listed on the front of the AED regarding placement of pads.
9. If the victim is an adult, remove the pediatric instructions and follow the AED voice prompts for pad placement and usage.
10. If the pads are not making good contact to skin, remove then replace with the second set of pads.
11. Continue to follow the verbal/audio prompts given by the AED.
12. Do not remove the AED pads or unit unless instructed to do so by emergency personnel.

### **AED at Koons Upper Field (Instructions per AED manufacturer):**

1. In the event of a serious or life-threatening emergency, all play should stop immediately.
2. Designate a specific person to call 911.
3. Engage anyone who knows CPR
4. Take the AED out of the storage cabinet at the press box.
5. Open the case.
6. ***NOTE: IF the victim is a child, (has not yet reached puberty) insert the pink and gray 'pediatric key' into the slot at the top of the AED machine.***
7. Turn on the AED.
8. Follow audio/verbal instructions given by the AED.
9. If the victim is a child (*has not yet reached puberty*), follow the instructions mounted on the front of the AED regarding pad placement.
10. Follow audio/verbal instructions given by the AED.
11. Do not remove the AED pads or unit unless instructed to do so by emergency personnel.

## Health Safety and COVID Prevention

Due to rapidly changing guidelines associated with COVID-19, this information will be updated on the Hershey Little website: <https://www.hersheylittleleague.net/page/show/5796946-hll-health-safety-covid-prevention>

### Lightning (or Thunder) Policy

Player safety in inclement weather is a high priority in baseball and a frequent occurrence in spring baseball in the north east. **Lightning bolts can travel distances in excess of twenty (20) miles!**

In an effort to keep our players, coaches, and fans safe, ALL Coaches MUST follow this policy COMPLETELY. Compliance with this policy is the responsibility of every member of the Hershey Little League team, including coaches, players, parents, and Umpires.

People are at risk immediately upon seeing the first signs of lightning or hearing the first sounds of thunder, NO MATTER HOW FAR AWAY IT IS! It is EVERY Hershey Little League team member's responsibility to inform the coaches and umpires on the field. Upon knowledge or detection, Coaches MUST inform the Umpire and

1. Suspend play immediately at ALL HERSHEY LITTLE LEAGUE FIELDS in the same vicinity/complex. These areas include the Memorial complex (Memorial, North, South, Plaza, Pebble, and corresponding cages); Koons complex (Upper, Lower, cages); Shank Park fields; Gelder Park fields; or Founders fields. Play or practice for HLL teams, at every field and cage in the corresponding complex will be immediately upon lightning or thunder risk.
2. ALL Players, Coaches, Umpires and Fans MUST leave the FIELD, DUGOUTS, and BATTING CAGES. It is recommended that each and every person go to their cars, and remain in their cars during the delay.
3. It is the responsibility of the coaches to insure that ALL players leave the field and dugout, and maintain communication with the umpire and opposing coach during the suspension of play or practice.
4. The umpire, in consultation with the designated HOME coach, will make determination of game resumption no earlier than 30 minutes from last lightning sighting or thunder heard. In the setting of practice, the Head coach will assume that decision making responsibility.
5. Only the Umpire (independently) or the Hershey Little League Safety Officer may resume play sooner than the 30-minute rule. This exception may occur ONLY after electronic confirmation shows that the storm has completely passed from a 20-mile area.
6. Inclement weather safety is a serious matter. Violation of this safety requirement will be reviewed by HLL and may result in consequences up to and including, removal of the responsible parties, coaches, umpires or players from their duties within Hershey Little League.

## **Substance Use Policy**

### **Prohibited Use of Tobacco, Smoking, Vaping or Alcohol Products**

- Little League International (LLI) and Hershey Little League (HLL) do not condone using tobacco products, vaping or alcohol by coaches, players or fans at any HLL related games, events or activities.
- The use of any tobacco, vaping or alcohol products is strictly prohibited during any Hershey Little League event by any fan, coach, player, umpire or persons present at any Hershey Little League venue.
- Use of any tobacco, or vaping product is explicitly prohibited at any time on any Derry Township School District property (Memorial complex) or Milton Hershey School Fields and properties.
- The use of any alcohol products is strictly prohibited at all Hershey Little League events and at any venue in which a Hershey Little League game or practice is occurring.

## **Pre/Post Game and Practice Field Checklists**

### **General Pre-Game and Pre-Practice Checklist performed by Coaches or designees. Coaches must**

- Walk the entire field to look for debris/foreign objects.
- Inspect helmets, bats, catchers' gear. Check bats for compliance with LLI rules, ensuring that catcher's gear is in working order and that all helmets are intact and fitting properly before play.
- Make sure a basic First Aid Kit is available (*Provided by HLL*)
- Confirm players are hydrated and have access to additional fluids.
- Inspect field conditions of fences, backstops, bases and warning track and report any concerns immediately to the HLL field director or VP/BBOps.
- Secure any equipment or clothing found at the field upon arrival (*left behind by others*) and return it to your league Commissioner.
- Insure a cell-phone is readily available.
- Insure each player's parent/guardian contact information is accessible, in case of emergency or transportation issues.
- Conduct warm-up drills to include arms and legs for all players, with special attention being paid to pitchers and catchers.
- Insure you are aware of your field address (*see signs posted at the field*).

### **General Post-Game and Post-Practice Checklist performed by Coaches or designees. Coaches must**

- Clean up the dugouts from ALL drink bottles, gum, wrappers, etc. making it "cleaner than you found it."
- Use field brush and rake to repair the infield, with special attention to the home plate area, bases and mounds. *NEVER rake any infield dirt onto grass areas.* (If you are the last team using North, Memorial or Teener fields for the day, place tarps over mounds and home plate areas. Remove portable mound on South during HS Softball season if you are last on the field for the day/weekend.)
- After raking teams should brush the infield using the large drag brushes placed at each field. This ensures that the fields are playable for the next team using the field.
- Remain at the field with any player until they are collected by parent, or guardian.
- Report any field or structure concerns to the HLL Field Director as soon as possible.
- After the last night games/practices on North or South, turn off all lights and lock light panel.



## **Gear Inspection and Standards**

- All Gear used in Hershey Little League practices and games must be compliant with LLI and USA Baseball standards including the NEW 2018 BAT REQUIREMENTS.
- It is the Responsibility of the Team Coaches to inspect and monitor the condition of team gear and equipment including but not limited to bat and ball condition, protective gear for the catcher, glove integrity including webbing and lacing and helmet integrity for shell cracks or loss of padding.

## **Concession Stand and Food Safety**

- **Concession Stand Health Protocols Will Be Posted For Volunteers to Follow (Location: Memorial Field)**
- The Concession Stand Health Protocols contain written procedures for safe food handling and preparation and care & use of equipment.

## **Pitch Count and Avoiding Pitching Injuries**

Little League International mandates maximum pitch counts and days of rest for pitchers and catchers under the age of 13 for the long-term, well-being of the children/players. (*See the Little League International Rulebook, 2017*).

The **American Institute of Sports Medicine** has recommendations for arm safety for all ages and Hershey Little League fully endorses the *Institute's* findings.

Good habits of the best Coaches include:

1. Watch and respond to signs of fatigue (such as decreased ball velocity, decreased accuracy, upright trunk during pitching, dropped elbow during pitching, or increased time between pitches). If a youth pitcher complains of fatigue or looks fatigued, let him or her rest from pitching and other throwing.
2. Coaches and parents of children playing for more than one team should communicate pitching counts and number of innings to all team coaches.
3. No overhead throwing of any kind (*baseball, football, lacrosse*) for at least 2-3 months per year (4 months is preferred). No competitive baseball pitching for at least 4 months per year.
4. Do not pitch more than 100 innings in total games in any calendar year.
5. Follow limits for pitch counts and required days of rest outlined by organizations, (*regardless of parent opinion*).
6. Avoid pitching on multiple teams with overlapping seasons.
7. Learn good throwing mechanics as soon as possible. The first steps to learn in order should be: A. Basic throwing; B. Fastball pitching; C. Change-up pitching
8. Avoid using radar guns, especially with younger players.
9. A pitcher should not also be a primary catcher for his team. The pitcher-catcher combination results in many throws and may increase the risk of injury.
10. If a pitcher complains of pain in elbow or shoulder, discontinue pitching until evaluated by a sports medicine physician.

## **Hershey Little Player Concussion Protocol and Action Plan**

Twice a year, in January and June, Little League® provides updates to State statutes affecting player safety throughout the program. The current information about concussions, child abuse reporting and state background check laws is available on LittleLeague.org. Also, Little League (LLI) has released new information from the U.S. Center for Disease Control (CDC) with regards to concussions, and a microsite that leagues can add to their own websites for up-to-date information.

In keeping with its focus on protecting the health, safety and welfare of children, Little League requires all leagues and teams to comply with all applicable laws and recommends they review the information and training materials on concussions which are available free of charge on the Centers For Disease Control website at: <http://www.cdc.gov/headsup/>. The Pennsylvania law is found at 24 P.S. Section 5321 through 24 P.S. Section 5323 of the Pennsylvania Statutes and Consolidated Statutes of the education title (24 P.S. §§ 5321- 5323) and is entitled the Safety in Youth Sports Act.

Among other mandates, the law requires that any student suspected of sustaining a concussion must be removed from participation at that time and is not allowed to resume participation until evaluated by a medical professional and given written clearance. The sponsors of youth athletic activities not addressed by this Act (such as Hershey Little League) are encouraged to follow the guidance set forth.

***“It is better to miss one game, than the whole season.”*** HEADS UP Concussion

Like other local youth sports leagues, Hershey Little League subscribes to the standards and procedures outlined in the “Heads Up Concussion”® protocol endorsed and provided by the United States CDC.

### **IF a coach suspects that a player has sustained a concussion, the following steps must be followed:**

1. Remove the athlete from play/practice immediately.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluation for concussion. **Do NOT try to judge the seriousness of the injury yourself.**
3. Inform the athlete’s parents or guardians immediately about the possible concussion and give them the fact sheet on concussions. (Available on the HLL website).
4. Keep the athlete out of play or practice the day of the injury. An athlete may only return to play or practice with permission from a health care professional, who is experienced in evaluation for concussion.
5. Report the suspected concussion to the HLL Safety Officer or League President as soon as possible after the game or practice.

**Concussion Signs and Symptoms.** Athletes who experience one or more of the signs and symptoms listed below after a bump, blow or jolt to the head or body in any manner during play may have a concussion:

***SYMPTOMS REPORTED BY THE ATHLETE***

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right”, or “feeling down”

***SIGNS OBSERVED BY COACHES***

- Appears dazed or stunned
- Confused about assignment or position
- Forgets Instructions
- Is unsure of game, score or other events occurring
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavioral or personality changes
- Can’t recall events prior to the hit, blow or fall

**The HLL Website contains various links and resources for Parents, Coaches, players and other members designed to educate all in the proper recognition and response to any player in HLL who is suspected of having a concussion. Further information on concussions or any player injury can be obtained by contacting HLL’s Safety Officer or League President.**

## **Mandated Reporters, Pennsylvania Act 31 (2014)—Recognizing and reporting child abuse**

Pennsylvania Act 31 of 2014, became law on January 1, 2015 and serves the purpose of strengthening the child abuse reporting structure in PA. The law requires in part that *“any individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child” is considered a mandated reporter and is required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse (www.keepkidssafe.pa.gov, 2014).*

Any Coach or volunteer with HLL who suspects that child abuse has occurred to any child MUST file a report (electronically) at: [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis); or (by calling) 1-800-932-0313 (PA Childline). The law further requires organizations to establish protocol for informing its leadership about such reports made by a person in their capacity as a (Hershey Little League) volunteer/coach. Therefore, coaches/volunteers of HLL must also notify the Safety Officer AFTER they have made the report to Childline. Information shared with the Safety Officer should be limited to the name of the child, the date the report was filed and confirmation that the required CY-47 was submitted to Childline by the reporter volunteer.

Your Hershey Little League Board of Directors understands that making reports of suspected child abuse is not easy, and the HLL Safety Officer can also be contacted as a follow-up support to you AFTER you have made a mandated report of suspected child abuse.

**Final Note: This manual is intended as a reference guide only and cannot cover every scenario or situation. In any incident of serious injury or uncertainty, you should contact 911. If a coach or parent has questions or concerns about any safety issues not addressed in this manual they should immediately contact either the Hershey Little League Safety Officer, or one of the Hershey Little League Executive officers listed on the front of this manual.**