



# Hillsdale Baseball & Softball Association 2010 SAFETY MANUAL

HBSA uses wood bats for T-ball and recreation baseball on all fields except at the Knickerbocker level. This does NOT affect travel baseball leagues, only our town recreation leagues. We made this decision through many months of discussions, meetings and soliciting outside opinions prior to the 2008 season. Please understand that this was a decision not taken lightly. This decision was made with the children of Hillsdale who play baseball as our number one priority. I hope everyone enjoys this experience.

Thank you.

Sincerely, David Delia HBSA President

(Note: See Safety Procedures)

Revised November 19, 2009 Page 2

# **2010 HILLSDALE BASEBALL & SOFTBALL ASSOCIATION**

## **Executive Officers**

**President**

**Dave Delia**

**Vice President**

**Laura Culinan**

**Treasurer**

**Mike Mazza**

**Corresponding Secretary**

**Greg Blair**

**Recording Secretary**

**Andy Widholm**

**Safety Officer**

**Ed Collis**

**Concessions**

**Linda Thompson**

**Boy's President**

**Joe Patti**

**Knickerbocker President**

**Jim Swatek**

**Knickerbocker Vice President**

**Todd Raymond**

**Boy's Player Development**

**Angelo Stathes**

**Equipment Manager**

**Bart Colasuono**

**Girl's President**

**Andy Puller**

**Girl's Player Development**

**Bob Basovsky**

**First Grade Coordinator**

**Mike Cuffe**

**Tee Ball Coordinator**

**John Noone**

**\* HBSA's 2010 Safety Manual should be present at all games and practices.** The purpose of the manual is to provide managers and coaches

with information to ensure a safer environment for our children and many volunteers.

**ASAP**, started by Little League in 1995, stands for ***A Safety Awareness Program***. The objective is to create awareness of dangerous situations so we can correct them before accidents occur. Managers, coaches, and umpires are responsible for walking the field prior to practices and games to look for rocks, holes, glass, etc. Umpires should check all bats, catcher's equipment and catchers for a protective cup, and when the game starts; umpires are responsible for the safety of the game! In the event of rain or lightning, remember safety is the priority; a game can be continued or re-scheduled. First-Aid Kits are to be present in all field lock boxes. Managers and coaches should call the Safety Officer immediately if supplies need to be replenished.

### **First-Aid Kit Contents**

- Adhesive bandages-assorted sizes
- Anti-bacterial ointment
- Anti-bacterial soap
- Athletic tape
- Bandage scissors
- Elastic wrap
- Hydrogen peroxide
- Ice packs – 1 case
- Insect sting swab
- Latex-free gloves – 3 pairs
- Petroleum jelly
- Rubbing alcohol

- Saline solution
- Sterile gauze pads (3” and 4”) – 6 of each

If contents of First-Aid Kit are used, it is the responsibility of the Manager/coach to contact the equipment manager in order to replenish items immediately.

## **EMERGENCY – CALL 911**

### **Hillsdale Police, Fire & Ambulance**

### **(201) 664-4200**

#### **Emergency Care Tips**

#### **Call 911**

***DO NOT HARM THE PATIENT! KNOW WHAT YOU ARE DOING!***

#### **Asthma – seek emergency care if a child experiences any of the following:**

- Chest or neck is pulling in while struggling to breathe
- Coughing or wheezing doesn't improve within 15-20 minutes after taking medicine
- Fingernails and/ or lips turn blue or gray
- Skin between child's ribs sucks in when breathing
- Stops playing and cannot start again
- Trouble walking or talking

#### **Broken Bones**

Immobilize

Ice if available – never next to skin

If compound (open) cover with sterile dressing and do not move

If absolutely necessary to move, keep area in position of comfort

#### **Burns, Lighting**

If someone is burned, cool burn with cold clear water and then cover with dry dressing. Treat patient as needed for shock. Do not apply any ointment or medications.

If someone has been struck by lightning, move them out of the area of danger – only if it is safe. Otherwise do not go near the patient until help arrives.

If patient is reachable and you know CPR it is probable you will need it Use shock precautions as above.

#### **Cuts**

If cut is minor, rinse with cold water and cover with dry sterile dressing. If bleeding persists or is heavy, place a dry clean dressing over the wound and apply pressure, continually. Do not stop until someone relieves you. Use shock precautions, and elevate area that is bleeding (unless head).

## **Dehydration**

Signs of dehydration can sneak up on you. In hot or humid weather the best precaution is hydration. Schedule water breaks and even fruit slices for a little sugar pick up. If someone appears very red, no sweat, and disoriented, immediately seek help. Treat for shock except, instead of keep warm, remove as much clothing as possible and sponge with cool, not cold water.

## **Nosebleeds**

Contrary to the old school of thought, do not have patient put head back. Firmly press bridge of nose with two fingers and do not move until help arrives. You can apply ice to nose and back of neck.

## **Shock**

Keep patient flat for blood flow to brain. Keep warm and reassure until help arrives. Shock can occur from any of the injuries we are discussing. You should also keep the patient as warm as possible.

## **Stings and Bites**

First find out if patient is allergic. If allergic and they carry an epi pen, help patient administer; they will know what to do. If they are not allergic, wash area with cold water and put ice pack on area that has been bitten-elevate.

## **Unconscious**

Need to establish if patient fell and hit head – if so – do not move at all until emergency help arrives. Someone can maintain a stabilization of the head until help arrives. If fainted or out for a few seconds – keep completely flat. If patient begins to vomit, log roll to side maintaining head stabilization if necessary. If patient has stopped breathing or has no pulse, begin CPR IF you know what you are doing. Use barrier devices at all times.

## **Safety Procedures**

**1. HBSA's Executive Board voted to BAN aluminum/metal bats for the boys from T-Ball thru the Majors division (6<sup>th</sup> grade), effective March 28, 2007. Only wood bats will be used during the recreation season for use in the batting cage, practices and games. This change does not affect the use of aluminum bats during travel games. COACHES- PLEASE REMOVE BROKEN BATS FROM FIELD AND DISPOSE ACCORDINGLY. DO NOT ALLOW YOUNGSTERS ACCESS TO THE BROKEN BATS AND DO NOT LEAVE IN FIELD TRASH CANS. PLEASE EMAIL ME WHEN BAT BREAKS IF POSSIBLE.**

2. No Player should be left unattended while waiting to get “picked up” by an adult after a practice or game.

3. No game or practice should be held when weather or field conditions are not good, or when lighting is inadequate. The umpire is responsible for field conditions (i.e. drizzle, rain, thunder and lightning, fog, wet or muddy field, etc.) once the game begins.

4. Field should be inspected by coaches and umpires before games for holes, damage, stones, glass, or other foreign objects. Check conditions of fences, backstops, defective sprinkler heads/leaks, warning track, etc.

5. Breakaway bases should be inspected before game to ensure proper installation.  
Equipment should be inspected regularly for proper condition and fit. Any unsafe or damaged equipment should be returned to Equipment Manager and replaced immediately.
7. All teams' equipment should be stored within dugouts or behind screens and not within area of play for both games and practices. Gates should be kept closed at all times during practices and games. Only one batter in the on deck area is permitted.
8. Only players and 3 certified coaches and 1 certified scorekeeper, and umpires are permitted on the playing field or in the dugout during games and practices. All others will be asked to leave the dugout.
9. During games & practices, all players should be alert and watching the batter on each pitch.
10. During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
11. All warm-ups should be performed within the confines of the playing field & not within areas that are frequented by & thus endanger spectators (playing catch, swinging bats, etc.)
12. Players must wear "NOCSAE" approved protective helmets during batting practice and games. Managers and/or coaches must inspect and approve helmets brought by players for personal use.
13. Catchers must wear helmet, mask, throat guard, long model chest protector, shin guards, and protective cup with athletic supporter (males) at all times for all practices and games. Any player warming up pitchers must wear catcher's helmet, mask, and throat protector. This applies between innings and in bullpen sessions.
14. All male players are required to wear protective cups for practices and games.
15. Parents of players who wear glasses are encouraged to provide "safety glasses.
16. Players must not wear jewelry during games or practices.

17. No climbing fences, sitting on equipment lock boxes or dugouts. Players will be removed from the dugout and game for repeated violations.

18. Managers/coaches are to clean dugouts and groom the infield after practice or a game.

19. No gum chewing, horseplay or swearing, and no arguing with umpire calls.

20. No dogs are allowed at Centennial Field and no dogs are allowed by policy on any Board of Education field. Parents are encouraged not to bring dogs to the fields due to the potential of injury to players or spectators (dog bites, tripping over the pet or leash, etc.).

21. There is a No Parking in the turn-around at Centennial Field (borough ordinance #292-23); only drop-offs. There is No Parking between signs on Bedford Avenue at Upper Smith Field.

22. No smoking is allowed on any borough property or field (ordinance 01-04) and no smoking on any Hillsdale Board of Education field (policy #3515).

23. The manager is required to report all injuries to the Safety Officer.

### **Lighting Detection System**

It is MANDATORY that all fields are closed as soon as Lighting Detection System activates. They are closed for 30 minutes after the last occurrence of thunder or lightning AND when Lightning Detection System deactivates.

### **Thunderstorm & Lightning Safety**

Thunder or Lightning - - - Seek Shelter Immediately. If you can hear thunder or see lightning (the actual strike vs. "heat lightning" described below), you are close enough to the storm to be struck by lightning. Heat Lightning: is actually lightning from a thunderstorm too far away for the thunder to be heard. However, the storm may be moving quickly in your direction.

- Go to a safe shelter immediately. The safest place is in an automobile.
- Move to a sturdy building or hardtop car. Do not take shelter in small sheds, dugouts, under isolated trees, or in convertible automobiles.
- Stay away from water and water foundations.
- Telephone lines and metal pipes can conduct electricity. Use telephones only in emergency.
- Stay away from metal constructed bleachers and chain link fences.

- If no shelter is nearby, find a low spot away from trees, fences and utility poles. Make sure the place you pick is not subject to flooding.
- If you feel your skin tingle or your hair stand on end, squat low to the ground on the ball of your feet. Place your hands on your knee with your head between them. Make yourself the smallest target possible, and minimize your contact with the ground.
- Umpires, managers and coaches are to use the flash-bang method. Play is halted immediately when you hear thunder or lightning is sighted.
- All players, coaches, umpires and spectators should try to wait in cars or in buildings. Avoid waiting in dugouts whenever possible; especially at Centennial Field due to the aluminum benches, fencing and dugout roof.

### **“Flash to Bang” Method: How Far Away Is Lightning From Me?**

To estimate the distance between you and a lightning flash, use the "Flash to Bang" method: If you observe lightning, count the number of seconds until you hear thunder. Divide the number of seconds by five to get the distance in miles.

Example: If you see lightning and it takes 10 seconds before you hear the thunder, the lightning is 2 miles away from you (10 divided by 5 = 2 miles). If Thunder is heard...the Lightning is...

- 5 seconds after a Flash - 1 mile away
- 10 seconds after a Flash - 2 miles away
- 15 seconds after a Flash - 3 miles away
- 20 seconds after a Flash - 4 miles away
- 25 seconds after a Flash - 5 miles away
- 30 seconds after a Flash - 6 miles away
- 35 seconds after a Flash - 7 miles away
- 40 seconds after a Flash - 8 miles away

Get to a safe location if the time between the lightning flash and the rumble of thunder is 30 seconds or less.

Source: National Lightning Safety Institute and NOAA

### **Wet Fields**

Please be aware that when the fields are saturated with water, no one is allowed on the premises. Playing on a wet field will ruin the grass for the rest of the season. Please be patient as Mother Nature does her job, we'll let you know when they're ready to be played on. Let's keep Hillsdale beautiful.

### **Batting Cage Use**

- Cage must be locked when not in use
- Batter must wear a helmet; one player in the cage at a time
- Protective net must be in place
- Set the pitching machine before the batter steps to the plate
- Only certified coaches may operate the pitching machine

### **Accident Reporting Procedures**

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first-aid (including ice for even minor injuries) must be emailed or faxed to the Safety Officer within 24 hours, **no exceptions**. The HBSA accident report can be downloaded from **[www.hillsdalebaseball.com](http://www.hillsdalebaseball.com)**. The following information must be provided:

- The name and phone number of the individual involved
- The date, time, and location of the incident (see field locations below)
- The team and playing level
- As detailed a description of the incident
- The name and phone number of the person reporting the incident
- The preliminary estimation of the extent of any injuries, and whether or not the player received medical attention from doctor or emergency room.
- All injured players who seek medical attention from a physician or hospital emergency room are not allowed to play Rec or Travel ball until HBSA's Safety Officer received a medical note clearing the player to continue playing (copy to league President, level coordinator and team manager).

### **Contacting the Safety Officer**

Ed Collis  
201-376-7229

### **Concession Stands: Memorial and Centennial Fields Cooking & Handling**

- Nobody under 18 years of age can operate equipment to cook or reheat food.
- Hot foods must be cooked at least 140 degrees for beef and 155 degrees for pork
- All cooked foods are to be served by food handlers who wear gloves, and will be cooked by volunteers over 18 years of age.

- Cold foods will be refrigerated at 41 degrees or below.
- Reheating of food will be done up to 165 degrees.
- The Ice and popcorn machines will be scooped with a proper scoop; not hands.
- Food handlers do not collect or handle money, but will be handled by a separate volunteer.
- Food handlers will wash their hands with hot water and soap, and signs will be posted in the kitchen and restrooms.
- Food handlers will wear hairnets or caps.
- Food will be discarded if not cooked by the posted sell-date stamped on the packaging.
- Food handlers will use a thermometer to properly check the temperature of cooked meats.
- Grease will be removed by a qualified company.
- Only approved items are sold at the concession stand.

## **Cleaning**

- The concession stand has a 3 basin sink for sanitary washing, rinsing and sanitizing of cooking utensils, plates, pots and pans.

## **Safety**

- All leftover food will be discarded.
- The kitchen is equipped with grounded outlets to protect against electrical shock.
- Ice for First Aid will be made only in ice trays, and kept in the freezer and clearly marked for First Aid.
- Fire extinguishers are at each door. Fire extinguishers will be regularly checked.
- First-Aid kits are by each door.
- All concession stand volunteers have been trained in First-Aid and the use of all equipment.
- Cooking, electrical and safety systems will be checked regularly by the Fire Inspector.
- Cleaning chemicals will be safety locked up.
- No money will be left in the concession stand.

The local and County Board of Health will review the concession stand to insure a safe, clean operation.

### **Field Locations**

- Beechwood Park (Softball) Hillsdale Avenue west of Everdell Avenue
- Centennial Field/Corra Field Kinderkamack Road and Lincoln Avenue
- George White School (Softball) Hillsdale Avenue and Magnolia Avenue
- Knickerbocker Field Kinderkamack Road and Lincoln Avenue
- Lower Smith School Field Hillsdale Avenue opposite Paul Court
- Memorial Field (Baseball) Hillsdale Avenue and Hopper Street
- Memorial Field (Softball) Washington Avenue and Hopper Street
- Smith School Tire Field Hillsdale Avenue opposite Paul Court
- Upper Smith School Field Hillsdale Avenue and Bedford Road

Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum, so immediately report all hazardous conditions to the Safety Officer. Play hard, be safe – and have fun!

### **Hillsdale Baseball & Softball Association**

**P.O. Box 214**

**Hillsdale, NJ 07642**

[www.hillsdalebaseball.com](http://www.hillsdalebaseball.com)

[HBSA@hotmail.com](mailto:HBSA@hotmail.com)

Borough of Hillsdale

Kate Leonard, Recreation Director  
kleonard@hillsdalenj.org  
(201) 666-4800 x5089 (call hotline for field status)