

Fort Des Moines Little League

ID# 1150505

2022 Safety Manual



THIS PACKET SHALL BE POSTED IN THE

**CONCESSION STAND, IN EACH DUGOUT, AND
GARAGES. IT WILL ALSO BE IN EACH FIRST AID
KIT, HANDED OUT TO EACH VOLUNTEER AND PUT
ON THE WEBSITE AT WWW.FDMLL.ORG**

Introduction

Welcome to the 2022 Fort Des Moines Little League baseball season! We are looking forward to this season of baseball, and hope it is a memorable and safe one for all involved.

The purpose of this document is to develop guidelines for increasing and maintaining safety at Fort Des Moines Little League (FDMLL), as well as provide instruction and education on procedures, compliance, and reporting. In addition to providing this manual FDMLL will hold a Coaches meeting/Safety Meeting on 03/05/2022. At that time the safety trainer will discuss important rules and safety procedures for that particular age group. One manager or coach from each team is required to attend the meeting, but the league strongly encourages and recommends that all managers, coaches, volunteers and board members attend.

Please remember that all volunteers at FDMLL, including board members, umpires, coaches, assistant coaches, any parent helping at practice, dugout Mom/Dad, and team manager must fill out and pass a background check. The background checks are completed through Little League International's recommended JDP System each year. Any volunteer who has not or refuses to fill out a background check form or does not pass the background check will not be allowed to volunteer at the league in any capacity. All volunteers must pass a background check to be allowed on FDMLL fields in any capacity.

If at any time throughout the season you have a safety concern or question, please do not hesitate to contact the Safety Director, Sarah Swackhamer.

Sarah Swackhamer, Safety Director
Fort Des Moines Little League

Michael Drey, President
Fort Des Moines Little League

Physical Address:

Fort Des Moines Little League
1166 Southwold Road
Des Moines, IA 50320
(515) 285-4266

Police, Fire, Ambulance – 911

If 911 is called please have another volunteer wait at the front gate to meet emergency responders and direct them to the correct field. Please notify the Officer of the Day, Safety Director, or the concession stand.

Warren County Sheriff (for incidents at the ballfield) – **(515) 961-1122** **Des Moines Police** (for incidents north of County Line Road) – **(515) 283-4811**

Hospitals

Mercy Medical Center – (515) 247-3121
Blank Children’s Hospital/Iowa Methodist – (515) 241-5437 or (515) 241-6212
Broadlawns Medical Center – (515) 282-2200
Iowa Poison Control Center – 1-800-222-1222

2022 FDMLL Safety Committee

Michael Drey, President, Umpire in Chief – (319) 231-2689

Sarah Swackhamer, Safety Director ,Vice Pres., Tournament Dir. – (515) 371-7631

Melissa Oppenheim, Treasurer/Concession Stand – (515) 447-5552

Alicia Warner, Secretary/Concession Stand – (515) 306-7018

Shaun Renier- Grounds Keeper- 515- 689-2663

Brian Oppenheim, Senior Commissioner/Equipment Manager (515) 447-5426 Dan

Pittman, Major Commissioner– (515) 577-1474

Matt Warner, Minor Commissioner – (515) 306-7019

Joseph Swackhamer, Rookie Commissioner – (515) 371-7630

Steve Vasey, T-Ball Commissioner – (515) 314-2966

Adriane Stringer, Bam Bam Commissioner – (515) 771-7080

Matt Warner, Officer of the Day Coordinator – (515) 306-7019 5 | Page

First Aid Kits

First aid kits should be picked up and returned to the coaches' desk (located in the equipment room) by the home team manager at each game. A larger first aid kit is located in the concession stand. Coaches are required to carry their own first aid kit to practices. Each FDMLL first aid kit contains the following below; if there are items missing, please notify the concession stand manager:

Bandages

Non-Stick Pads

Soft-Gauze Bandages
Oval Eye Pads
Hypo-Allergenic First Aid Tape
2-inch Elastic Bandages
Antiseptic Wipes
First Aid Cream
Instant Cold Pack
Scissors
Tweezers
First Aid Guide
Disposable Gloves
Hand Sanitizer
A Clean Rag
Disposal Bag

Emergency Action Steps

In an emergency, call 9-1-1. This will get additional help coming as soon as possible. Do not enter a dangerous environment and become injured yourself. Please notify the Officer of the Day or the concession stand if 911 is called for any reason.

Role of the First Aid Provider - The basic role of the first aid provider is to recognize a medical emergency and make a decision to help. Your personal safety is your highest initial priority, followed by the safety of the victim and any bystanders. It is important to:

- Maintain your composure

- Assess the victim's situation and the scene for safety; ask if they need help.
- Use common sense in your response; do you provide care beyond your skill level
- Call 911 in a medical emergency
- Call for help from others around you if needed
- Do not move the victim unless the victim's life is in further danger by leaving them in the location or position they were found in.
- Follow basic first aid steps till further assistance can be provided

Minor Cuts and Scrapes - Stop the bleeding by pressing a gauze pad or clean cloth against the wound. Once bleeding stops, clean the area with mild soap and water, dry gently with a clean cloth (do not remove the dried blood) and cover with a protective bandage. If the bleeding does not stop, apply more bandages, continue to apply pressure, take steps to minimize shock and call 911.

Any player who is bleeding or injured may call time to seek treatment and cover the wound. If bleeding persists or the wound covering becomes saturated the player must be removed from the game until bleeding is stopped.

Severe Bleeding - Call 9-1-1 immediately. Lay the patient down. If possible, the head should be slightly lower than the rest of the body and the area that is bleeding should be elevated above the heart. Apply steady, firm, direct pressure to the wound with sterile gauze or a clean cloth. If the first piece of gauze or cloth is soaked through, add another on top of the first but do not remove the previous layer. Once bleeding stops, keep the patient still until help arrives.

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Heat Emergencies - Heat exhaustion is characterized by weakness, a rapid heartbeat, low blood pressure, nausea and cool, clammy skin. Loosen or remove clothing and have the patient drink cool (not cold) water or a sports drink. Avoid carbonated beverages. Afterwards, have the patient lay down and elevate their feet. Heat shock is characterized by hot, dry skin, a rapid heartbeat, rapid, shallow breathing and confusion or unconsciousness. Get the patient into a cool area. Call 9-1-1 then cover with damp sheets and fan air over the patient to help cool the body.

Head, Neck or Spinal Injuries - **CALL 911; DO NOT MOVE THE VICTIM - Minimize Movement** – Minimize movement of the head, neck and spine. **Stabilize Head** – Manually stabilize the head in the position in which it was found. Provide support by placing your hands on both sides of the person's

head. If the head is sharply turned to one side, DO NOT MOVE IT.

Seizures – CALL 911 – Remove nearby objects – Do not hold or restrain the victim. Do not place anything between the teeth or in the mouth. **After the seizure passes** – continue to monitor breathing for changes in conditions.

WHAT TO DO NEXT – comfort the victim and reassure them. If fluids or vomit is present, roll the victim to one side to keep the airway clear. Provide care based on the condition.

Choking – Give 5 Back Blows – Bend the person forward at the waist and give 5 back blows between the shoulder blades with the heel of one’s hand. **Give 5 Abdominal Thrusts** - Place a fist with the thumb side against the middle of the person’s abdomen, just above the navel. Cover your fist with your other hand. Give 5 quick, upward abdominal thrusts. **Continue Care** – Continue sets of 5 back blows and 5 abdominal thrusts until the object is forced out; person can cough forcefully or breathe; person becomes unconscious. **WHAT TO DO NEXT – If the person becomes unconscious – CALL 911, if not already done and give care for an unconscious choking child/adult.**

Unconscious Choking Child/Infant/Adult – Give Rescue Breaths – Re-tilt head and give another rescue breath. **Give Chest Compressions** – If the chest still does not rise, give 30 chest compressions (Child or infant number be on a firm flat surface; Remove CPR breathing barriers when giving chest compressions). **Look for and remove objects if seen. Give 2 rescue breaths. WHAT TO DO NEXT – If breaths do not make the chest rise – repeat**

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steps 2 – 4. If the chest clearly rises – CHECK for breathing and give CARE based on conditions found.

Eye Injuries - Impaled objects - Do not attempt to remove the object. Instead, surround the object with large bulky dressings so that the object does not move. Also, cover both eyes. Even if just one eye is injured, the two eyes move together and can cause further injury. **Foreign debris** - Debris such as dirt, sand, and sawdust can cause blinking and tearing which will help flush the substance from the eyes. If the object remains, turn the head to the side and flush with water from the bridge of the nose letting the water run off of the opposite cheek.

Poisoning - Poisoning can be accidental or intentional, and can be through

contact (ingesting, inhaling, injecting or touching) with a dangerous substance or simply having too much of something that is normally safe. If you know what poisoned the patient, follow the instructions on the container. If you do not know what poisoned the patient, Call 9-1-1 or Poison Control at 1-800-222-1222. Do not induce vomiting unless instructed to do so. Remove the patient's clothing if it has been exposed to the poison. Try to remove the poison by brushing it off of the patient's skin. Do not use water unless instructed as some poisons will react with the water to create something even more dangerous. If you are told to seek further medical attention, take the container that held the poison with you so the substance can be positively identified.

Burns – Cool the Burn – Cool the burn with cool running water at least until pain is relieved. Cover the burn loosely with a sterile dressing. **Call 911 or go to the hospital if the burn is severe or it causes a life-threatening condition.**

Concussions – We recommend that all head coaches and board members take the concussion awareness training at

<https://www.cdc.gov/headsup/resources/training.html>

The signs and symptoms of a concussion can be subtle and may not be immediately apparent. Symptoms can last for days, weeks or even longer. Signs and symptoms of a concussion may include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or feeling as if in a fog
- Amnesia surrounding the traumatic event
- Dizziness or "seeing stars"
- Ringing in the ears
- Nausea
- Vomiting
- Slurred speech
- Delayed response to questions

- Appearing dazed
- Fatigue
- Seizures
- Vision or eye disturbances, such as pupils that are bigger than normal (dilated pupils) or pupils of unequal sizes
- Lasting or recurrent dizziness
- Obvious difficulty with mental function or physical coordination
- Symptoms that worsen over time
- Large head bumps or bruises on areas other than the forehead in children, especially in infants under 12 months of age

Some symptoms of concussions may be immediate or delayed in onset by hours or days after injury, such as:

- Concentration and memory complaints
- Irritability and other personality changes
- Sensitivity to light and noise
- Sleep disturbances
- Psychological adjustment problems and depression
- Disorders of taste and smell

Symptoms in children

Head trauma is very common in young children. But concussions can be difficult to recognize in infants and toddlers because they may not be able to describe how they feel. Nonverbal clues of a concussion may include:

- Appearing dazed
- Listlessness and tiring easily
- Irritability and crankiness
- Loss of balance and unsteady walking

- Crying excessively
- Change in eating or sleeping patterns
- Lack of interest in favorite toys

Any coach or official shall immediately remove a player who exhibits signs or symptoms of a concussion and get them help from a parent or by emergency responders. Once a player is removed for exhibiting concussion-like signs or symptoms he or she shall not be allowed to return to play until written authorization from a health care provider as defined in Section 280.13(3b) of Iowa Code.

References:

https://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf

https://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240170_Adult_ready_reference.pdf

<http://www.springfieldfas.org/tips-basicfirstaid.pdf>

<http://co.grand.co.us/DocumentCenter/View/555>

<http://www.mayoclinic.org/diseases-conditions/concussion/basics/symptoms/condition-20019272>

Injury Report Forms and Tracking (Reporting Procedures)

A report should be filed with Fort Des Moines Little League on an injury or incident that occurs on the Fort Des Moines Little League grounds, at an inter-league or tournament game, or at practice, that requires any type of treatment or evaluation. Please contact Sarah Swackhamer, Safety Director at

(515) 371-7631 or the Officer of the Day on Duty to file a report. The report must contain:

- Date and time of the injury or incident
- Where the injury or incident occurred
- The players name
- A detailed description of the incident
- The extent or nature of the injury if known
- What treatment was given

After the report is taken the Safety Director and/or League President will contact the injured party and his/her parents within 48 hours of the incident/injury. During the follow up they will discuss the first report; add anything in addition that may be missing; follow up on the treatment that was done or recommended and find out the players current status. If the injury required any treatment by a medical professional that resulted in a medical expense they will also discuss with the parents the little league insurance information as well as how to guide them through filing a claim.

At the end of the season the Safety Director will compile information on the injuries throughout the year and will discuss recommendations in practices for the next year if needed. The names of the participants injured shall not be released without a written waiver from the affected party or as required by insurance or Little League International.

Coaches Safety Responsibilities

As a manager or coach at FDMLL safety should always be on the forefront of your mind. Below are a few policies and procedures that you are responsible for:

1. Before each game or practice walk the field looking for items that could potentially harm a player (i.e. rocks, glass, holes, etc.) remove or fix any issues found. If the issue is beyond what you can repair please contact the Groundskeeper or the Officer of the Day on duty

2. Inspect all equipment prior to each game; if equipment is broken or needs to be replaced contact the League Equipment Manager immediately. Do not use it until it is repaired or replaced.
3. Batters must wear approved protective helmets during practices and games.
4. All players 8 years and under must have protective masks attached to their helmets.
5. Catchers face masks must have throat guards and wear all proper equipment.
6. Managers/Coaches will inspect bats prior to use and only use approved Little League bats. Please refer to our website at www.fdmll.org for a complete list.
7. There shall be no on-deck batters Majors and below. No bats shall be swung in the dugout. No player shall be outside swinging a bat unless a coach is out there watching for bystanders.
8. Coaches will not warm up the pitcher per Little League International Rule 3.09
9. All pitching logs and pitching eligibility tracking forms must be filled out, signed by each manager/coach, and turned in at the conclusion of the game. Pitchers may not exceed pitching limits as stated in Little League International Rule Book. (See attachment).
10. Bases will disengage on all fields. Please make sure they are working properly before each practice and game.
11. DO NOT ALLOW A PLAYER TO PLAY INJURED. Notify a parent, and follow the proper procedures to get the player care they need.
12. When in doubt use common sense and ask for help.
13. Follow all COVID-19 protocols listed on pages 18 and 19 of this packet

Severe Weather

Baseball season is plagued with a variety of weather conditions in Iowa. FDMLL uses the Little League Weather Bug App as well as the local radar to

help make decisions of game play during inclement or severe weather. Things the Officer of the Day and President take into consideration when deciding to cancel a game is first and foremost player safety. Field conditions, temperature, wind chill at the fields, rain/snow/heat and lightning are also other factors taken into consideration. If a game is canceled for any reason by the league coaches are not allowed to hold practices outside.

Officer of the Day will make a decision **no earlier than 1 hour before the first scheduled game for the day or evening.** Games on Saturdays will be determined on a per game basis rather than canceling the entire day. It is not often, but sometimes we will decide to play older kids and not younger kids.

League commissioners will attempt to notify their coaches when a delay or cancellation is definite. Coaches will then need to notify their parents.

If games are delayed or canceled we will post it on our website at fdmll.org, on our Facebook page [FDMLL-Fort Des Moines Little League](#); as well as changing the recording on our hotline at 515-285-4266 as soon as the call is made on game day; remind parents that this will not happen till 1 hour before game time.

If games have already started and lightning, inclement weather, or darkness occurs the Officer of the Day may/will call a Delay of Game. If the lightning or inclement weather continues after that waiting period, the Officer of the Day will work with umpires and officials on whether to call the game. We will then decide if need be when the make-up games will be played.

Tobacco/Alcohol/Pets

In compliance with the “Iowa Smokefree Air Act” there is NO SMOKING

anywhere in the Fort Des Moines Little League complex. This includes all types of smokeless tobaccos as well.

Alcohol and pets are also prohibited.

Concession Stand

The day to day operation of the concession stand will be the responsibility of the concession stand and shift managers. The managers are responsible for the safety of volunteers, food prep and food safety, as well as keeping the concession stand clean and reporting any repair issue to the groundskeeper.

Each year the concession stand manager files for a license with the Iowa Department of Inspections and Appeals. Once the concession stand is cleaned and ready to open for the season an Inspector from the Department come out to do an inspection of the facility in order to open. Included in the inspection is the check of the fire extinguisher that are located at each station in the concession stand.

Training is provided to all workers in the concession stand. The manager acts as the floater during the shift and covers where needed. All concession stand safety procedures as well as food safety and hand washing requirements are posted; reviewed and followed by all who are in the concession stand.

FDMLL concession stand safety procedures are:

1. Cooking- Use of a food thermometer to check on cooking and holding temperatures of food is required. Any potentially hazardous foods are kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products are to be cooked to an internal temperature of 155° F, poultry parts are to be cooked to 165° F.

2. Reheating – It is required to rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.
3. Cooling and Cold Storage - Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly.
4. Hand Washing – Handwashing with soap must occur at the entrance of the concession stand; before any food, utensils or serving areas is touched. You must rewash your hands periodically throughout the shift; when you exit the concession stand and re-enter or anytime you touch money; personal items; cough, sneeze, etc. You can never wash your hand too much when handling food you are serving to others.
5. Health and Hygiene - Only healthy workers will be allowed to prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands will not be allowed in the food concession area. Workers are required to wear clean outer garments. Those serving food are required to wear gloves and change them often. The use of hair restraints is recommended to prevent hair ending up in food products.
6. Food Handling - Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use gloves provided in the concession stand and change regularly; especially if you touch raw food. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.
7. Dishwashing - Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process: 1. washing in hot soapy water; 2. rinsing in

clean water; 3. chemical or heat sanitizing; and 4. air drying. The

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dishwasher in the concession stand also sanitizes the dishes so all items that fit should also be ran through the dishwasher at the end of the night.

8. Ice - Always use a scoop to dispense ice; never use the hands. Only use the provided ice bucket when getting additional ice from the ice machine.
9. Wiping Cloths – Buckets of 1 gallon water to ½ teaspoon chlorine bleach will be available throughout each shift and changed out every 2 hours. Stations should be clean and wiped periodically to prevent cross-contamination and discourage flies.
10. Insect Control and Waste - Food shall be covered to protect them from insects. Waste will be discarded in the proper barrel and taken out to the dumpster regularly.
11. Food Storage and Cleanliness – All food will be stored off the floor at the minimum of six inches (preferably more). Unused food will be discarded at the end of the night. The concession stand must be cleaned: everything wiped down, disassembled and washed each night. The floor must be swept and mopped; all garbage must be taken out.
12. Minimum Worker Age – Workers under the age of 16 are not allowed to work in the concession stand. 16 and older may work serving food; 18 and older may work at the window with the money.

Please see the attached for signs posted throughout the concession stand.

Heavy Equipment/Grounds Safety

Operation and Safety clinics will be held on each Saturday during field days in March. While the equipment is there for coaches and volunteers to use; we want everyone to stay safe while using it. Basic rules include:

1. Always wear eye protection and proper clothing
2. Do not use the equipment under the influence of drugs or alcohol
3. No riders are permitted if a factory installed seat is not provided
4. Do not allow children to play on or around the equipment
5. If you do not know

- how to use the equipment, do not use it until training can be provided
6. Equipment should be placed back in the garages and locked after use. 17

COVID 19 Amendment

The following amendment has been added to provide guidance for resuming play at Fort Des Moines Little League during the Covid-19 crisis. These rules are meant to supplement the guidance of the Iowa Department of Health (IDHP) and the CDC. These rules are subject to change in conjunction with proclamations issued by the governor and guidance provided by the IDHP. Rules are to remain in place until further notice.

1. The League Board of Directors will post signage prominently indicating no one should attend or participate in games if they have tested positive or are showing symptoms of COVID-19.
2. Players should use their own gloves, helmets, and bats as much as possible. 3. Players must bring their own water/beverage to consume during and after games and must be clearly marked with their name. No shared drinking fountains, water stations, or coolers may be used.
4. Sanitizing spray will be provided by the league, coaches must sanitize shared equipment after each use.
5. Anyone with symptoms of illness is not allowed to participate and should not enter the park.
6. Players and coaches are allowed to wear masks that do not interfere with play or safety.
7. Fans are encouraged to bring their own chairs or stand. Fans must practice social distancing between different household units and accept personal responsibility for public health guidelines.
8. The league will also implement any other reasonable measures under the circumstances ensure social distancing of members, players, and fans, increased hygiene practices, and other public health measures to reduce the risk of transmission of COVID-19 consistent with guidance issued by the Iowa Department of Public Health.
9. Fans must not attend if they have symptoms of illness and should not enter the park.
10. Non-compliance of these rules are subject to the FDMLL Conduct Amendment and possible dismissal from the league.

Updated 2/8/2022

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Refund Policy

Refunds will be offered upon request up until March 13th 2021 (Draft Day), minus any outstanding candy bar money and a \$25 non-refundable registration fee. Requests for refunds should be emailed to FDMLittleLeague@gmail.com. Any player who is still registered after March 13th, 2021 will not receive a refund for any reason.

