



# League Safety Officer Manual 2017

League# 149-06-12

# **Felix Mantilla Little League**

## **Board of Directors 2017:**

**League President: Charles Brown** *Phone: (414) 647-0548, ext: 130*  
*Cell: (414) 324-6094*  
*Email: [charlesb@journeyhouse.org](mailto:charlesb@journeyhouse.org)*

**League Vice President: Gene Manzanet**  
*Phone: (414) 270-7992*  
*Cell: (414) 732-7614*  
*Email: [gene@manzanet.net](mailto:gene@manzanet.net)*

**Commissioner and Player Rep.: Martin Weddle**  
*Phone: (414) 647-0548, ext: 133*  
*Email: [mweddle@journeyhouse.org](mailto:mweddle@journeyhouse.org)*

**League Treasurer: Michele Bria**  
*Phone: (414) 647-0548, ext: 101*  
*Email: [mbria@journeyhouse.org](mailto:mbria@journeyhouse.org)*

**Secretary: Jacqueline Perez**  
*Phone: (414) 559-1093*

**League Safety Officer: Guerrero Duran**  
*Phone: (414) 303-0444*

**Umpire Coordinator: Nestor Feliciano**  
*Phone: (414) 370-1197*

**Members at Large: Julian Haliga**  
*Phone: (414) 698-5746*

# **Emergency Contacts:**

## **Emergency -**

- Police Department, Fire Department, EMT .....**911**
- Hometown Hospital Ambulance.....**647-5000**
- Poison Control Center.....**266-2542**

## **Utilities Emergency -**

- Gas Company.....**774-1160**
- We-Energies.....**221-2345**

## **Milwaukee County Parks Department -**

- On-site Assistant.....**550-6451**
- Park Supervisor.....**257-8030**

## **Hometown Field -**

### **Baran Park**

**405 S. Chase Street**

**Milwaukee, WI 53204**

- Field Contact Number.....**550-0451**
- Weather Conditions Update.....**257-8030**

## **Felix Mantilla League Office**

**Journey House Center for Family**

**Learning and Youth Athletics**

**2110 W. Scott Street**

**Milwaukee, WI 53204**

- Main Number.....**414-647-0548**

# Emergency Contacts continued:

## Hometown Hospital –

**St. Francis Hospital**

**3224 S. 16<sup>th</sup> Street**

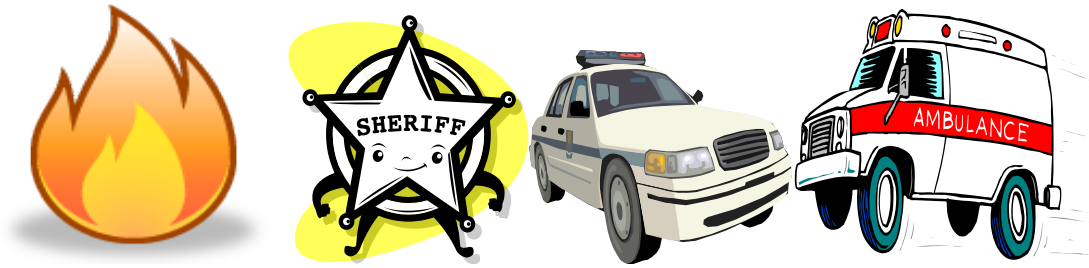
**Milwaukee, WI 53204**

- Emergency Room Number.....**647-5165**
- Main Administration Number.....**647-5000**

## Safety Officers –

- Safety Officer.....**303-3639**
- On-Site Officer.....**699-8653**
- On-Site Officer.....**324-6094**

# Emergency Contact Procedures:



1. First find a phone and dial **911**

2. **Give dispatcher the necessary information.**

Answer any questions that he/she might ask.

Steps on how to make the call:

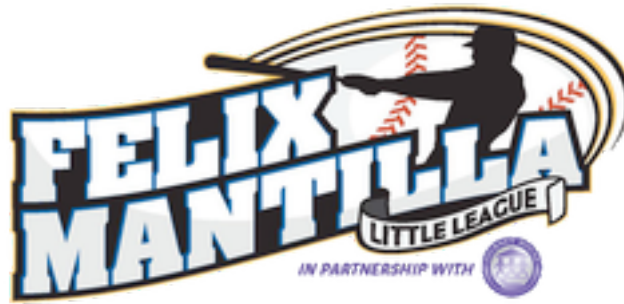
- Your name
- Park name and location =  
-Baran Park Located at 405 S. Chase Street
- Telephone which you are calling from =  
-Personal Cell Phone etc.
- Calmly explain the situation =  
-A baseball player has fainted and it's very hot outside. He looks red and his skin is very hot.
- Describe all individuals who are involved
- Describe what help is given to the victim/s
- Give the field number or park location where the emergency is occurring
- Do not hang up the phone until dispatcher hangs up first
- Appoint someone to go to the street and look for the ambulance.



## **Volunteer 2017:** **Policies & Procedures**

**- Managers, coaches, board members and any other volunteers or hired workers, who provide regular services to the Felix Mantilla Little League and have repetitive access with youth players or teams, *will fill out a volunteer application form* provided by the Little League International and by Journey House Inc.**

- All applications must include a copy of their WI State Identification Card.
- All applicants will receive a nationwide background check for any criminal, sex offense / child abuse, and drug crimes committed throughout their entire lives.
- All managers, coaches, board members, and all volunteers will receive a copy of the safety manual.



## Coaches Training 2017: First Aid & Coaching Clinics

### First-Aid Training –

- All coaches, managers, and board members will attend our in-house first-aid training provided by a member from the local Red Cross or from Children’s Hospital.
  - First-Aid training date is scheduled for:  
**Saturday, April 15<sup>th</sup>, 2017**  
**Journey House Center for Family Learning and Youth Athletics**  
**2110 W. Scott Street**  
**Milwaukee, WI 53204**
- All managers will have a standard first-aid kit with them at all times during practices and games.
- Re-stocking materials will be available directly at the park’s concession stand.
- The concession stand staff will have a full-size first-aid box.

## Coaching Clinics -

- All coaches and managers will attend the Felix Mantilla Little League coaching clinic provided by our own league provide by local coaches and university level baseball programs. We have scheduled a coaching training prior to the beginning of the season.

➤ Coaching clinic date is scheduled for:

**Saturday, April 15<sup>th</sup>, 2017**

**Journey House Center for Family**

**Learning and Youth Athletics**

**2110 W. Scott Street**

**Milwaukee, WI 53204**

- All coaches and managers have accessibility to our multiple collection of baseball fundamental DVD's. These trainers assist our coaches in areas of fielding, batting, and even managing a game.
- Coaches will be instructed to enforce all Little League rules. And will be given updated information as it becomes available or when rules change.
- Coaches/Umpires will be instructed to stop play in accordance with WIAA (Wisconsin Interscholastic Athletic Association) rules for lightening. Copy of the WIAA Lightening policy will be given to every coach/manager.
- Coaches will be required to provide a warm-up session prior to every practice and game. Coaches will be instructed to teach the fundamentals of baseball at every level. Umpires will be involved with safety training and understand the importance of league safety.





## Field Inspection Requirements: Umpires and Coaches

- The Felix Mantilla Little League coaches and umpires will on a regular basis, inspect all fields, structures in or along the fields, as well as the dug-outs prior to every game or practice to ensure the playing area is safe for our players to play. We are hoping to do some field upgrades within the next 1-2 years.

### Coaches/Umpires pre-game field checklist:

Date: \_\_\_\_\_ Coach/Umpire: \_\_\_\_\_ Field #: \_\_\_\_\_

- Check for holes or damaged spots in the outfield and foul territory.
- Check for holes or damaged surfaces in the infield grass/dirt.
- Check for glass, rocks, or forbidden objects on the field or in the dugout.
- Check for damaged screens and fences that may have holes or sharp edges causing risk to the players.
- Check all bases and pitchers mound to make sure they are securely in the ground and safe for play.

Comments: \_\_\_\_\_

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## Equipment & Weather Playing Conditions:

- The coaches will inspect all equipment prior to every game and practice.
- League Officials will inspect all equipment prior to the start of the game.
- Coaches will monitor the weather conditions by checking the daily forecast and periodically calling the safety officer throughout the day to confirm any cancellations or alerts.
- Each player, coach, and manager will know the nearest safety shelter in the event of a sever storm.

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### Coaches' pre-game equipment & weather checklist:

Date: \_\_\_\_\_

Coach: \_\_\_\_\_

- All equipment is Little League approved. Bats, helmets, etc.
- No Loose equipment on the field of play or in the dug-out.
- All the players have taken their jewelry off. Chains, bracelets, earrings, etc.
- All players have the proper equipment on.
- The catchers equipment is in good condition with the catcher wearing a protective cup.
- Check the sky for any thunder and more importantly lightning.
- The current temperature is not exceedingly cold or hot, possibly affecting the players' health condition.



## Concession Stand Policies and Procedures:

- Concessions will be facilitated at Baran Park near the restrooms. Training will be provided by the Charles Brown and/or Martin Weddle, FMLL President and Journey House Director of Athletic Leagues.
- They will be trained on safe food handling and preparation, as well as inspecting and learning how to use the different electrical cooking devices and all utensils.
- Each electrical cooking device will have an operating manual posted on the wall right next to or behind it.
- Pre and post maintenance preparations will be complete and also posted at the concession stand.
- Emergency policies and procedures will be posted inside the concession stand along with the emergency contact list. There will be extra copies of the league's different policies and procedures to make it readily available for all parents and volunteers.



## Inspection and Replacement of Equipment

- All equipment that requires cleaning (helmets, bags, etc.) will be conducted prior to the season by Athletic Equipment Repair, located at 530 S. 2<sup>nd</sup> Street, Milwaukee, WI 53204 and is a member of the NAERA (National Athletic Equipment Reconditioning Association).



## Accident Reporting & Tracking Procedures:

- All incidents, accidents, near misses, etc. will all be kept in a journal log. Journey House staff members or Team parent coordinators or team manager or league safety officer will be the on-site recording any and all incidents occurring at the park.
- These incidents will be reviewed by the Journey House Director of Athletic Leagues and FMLL President at the end of every week or sooner if needed, to avoid re-occurring incidents.
- All coaches will maintain extra copies of the accident report forms in their team binder provided by the Felix Mantilla Little League administration.

- A printed copy of this safety plan will be distributed to all league staff members and team managers.. A hard copy will be posted at the concessions stand in Baran Park.
- Each team will have an emergency medical contact binder with player emergency medical contact information.
- A first-aid kit will be provided to each team/manager and a master first-aid kit will be located at Baran Park in the concession stand building (identified by a bright orange tool box...marked “Felix Mantilla Little League First-aid Kit at Baran Park.”)

### **Enforcement Of Little League Rules Including Proper Equipment**

- Little League Rules will be followed and enforced during games and practices.
- All fields will have bases that disengage from their anchors.
- Coaches/Managers will be reminded that “they are not allowed to catch pitchers (Rule 3.09); this includes standing at the backstop during practice as informal catcher for batting practice.



## Parent Orientation Requirement

- All parents are required to attend a parent orientation prior to registering their child to play in Felix Mantilla Little League. We want to thoroughly express our vision for the league. We believe that baseball is the vehicle to teach the value of education, life skills, character development, better nutrition, positive parent engagement and winning on and off the field. Every player participating in our league must have a library card to register.
- During the orientation we review our parent code of conduct and the role of the parent. Parents are spectators and role models during practices and games.
- As part of the registration package parents and players must complete a parent code of conduct and a player code of conduct.

- We will submit/load league player registration data and player roster data and coach/manager data to Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org), by 26 May 2017.
- Safety Plan Registration Form will be attached to ASAP Plan.