

MARPLE TOWNSHIP LITTLE LEAGUE



SAFETY AWARENESS PROGRAM 2023

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THE LITTLE LEAGUE PLEDGE

I TRUST IN GOD
I LOVE MY COUNTRY
AND WILL RESPECT ITS LAWS
I WILL PLAY FAIR
AND STRIVE TO WIN
BUT WIN OR LOSE
I WILL ALWAYS
DO MY BEST



FROM THE RANKS
OF YOUNGSTERS
WHO STAND NOW
ON THE MORNING SIDE
OF THE HILL
WILL COME THE LEADERS,
THE FUTURE, STRENGTH
AND CHARACTER
OF THE NATION

MARPLE TOWNSHIP LITTLE LEAGUE MISSION STATEMENT

Make the Marple Township Little League experience FUN, rewarding and safe for children and parents/guardians who are members of this organization.

Promote Sportsmanship: fair competition, positive attitudes (coaches and players), eliminate negative behavior towards players, coaches, umpires.

Coaches are the Ambassadors of the game of baseball. A player's return for the following season hinges on the positive or negative experience they have with our MTLL coaches.

Develop baseball skills of all players and coaches.

Fiscal responsibility: generate sufficient revenue and manage expenses judiciously.

Encourage Board participation: volunteers and community.

Develop a positive image in the community.

Marple Township Little League is
A non-profit organization
Built by volunteers
And run by volunteers.
The mission of this league
Is to provide the children of
Marple Township
The opportunity to learn
The game of baseball
In a safe and fun environment.

WELCOME BACK

Manager and Coaches,

Welcome back to another exciting season of Marple Township Little League.

This year we have extensively improved our safety program, in accordance with Little League Baseball's ASAP Program. There is a safety manual, which you will be required to read and follow. In addition, all coaches, managers, Little League board members and volunteers who are repetitively involved with the kids, are required to complete security clearances which include: completion of a volunteer application form and background performed by JD Pallatine, Pa Child Abuse History Clearance, Pa State Police Criminal Record Check, a Disclosure Statement, and FBI check if you have not been a continuous resident of Pa for the past 10 years.

This year we continue to require a Little League Volunteer Application for anyone 18 years of age or older, repetitively involved with our children. Please be sure that you have filled out one of these forms. It is of the utmost importance that those working most closely with our children have completed these background checks.

In 2018 the "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017" was implemented. The principles of this Act were reviewed by our Board members and have been implemented into our safety program. This includes reporting of sexual abuse to the proper authorities and adopting a policy that prohibits retaliation on "Good Faith" reports of child abuse, as well as adopting policies to limit one on one contact with minors.

Our hope is that this program will provide our children with a safe environment and a great experience playing baseball.

Many of the items in this manual have been discussed at our general meetings. It is important that you attend these meetings so you can be a part of the process. These meetings allow you to be up to date on what is going on within our League. It also gives you the opportunity to share your ideas on improving the Marple Township Little League.

Sincerely,

Peter Baylor, League President

Robert Fumento, MD League Safety Director

CODE OF CONDUCT

No arguing with the umpires. Issues can be brought up with the Chief Umpire.

No profanity in any manner, at any time.

No one may appear intoxicated at any MTLL function at any MTLL facility. The term intoxicated will include odor as well as actions.

Alcohol is not permitted within any MTLL facility.

Smoking is prohibited within the playing field, dugout and spectator areas. It is also prohibited within 20 feet of the snack bar.

No playing in the parking lots.

No swinging bats or throwing balls within walkways or common areas of all MTLL facilities.

No throwing rocks.

No use of profane or abusive language toward any manager, coach or official of MTLL.

No throwing of gloves, hats, helmets or balls in a forceful, unsportsman-like action.

Failure to comply with the MTLL Code of Conduct may result in disciplinary action,
up to and including expulsion from the League.

SAFETY CODE

Each team will be issued a Safety manual and first-aid kit at the beginning of the season.

Managers, coaches and umpires will receive training in first aid prior to the commencement of the season. Additional first aid kits are located in each concession stand.

Responsibility for safety procedures should be that of an adult member of MTLL.

Each player, manager, designated coach, umpire, team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.

Only League approved managers and/or coaches are permitted to practice teams.

Only League approved managers and/or coaches are permitted to supervise batting cages.

All MTLL equipment has been inspected for safety prior to season issuance.

Equipment should be inspected regularly for the condition as well as proper fit. Managers should report all bad equipment immediately to their specific Divisional Director and remove from the bag.

Other than MTLL Field Day preparations, all MTLL fields are thoroughly inspected for safety prior to the season.

No games or practices are to be held when adverse weather conditions or field conditions are inadequate. The Marple Township Little League Secretary (or his designee) will determine when these conditions exist. The MTLL website and Rain-Out Line will also reflect these events.

Play areas should be inspected frequently for holes, damage, glass and other foreign objects. The home team manager and umpire are responsible for this prior to each game. The safety director will perform random inspections. Any unsafe condition should be reported immediately to any member of the Board.

Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and at practice sessions.

All team equipment should be stored within the team dugout or behind screens. At no point should any equipment be left in areas determined by the Little League Rulebook and/or umpire as "In Play."

Responsibility for keeping bats and loose equipment off of the field of play should be that of the Team Safety Officer. This will be determined by the team manager.

During practices and games, all players should be alert and watching the batter on the pitch.

Procedures should be established for retrieving foul balls batted out of the playing field.

During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.

All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by and thus endangering spectators.

Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games.

Catchers must wear catcher's helmet, mask, throat-guard, long model chest protector, shin guards and protective cup at all times for all practices and games. All of which must meet Little Leagues specifications and standards.

Managers should encourage all male players to wear protective cups and supporters for all practices and games.

No adults will warm-up a pitcher in a crouched position at anytime or any situation.

Except when runner is returning to a base, headfirst slides are not permitted.

To avoid injury, all base runners heading to second, third or home, while a play at that position is being made, must slide or he/she is out.

During sliding practice, bases should not be strapped down or anchored.

On deck batters are not permitted at any level, at any time.

Face protection guards for batters are available at both complexes.

Chest protectors (flack jackets) for batters are available at both complexes.

At no time should "horse play" be permitted on the playing field.

Managers will only use the official Little League balls supplied by MTLL.

Once a ball has become discolored, it will be discarded.

Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.

Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and must be taped in place.)

One adult coach must be in the dugout at all times.

No metal cleats allowed.

No food or drink is permitted in the dugouts. (Exception: bottled water, Gatorade, thirst quenching sport drink, or water from drinking fountain.)

Managers will never leave an unattended child at a practice or game.

Never hesitate to report any present or potential safety hazard to the MTLL Safety Director immediately.

Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public payphones.

Speed limit is 5 miles per hour in roadways and parking lots within any MTLL facility.

No playing in construction areas at any time.

No playing on and around lawn equipment, machinery at any time.

No swinging bats or throwing balls within walkways or common areas of all MTLL facilities.

No throwing rocks.

No climbing fences.

No use of profane or abusive language toward any manager, coach or official of MTLL.

No throwing of gloves, hats, helmets or balls in a forceful, unsportsman-like action.

No pets are permitted on the premises at any time. This includes dogs, cats, etc.

Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.

All gates to the fields must remain closed at all times. After players have entered or left the playing field, the gates should be closed and/or secured.

Bicycle helmets should be worn at all times while riding bicycles on the premises as well as to and from the premises.

Use crosswalks and care when crossing roadways. Always be alert for traffic.

No one is allowed on the complex with open wounds at any time. Wounds should be treated and properly bandaged.

There is no running allowed in the bleachers.

Chain-link fence-top protectors are installed and periodically inspected on all MTL fields.

Trees at all MTL fields will be trimmed to prevent accidents.

Stumps will be ground to prevent trip and fall hazards.

An air-horn, automatic external defibrillator, fire extinguishers, first-aid cabinets, Right to Know binder (Material Safety Data Sheets), and SkyScan Lightning Detector units are located in each concession stand.

All player roster data, safety information, and background checks are submitted electronically through the LL data Center

A qualified safety plan registration form is filled out annually online to the LL Data center

RESPONSIBILITIES

PRESIDENT

The President of Marple Township Little League is responsible for ensuring that the policies and regulations of the MTLL Safety Director are carried out by the entire membership to the best of his abilities.

SAFETY DIRECTOR

The main responsibility of the MTLL Safety Director is to develop and implement the League's safety program.

The MTLL Safety Director is the link between the Board of Directors of Marple Township Little League and its managers, coaches, umpires, team safety officers, players, spectators and any other third parties on the complex in regards to safety matters, rules and regulations.

The MTLL Safety Director's responsibilities include:

- Remain active and on file with Little League International.
- Coordinating the individual Team Safety officers in order to provide the safest environment possible for all.
- Conducting nation-wide background checks on all volunteers.
- Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Keeping the First-Aid Log. This log will record where accidents and injuries are occurring, to whom, in which divisions, at what times, under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident mitigation measures.
- Ensuring each team manager receives its MTLL Safety manual and First-Aid kit at the beginning of the season.
- Installing first-aid kits in all concession stands, the clubhouse and ensuring the kits are restocked as needed.
- Each field complex is equipped with an External Automated Defibrillator (AED) which is serviced annually. Instruction on proper use is given to all Managers, Coaches and Board Members at the Annual Safety Meeting in March.
- Make Little League's "no tolerance with child abuse" clear to all.
- Inspecting concession stands and checking fire extinguishers. Instructing concession stand workers on the use of fire extinguishers.

- Checking fields with the Field Managers and listing areas requiring attention.
- Scheduling a first-aid clinic and CPR training class for all managers, designated coaches, umpires, player agents and team safety officers during the pre-season.
- Creating and maintaining all signs on the MTLT complex including No Parking signs, No Smoking signs, No Pets signs, cautionary signs, etc.
- Acting immediately in resolving any unsafe or hazardous condition once a situation has been brought to his/her attention.
- Making spot checks at practices and games to ensure all managers have their First-Aid kits and Safety Manuals.
- Tracking all injuries and near misses in order to identify injury trends.
- Visiting other leagues to allow a fresh perspective on safety.
- Making sure that safety is a monthly Board Meeting topic and allowing experienced people to share ideas on improving safety. Allocation of budget towards safety improvements.
- Every year our league performs background checks on all managers, coaches board members and volunteers utilizing the JD Palatine (previously First Advantage) background checking system. A volunteer application form is required to fill out this form. In addition, as of 2016, the state of Pennsylvania requires that all volunteers 18 years of age or older working with youth have background checks performed for child abuse and a Pennsylvania state criminal background check performed as well. In addition, if the volunteer has not continuously lived in the state of Pennsylvania for 10 years an FBI background check will be performed.
- The field and safety clinic is held every year. A PowerPoint presentation is given to all the volunteers. During this presentation the safety manager reviews safety topics which are in place to keep our kids safe throughout the year. A hands on CPR demonstration and tutorial on the use of the Automated External Defibrillators (AED) is given. This year the clinic was held on Sunday, March 5, 2021, at 7:00 PM. It was well attended. In addition, coaches and managers attend a coach's clinic in March. This clinic is designed to teach our coaches the appropriate way to instruct our children how to play the game. This is an additional safety feature as well, for example teaching the kids the appropriate way to slide into a bag so as to prevent injury, get hit by baseball (back not chest), and use appropriate protective safety gear.
- Please refer to the Power Point presentation "Safety Talk" which is updated annually and available on website MTLT .org

MTLL MEMBERS

The MTLT members will adhere to and carry out the policies as set forth in this safety manual.

All managers, coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or

contact with players or teams must fill out a Volunteer Application form as well as provide a government-issued photo identification card for ID verification.

MTLL COMMUNICATION DIRECTOR (IT/ Website Director)

The MTLL Communication Director is responsible for maintaining the MTLL website at www.mtll.org and updating the safety information on a weekly basis.

MANAGERS AND COACHES

The Manager is a person appointed by the President of MTLL to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team.

Attend Coaches Clinics (at least one) and Mandatory First-aid clinic.

The Manager shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.

The Manager is responsible for the safety of his/her players. Ensure all players are properly wearing protective equipment (may include mouth guard protection for infield players). The league issued first-aid kit must be present at every practice and game. He/She is also ultimately responsible for the actions of designated coaches and the Team Safety Officer (TSO).

If a Manager leaves the field, that Manager must designate a Coach as a substitute and such Substitute manager shall have the duties, rights and responsibilities of the Manager.

At no time are Manager's and Coaches permitted to position themselves in a crouched pose, simulating a catcher to warm up pitchers, or throwing players.

All Manager's and coaches must submit a completed Little League Volunteer Application.

Pre-Season play, Managers will:

- Take possession of this Safety Manual and the First-Aid kit (supplied by MTLL).
- Appoint a volunteer parent as Team Safety Officer. The TSO must be able to be present at all games and must own or have access to a cell phone for emergencies if games or practices take place off the complex.
- Attend a mandatory training session on First Aid given by MTLL with his/her designated coaches and TSO.
- Meet with all parents to discuss Little League philosophy and safety issues.
- Cover the basics of *safe play* with his/her team before starting the first practice.

- Return the signed MTLL Code of Conduct and the MTLL Safety Code to the Safety Officer prior to the first game.
- Teach players the fundamentals of the game while advocating safety.
- Teach players how to slide before the season starts. A board representative will be available to teach these fundamentals if the Manager or designated coaches do not know them.
- Notify parents that if a child is injured or ill, he or she cannot return to practice unless they have a note from their doctor. This medical release protects you if that child should become further injured or ill. There are no exceptions to this rule.
- Encourage players to bring water bottles to practices and games.
- Tell parents to bring sunscreen for themselves and their child.
- Encourage your players to wear mouth protection.

First time Managers and Coaches are requested to read books or view video on Little League Baseball mechanics furnished on a library loan-out basis from MTLL.

During Season Play, Managers will:

- Work closely with Team Safety Officer to make sure equipment is in first-rate working order.
- Make sure that telephone access is available at all activities including practices. It is suggested that a cellular phone always be on hand.
- Not expect more from their players than what the players are capable of.
- Teach the fundamentals of the game to players.
 - Catching fly balls
 - Sliding properly
 - Proper fielding of ground balls
 - Simple pitching motion for balance
- Be open to ideas, suggestions or help.
- Enforce that prevention is the key to reducing accidents to a minimum.
- Have players wear sliding pads if they have cuts or scrapes on their legs.
- Always have First-Aid kit and Safety Manual on hand.
- Use common sense.

During Pre-Game and Practices, Managers will:

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they cannot play.
- Make sure players are wearing the proper uniform and catchers are wearing a protective cup.
- Make sure that the equipment is in good working order and is safe.
- Agree with the opposing Manager on the fitness of the playing field. In the event that the two Managers cannot agree, the President or a duly delegated representative shall make the determination.

- Enforce the rule that no bats or balls are permitted on the field until all players have done their proper stretching. (See Conditioning Section)

1. Calf muscles	6. Shoulders
2. Hamstrings	7. Elbow/forearm
3. Quadriceps	8. Arm shake out
4. Groin	9. Neck
5. Back	
- Then have the players do a light jog around the field before starting throwing warm-ups that should follow this order.
 - Light tosses short distance.
 - Light tosses medium distance.
 - Light tosses large distance.
 - Medium tosses medium distance.
 - Regular tosses medium distance.
 - Field ground balls.
 - Field pop flies.

During the Game, Managers will:

- Make sure that players carry all gloves and other equipment off of the field and to the dugout when their team is up to bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players alert.
- Maintain discipline at all times.
- Be organized.
- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think *Safety First*.
- Observe the "no on deck" rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugout at any time.
- Keep players off of the fences.
- Get players to drink often so they do not dehydrate.
- Not play children that are ill or injured.
- Attend to children that become ill or injured in a game.
- Not lose focus by engaging in conversation with parents and passersby.

Post Game, Managers will:

- Do cool down exercises with the players.
 - Light jog.
 - Stretching as noted above.
 - Those who throw regularly (pitchers and catchers) should ice their shoulders and elbows.

- Catchers should ice their knees.
- Not leave the field until every team member has been picked up by a known family member or designated driver.
- Notify parents if their child has been injured no matter how small or insignificant the injury is. There are no exceptions to this rule. This protects you, Little League Baseball, Incorporated and MTLL.
- Discuss any safety problems with the Team Safety Officer that occurred before, during or after the game.
- If there was an injury, make sure an accident report was filled out and given to the MTLL Safety Director.
- Return the field to its pre-game condition, per MTLL policy.

IF A MANAGER KNOWINGLY DISREGARDS SAFETY HE OR SHE WILL COME BEFORE THE MTLL BOARD OF DIRECTORS TO EXPLAIN HIS OR HER CONDUCT

UMPIRES

Pre-Game, Umpires will:

- Check equipment in dugouts of both teams. Equipment that does not meet specifications must be removed from the game.
- Make sure catchers are wearing helmets when warming up pitchers.
- Run hands along bats to make sure there are no splinters.
- Make sure that bats have grips. Make sure all bats meet current 2018 Little League standards and have the USA baseball seal.
- Make sure there are foam inserts in helmets and that helmets meet Little League NOCSAE specifications and bear Little League's seal of approval.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g. rocks and glass).
- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Make sure that all playing lines are marked with non-caustic lime, chalk or other white material easily distinguishable from the ground or grass.
- Secure official Little League balls for play from both teams.
- Use the Field Safety Checklist (included in the appendix of this safety manual) to document that all of the above was carried out.

During the Game, Umpires will:

- Govern the game as mandated by Little League rules and regulations.
- Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as sole judge as to weather and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to weather and when play shall be resumed after such

suspension; and as to weather and when a game shall be terminated after such suspension.

- Act as sole judge as to weather and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

Post Game, Umpires will:

- Check with the managers of both teams regarding safety violations.
- Report any unsafe condition to the MTLL Safety Director by telephone and in writing.

FACILITY DIRECTORS

The MTLL Marple Field Facility Director and Thomas Field Facility Director is responsible to ensure the fields' structures used by MTLL meet the safety requirements as set forth in this manual.

CONCESSION STAND MANAGERS

The MTLL Concession Stand Manager is responsible to ensure the Concession Stand Volunteers are trained in the safety procedures as set forth in this manual.

EQUIPMENT DIRECTOR

The MTLL Equipment Director is responsible to get damaged equipment repaired or replaced as reported. This replacement will happen in a timely manner. The Equipment Director will also exchange equipment if it doesn't fit properly.

TEAM SAFETY OFFICER (TSO)

The TSO is:

- A role model to younger children.
- Defender of safety.
- Liaison between the team and the MTLL Safety Director.
- Hero when injuries are prevented by taking safety seriously.

Pre-Season, TSO's will:

- Acquire this Safety Manager from the team manager and read it.
- Call the MTLL Safety Director and introduce yourself.
- Attend the Emergency Medical Clinic with your team manager.

- Have parents fill out Emergency medical Treatment Consent and Contact forms and return them to you. (Photocopy sample in the appendix).
- Inspect the equipment when the Equipment Director issues it to your team and replace any equipment that looks unsafe.
- Get to know the players on your team.
- Talk to parents, confidentially, and inquire if their child suffers from allergies, asthma, heart conditions, past injuries, ADD, ADHD, a communicable disease such as hepatitis, HIV, AIDS, etc. Fill out a medical history form on each child (see sample in appendix).
- Find out if a child is taking any kind of medication.
- Report your findings in a written summary and submit it to the MTLL Safety Director for his/her records.

During Season play, TSO's will:

- Keep a safety log of all injuries that occur on his or her team.
- Report weekly as part of a Safety Committee to the MTLL Safety Director even if nothing is wrong.
- Inspect players' equipment for cracks and broken straps on a routine basis.
- Have a five-minute safety meeting with the team each week.
- Communicate any safety infractions to the MTLL Safety Director.
- Have parents fill out Driving Permission Slips if transporting a child to a game or practice. (Photocopy sample in the appendix).
- Help managers and designated coaches give First Aid if needed.
- Act as a conduit between parents, managers, the MTLL Safety Director and the children.
- Fill out Accident reports if an injury occurs.
- Report an injury to the MTLL Safety Director with 12 hours of the occurrence.
- Track the first-aid kit inventory and ask the MTLL Safety Director for replacements when needed.
- Tell the children about the Safety Incentive Reward (SIR) program. Any child that reports an unsafe condition on any MTLL field will receive a Snack bar token. Parents are also encouraged to report any issues. These tokens may be redeemed at the Marple or Thomas concession stand for food or beverage items.

Pre-Game, TSO's will:

- Make sure that this Safety Manual and the First-Aid kit are present.
- Greet the players as they arrive and make sure everyone is feeling well.
- Watch the players when they stretch and do warm up exercises for signs of stress and injury.
- Check equipment for cracks and broken straps.
- Walk the field, remove broken glass and other hazardous materials.
- Be ready to go into action if anyone should get hurt.

During the Game, TSO's will:

- Watch the players to see that they are alert at all times.
- In case of injury, help the team manager treat the child until professional help arrives.
- Act as the conduit between the MTLL Safety Director, the team manager, the child and his or her parents.

Post-Game, TSO's will:

- Record any safety infractions or injuries in his/her Safety Log.
- Report any injuries to the MTLL Safety Director within 12 hours of the occurrence.
- Fill out an accident investigation report (See appendix) and send a copy to the MTLL Safety Director if there is an injury requiring medical attention.
- Assist parents if a child must be transported to a hospital or to see a physician.
- Provide insurance documentation to the hospital if necessary (Claim form is in the appendix with all necessary insurance information).
- Follow up with the parents to make sure that the child is all right.

**IF A MANAGER HAS NOT APPOINTED A TEAM SAFETY OFFICER
THEN HE OR SHE MUST ASSUME THOSE REPOSIBILITIES.**

POST-SEASON PLAY

All Star Play:

Everybody's responsibilities remain the same throughout the post season. This includes T.O.C. and All Stars.

Insurance Riders:

Insurance riders are needed if any practices, games or events involving baseball, on or off the MTLL complex take place before or after the regularly scheduled season and "All Star" post season.

Insurance riders are also necessary if non-Little League teams practice, play games, or hold tournaments at any MTLL facility.

CONDITIONING AND STRETCHING

Conditioning is an intricate part of accident prevention. Extensive studies on the effect of conditioning, commonly known as "warm-up" have demonstrated that:

- The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
- Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.

The purpose of stretching is to increase flexibility within the various muscle groups and prevent tearing from overexertion. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

Hints on Stretching:

- Stretch necks, backs, arms, thighs, legs and calves.
- Don't ask the child to stretch more than he or she is capable of.
- Hold the stretch for at least 10 seconds.
- Don't allow bouncing while stretching. This tears down the muscle rather than stretching it.
- Have one of the players lead the stretching exercises.

Hints on Calisthenics:

- Repetitions of at least 10.
- Have kids synchronize their movements.
- Vary upper body with lower body.
- Keep the pace up for a good cardio-vascular workout.

PITCHING

Pitch count

Pitch count does matter. Every year, at the Annual First-Aid clinic, the sports physician focuses the majority of his material warning managers and coaches about pitching injuries and how to prevent them.

Remember, in the major leagues, a pitcher is removed after approximately 100 pitches. A child cannot possibly be expected to perform like an adult.

Little League managers and coaches are usually quick to teach their pitchers how to get movement on the ball. Unfortunately, the technique that older players use is not appropriate for children thirteen years and younger. The snapping of the arm used to develop this technique will most probably lead to serious injuries to the child as he/she matures.

Arm stress during the acceleration phase of throwing affects both the inside and the outside of the growing elbow. On the inside, the structures are subjected to distraction forces, causing them to pull apart. On the outside, the forces are compressive in nature with different and potentially more serious consequences.

The key structures on the inside, (or medial) aspect of the elbow include the tendons of the muscle that allow the wrist to flex and the growth plate of the medial epicondyle ("Knobby" bone on the inside of the elbow). The forces generated during throwing can cause this growth plate to pull away (avulse) from the main bone. If the distance between the growth plate and main bone is great enough, surgery is the only option to fix it. This growth plate does not fully adhere to the main bone until age 15.

Similarly, on the outside (or lateral) aspect of the elbow, the two bony surfaces can be damaged by compressive forces during throwing. This scenario can lead to a condition called Avascular Necrosis or Bone Cell Death as a result of compromise of the local blood flow to that area. This disorder is permanent and often leads to fragments of the bone breaking away (loose bodies), which float in the joint and can cause early arthritis. This loss of elbow motion and function often precludes further participation.

Studies have demonstrated that curveballs cause most problems at the inside of the elbow due to sudden contractive forces of the wrist musculature. Fastballs, on the other hand, place more force at the outside of the elbow. Sidearm delivery, in one study, led to elbow injuries in 74% of pitchers compared to 27% in pitchers with a vertical delivery style.

Dr. Glenn Fleisig at the American Sports Medicine Institute was involved in a study funded by USA Baseball that evaluated pitch counts in skeletally immature athletes as they relate to both elbow and shoulder injuries. The study included 500 athletes, ages 9-14, from the Birmingham, Alabama area. Each child who pitched in a game was called after the game and interviewed over the phone. The investigators were able to conduct over 3,000 interviews. Approximately 200 of the 500 pitchers had videotape of their mechanics.

Preliminary data have demonstrated the following:

- A significantly higher risk of elbow injury occurred after pitchers reached 50 pitches/outing.
- A significantly higher risk of shoulder injury occurred after pitchers reached 75 pitches/outing.
- In one season, a total of 450 pitches or more led to cumulative injury to the elbow and the shoulder.
- The mechanics, whether good or bad, did not lead to an increased incidence of arm injuries.
- The preliminary data suggest that throwing curveballs increases risk of injury to the shoulder more so than the elbow; however, subset analysis is being undertaken to investigate whether or not the older children were the pitchers throwing the curve.
- The pitchers who limited their pitching repertoire to the fastball and change-up had the lowest rate of injury to their throwing arm.
- A slider increased the risk of both elbow and shoulder problems.
 - Based on the data, recommendation can be made to reduce the number of pitches per outing (**refer to the league recommendations for specific age groups**)
 - Based on this research, MTLL recommends against the teaching or throwing of curveballs under the age of 13. If a curveball is taught, the Manager should instruct the child to throw the curveball like a football without snapping the arm or the wrist. If the manager or coach is unsure how to do this, he/she can consult teaching materials in the clubhouse or contact a MTLL board member for further instruction.
 - Each team should adhere to their specific age-based pitch count that the league has recommended and distributed to each division. Managers and Coaches should look to their players' future and make an effort to protect their elbows against the tragedy of Avascular Necrosis.
 - **As an example**, MTLL Majors division (ages 11 and 12) will enforce the following:
 - Maximum pitches in a game = 85
 - (65 max til May 1st; 75 max til June 1st)
 - 66-85 pitches = 4 days rest
 - 51-65 pitches = 3 days rest
 - 36-50 pitches = 2 days rest

- 21-35 pitches = 1 day rest
- 1-20 pitches = Can pitch on consecutive days

- Once these pitch counts are reached, we recommend replacing the pitcher. Should that player be inserted back into the lineup, we recommend against the position of catcher as the number of throws required mirrors that of the pitcher.
- Ice is a universal First-Aid treatment for minor sports injuries. Ice controls the pain and swelling. Pitchers should be taught how to ice their arms at the end of a game. If the manager or coach is unsure how to do this, he/she can consult teaching materials in the clubhouse or contact a MTL board member for further instruction.

**CHILDREN SHOULD NOT BE ENCOURAGED TO "PLAY THROUGH PAIN".
PAIN IS A WARNING SIGN OF INJURY.**

IGNORING IT CAN LEAD TO GREATER INJURY.

CONCUSSION AWARENESS

A concussion awareness program was initiated based on CDC guidelines and Pennsylvania state specific laws. Managers and Coaches instructed on recognition of concussions and procedures to be followed after a head injury has occurred. Handouts from the CDC were made available for managers, coaches and parents.

CPR

The basics of CPR were reviewed with managers and coaches, including the use of an Automated External Defibrillator (AED). AED's are kept at both Thomas and Marple field complexes in the snack bars.

HYDRATION

Good nutrition is important for children. Sometimes, the most important nutrient children need is water – especially when they're physically active. When children are physically active, their muscles generate heat thereby increasing their body temperature. As their body temperature rises, their cooling mechanism – sweat – kicks in. When sweat evaporates, the body is cooled. Unfortunately, children get hotter than adults during physical activity and their body's cooling mechanism is not as efficient as adults. If fluids aren't replaced, children can become overheated.

We usually think about dehydration in the summer months when hot temperatures shorten the time it takes for children to become overheated. But keeping children well hydrated is just as important in the winter months. Additional clothing worn in the colder weather makes it difficult for sweat to evaporate, so the body does not cool down as quickly.

It does not matter if it's January or July, thirst is not an indicator of fluid needs. Therefore, children must be encouraged to drink fluids even when they don't feel thirsty.

Managers and coaches should schedule drink breaks every 15 or 30 minutes during practices on hot days, and should encourage players to drink between every inning.

During any activity water is an excellent fluid to keep the body well hydrated. It's economical too! Offering flavored fluids like sports drinks or fruit juice can help encourage children to drink. Sports drinks should contain between 6 and 8 percent carbohydrates (15 to 18 grams of carbohydrates per cup) or less. If the carbohydrate levels are higher, the sports drink should be diluted with water. Fruit juice should also be diluted (1 cup juice to 1 cup water). Beverages high in carbohydrates like undiluted fruit juice may cause stomach cramps, nausea and diarrhea when the child becomes active. Caffeinated beverages (tea, coffee, colas) should be avoided because they are diuretics and can dehydrate the body further. Avoid carbonated drinks, which can cause gastrointestinal distress and may decrease fluid volume.

COMMON SENSE

Playing safe boils down to using common sense. For instance, if you witnessed a strange person walking around the MTLL complex who looked like he/she didn't belong there you would report the incident to a Board Member. The MTLL Board Member, after hearing your concerns, would investigate the matter and have the person in question removed before anything could happen if, indeed, that person did not belong there.

Another example of common sense – You witness kids throwing rocks or batting rocks on the MTLL complex. They are having fun but are unknowingly endangering others. Don't just walk on by figuring that someone else will deal with the situation. Stop and explain to the kids what they are doing wrong and ask them to stop.

Webster's Dictionary definition of common sense is:

Native, good judgement; sound ordinary sense. In other words, to use common sense is to realize the obvious. Therefore, if you witness something that is not safe, do something about it! And encourage all volunteers and parents to do the same.

WEATHER

Most of the days of our season in Southeastern Pennsylvania will be warm and sunny, but there are those days when the weather turns bad and creates unsafe weather conditions.

RAIN

If it begins to rain:

- Evaluate the strength of the rain. IS it a light drizzle or is it pouring?
- Determine the direction the storm is moving.
- Evaluate the playing field as it becomes more and more saturated.
- Stop practice if the playing conditions become unsafe – use common sense. If playing a game, consult with the other manager and the umpire to formulate a decision.

LIGHTNING

The average lightning stroke is 5-6 miles long with up to 30 million volts at 100,000 amps flow in less than a tenth of a second.

The average thunderstorm is 6-10 miles wide and moves at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud. This fact is the reason that many lightning deaths and injuries occur with clear skies overhead.

On average, the thunder from a lightning stroke can only be heard over a distance of 3-4 miles, depending on terrain, humidity and background noise around you. By the time you can hear the thunder, the storm has already approached to within 3-4 miles.

The sudden cold wind that many people use to gauge the approach of a thunderstorm is the result of down drafts and usually extends less than 3 miles from the storm's leading edge. By the time you feel the wind, the storm can be less than 3 miles away.

Marple Township Little League has purchased and deployed lightning detectors at both Marple and Thomas fields. When triggered by electrical storm activity a tone will emit from the unit. A concession stand worker will announce or utilize the air-horn to alert all players, volunteers and spectators of the approaching storm.

IF YOU HEAR, SEE OR FEEL A THUNDERSTORM:

- Suspend all games and practices immediately
- Stay away from metal including fencing and bleachers.
- Do not hold metal bats.
- Get players to walk, not run to their parent's or designated driver's cars and wait for your decision on whether or not to continue the game or practice.

HOT WEATHER

One thing we do get in Southeastern Pennsylvania is hot weather. Precautions must be taken in order to make sure the players on your team do not dehydrate or hyperventilate.

- Suggest players take drinks of water when coming on and going off the field between innings. (drinking fountains are located at all complexes).
- If a player looks distressed while standing in the hot sun, substitute that player and get him/her into the shade of the dugout as soon as possible.
- If a player should collapse as a result of heat exhaustion, call 911 immediately. Get the player to drink cool water and use the instant ice bags supplied in your First-Aid kit to cool him/her down until the emergency medical team arrives. (see section on hydration).

ULTRA-VIOLET RAY EXPOSURE

This kind of exposure increases an athlete's risk of developing a specific type of skin cancer known as melanoma.

The American Academy of Dermatology estimates that children receive 80% of their lifetime sun exposure by the time they are 18 years old.

Therefore, MTLT will recommend the use of sunscreen with a SPF (sun protection factor) of at least 15 as a means of protection from damaging ultra-violet light.

ACCIDENT REPORTING PROCEDURES

An incident that causes any player, manager, coach, umpire, volunteer or spectator within confines of any MTLL facilities to receive medical treatment and/or first-aid must be reported to the MTLL Safety Director. This includes even passive treatments such as the evaluation and diagnosis of the extent of an injury.

All such incidents described above must be reported to the Safety Director within 24 hours of the incident. We will also require all umpires to give a report to the snack bar following a game if an incident has occurred.

MTLL SAFETY DIRECTOR

Rob Fumento
119 Ceton Court
Broomall, PA 19008
aoblab@yahoo.com
Cell: 610-329-8464

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following criteria is essential:

- Name, address, telephone number of victim (include parent, guardian data)
- Date, time, location of the incident
- Sequence of events that led up to the incident
- The extent of the injury
- The name, address, telephone number of the person reporting the incident

TEAM SAFETY OFFICER'S RESPONSIBILITY

The TSO will fill out the MTLL Accident Investigation Form and submit it to the MTLL Safety Director within 24 hours of the incident. If the team does not have a safety officer, then the Team Manager will be responsible for filling out the form and turning it into the MTLL Safety Director. MTLL Accident Investigation Forms can be found in the appendix.

MTLL SAFETY DIRECTOR'S RESPONSIBILITIES

Within 24 hours of receiving an MTLL Accident Investigation Form, the MTLL Safety Director will contact the injured party or the parties parents and:

- Verify the information received
- Obtain any other information deemed necessary

- Check on the status of the injured party
- In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) they will advise the parent or guardian of the Marple Township Little League's insurance coverage and the provision for submitting any claims.

If the extents of the injuries are more than minor in nature, the MTLL Safety Director shall periodically call the injured party to:

- Check on the status of any injuries.
- Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered closed" (i.e., no further claims are expected and/or the individual is participating in the League again).

INSURANCE POLICIES

Little League accident insurance covers only those activities approved or sanctioned by Little League Baseball, Incorporated.

Marple Township Little League including Majors, Minor League and Tee Ball participants shall not participate as a Little League Majors, Minor League and Tee Ball team in games with other teams of other programs or in tournaments except those authorized by Little League Baseball, Incorporated.

Marple Township Little League Majors, Minor League and Tee Ball participants may participate in other programs during the Little League Majors, Minor League and Tee Ball regular season and tournament provided such participation does not disrupt the Little League Majors, Minor League and Tee Ball season or tournament team.

Unless expressly authorized by the Board of Directors of MTLL, games played for any purpose other than to establish a League champion or as part of the International Tournament are prohibited. (See IX – Special Games, page 15 in the Rulebook for further clarification).

EXPLANATION OF COVERAGE

The Little League's insurance policy is designed to afford protection to all participants at the most economical cost to MTLL. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent's employer. If there is no other coverage, Little League insurance – which is purchased by the MTLL, not the parent – takes over and provides benefits, after a \$50 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

HOW THE INSURANCE WORKS

1. First have the child's parent file a claim under their insurance policy; Blue Cross, Blue Shield or any other insurance protection available.
2. Should the family's insurance plan not fully cover the injury treatment, the Little Leagues Policy will help pay the difference, after a \$50 deductible per claim, up to the maximum stated benefits.

3. If the child is not covered by any family insurance, the Little League Policy becomes primary and will provide benefits for all covered injury treatment costs, after a \$50 deductible per claim, up to the maximum benefits of the policy.
4. Treatment of dental injuries can extend beyond the normal fifty two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for the eligible dental treatment after the normal fifty two week period, subject to the \$50 deductible per claim.

FILING A CLAIM

When filing a claim, (see claims forms in appendix) all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent's/guardian's or claimant's employer explaining the lack of Group or Employer insurance must accompany a claim form.

On dental claims, it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s) / guardian(s), if claimant's is a minor. "Accident damage to whole, sound, normal teeth as a direct result of an accident" must be stated on the form and bills. Forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, League ID, and year of the injury on the form.

Claims must be filed with the MTL Safety Director. He/she forwards them to Little League Baseball, Incorporated, P.O. Box 3485, Williamsport, PA 17701. Contact the MTL Safety Director for more information.

SAFETY IMPROVEMENTS

Emergency response training

Managers and concession stand volunteers will receive training on air-horn warnings, lightning detector equipment, automatic external defibrillator, fire extinguishers, first-aid and Right To Know (Material Safety Data Sheets). An injury or near-miss incident will be reported to the safety director within twenty-four hours.

Safety incentive reward (SIR) program

Any child that reports an unsafe condition on any MTL field will receive a Snack bar token. Parents are also encouraged to report any issues. These tokens may be redeemed at the Marple or Thomas concession stand for food or beverage items.

Scoreboard operators reward program

In order to fully utilize the gracious donated scoreboards by our business community, juveniles and siblings of players are encouraged to volunteer to operate the scoreboard. All operators will receive a Snack bar token at the conclusion of the game. These tokens may be redeemed at the Marple or Thomas concession stand for food or beverage items.

Concession stand supervisors and workers

Training will be provided for first-aid, fire extinguishers, Right To Know (Material Safety Data Sheets) and automatic external defibrillators.

SPORTSMANSHIP PROGRAM

Purpose: "To assist youth in developing qualities of citizenship, discipline, teamwork, and physical well being, with proper guidance and exemplary leadership." *Little League Baseball, Inc., Williamsport, PA.*

Mission: To make MTLL an enjoyable and safe experience for all players, managers & coaches, umpires, families, and spectators by providing a positive environment to play baseball. Our emphasis is on positive reinforcement, leadership by example, good sportsmanship, and respect for others.

Expectations

Managers & Coaches:

Emphasize the fun of competing. Motivate players with positive reinforcement. Teach players the importance of respect for coaches, teammates, opposing players, and umpires. Set an example by demonstrating positive interaction with the opposition and umpires. Do not tolerate negative behavior by players or spectators.

Managers & coaches will be required to sign the MTLL Managers & Coaches Code of Conduct for interaction with umpires.

Spectators / Parents:

Demonstrate positive support for all players, coaches, umpires, and fellow spectators. Respect coaches by refraining from coaching players during games and practices.

Parents will be required to sign the MTLL Parent Code of Conduct.

Players:

Show respect for coaches, teammates, opposing players, and umpires. Focus on the fun of playing baseball and motivation to do your best.

Examples of Unacceptable Behavior

- Yelling at or harassing umpires.
- Using profane language or gestures.
- Any threatening actions, verbal or physical.
- Ejection from a game by an umpire.
- Ridiculing teammates.
- Taunting the opposition.
- Refusing to shake hands.
- Confronting managers or coaches.
- Violation of the Parent or Managers & Coaches Codes of Conduct.

Sportsmanship Committee

The Sportsmanship Committee is made up of a group of five MTLL Board of Directors (BOD) members, selected by the Vice President (Chairman of the Committee). The Sportsmanship Committee is responsible for investigating incidents and implementing disciplinary action.

Reporting of Incidents

Everyone is responsible for reporting unacceptable behavior. Parents should report an incident to their child's Manager or any MTLL BOD member. Managers & coaches have an obligation to try to control their players and parents. Managers & coaches should report any incident to a BOD member.

Any incident reported to a BOD member should be communicated to the Chairman of the MTLL Sportsmanship Committee (Vice President).

Investigation of Incidents

The Sportsmanship Committee will investigate all incidents by conducting discussions with all of the pertinent people witnessing the incident. Every effort will be made to gather all of the facts and circumstances pertaining to the incident. A written summary of the investigation will be generated.

Disciplinary Action

After the investigation, the Sportsmanship Committee will determine if disciplinary action is warranted. If so, the Committee will decide, by majority vote, what disciplinary action will be taken. The severity of the incident and any record of previous incidents will be taken into account when implementing disciplinary action. Potential disciplinary actions include, but are not limited to:

- A warning.
- Suspension from participating in games, practices, or other MTLL functions.
- Take away eligibility to manage or coach.
- Permanent expulsion from MTLL.

Anyone facing disciplinary action will get a written notice with the reasons for the action. Anyone facing disciplinary action can appeal the decision if new information, pertinent to the incident, is uncovered.

OFF SEASON IMPROVEMENTS

Tarps to Cover the Infields

Repair fencing

Protective net adjustments at Marple Major field

Updated dugouts at Thomas Upper field

Storage sheds added to all fields

Remodeling of Marple fields snack bar

Field Maintenance program implemented
Sprinkler system installed at all fields

Hitting screens

New nets added to the batting cages at Thomas complex

Fence and step improvements at Thomas field

Sportsmanship program implemented

First Aide kits were distributed to all managers with their equipment bags

Removal of trees that were a potential safety hazard

Updated electrical systems at both field complexes

Complete upgrade and expansion of the snack bar at the Marple Complex

Future Projects:

Pave parking areas of Marple Complex

New Batting cages

Please refer to Facility survey document

**MARPLE TOWNSHIP LITTLE LEAGUE
2022 BOARD OF DIRECTORS**

President	Peter Baylor
Vice President	Ed Partridge
Secretary	Mike Lomas
Player Agent	Brian McCollum
Treasurer	Kevin Penater
Chief of Umpires	Matt DiCicco
Equipment Manager	Mark Dina
Facilities Director/Facility Mngr Thomas Lower	Vince DelVacchio
Facility Manager – Marple Upper	Corey Ruff
Facility Manager- Marple Middle	Mike Duranti
Facility Manager- Michael’s Field	Dave Presser
Facility Manager- Thomas Upper	Dave Lumpkin
Fundraising Director	Kevin Silberstein
Information Director	Tony Corvaglia
Majors Division Director	Pat Doogan
Minor A Division Director	Tim Patterson
Minor B Division Director	Bill Brannick
Minor C Division Director	Dan McCusker
Safety Director	Rob Fumento
Scheduling Director	Frank Marro
Snack Bar Director	Jeff Lancaster
Snack Bar Financials/Phillies Night Director	
Special Events Director	Ed Partridge
Sponsorship Director	Dave DiBona
T-Ball Division Director	Tim Capuzzi
Tournament Director	Joe Schultz
Board Member	John Kildea
Board Member	Rob Cucinotta
Board Member	Pat Jordan
Board Member	Bryan Campbell
Board Member	Mike Noonan

MTLL EMERGENCY CONTACT LISTING

Ambulance	911
Fire	911
Police	911
BrynMawr Hospital 130 South Bryn Mawr Avenue, Bryn Mawr, PA 19010	610-527-4507
Riddle Hospital 1068 West Baltimore Pike, Media PA 19063	484-227-9400
Springfield Hospital 190 West Sproul Road, Springfield, PA 19064	610-328-8700
MTLL President, Peter Baylor	484-429-0991
MTLL Vice President, Ed Partridge	610-420-9440
MTLL Director of Umpires, Matt DiCicco	610-368-7342
MTLL Safety Director, Rob Fumento	610-329-8464

FIELDS & FACILITIES DIRECTIONS

Gauntlett 1

Located at West Chester Pike and Radnor Road, directly across from Saint Anastasia Parish. The Gauntlett Center fields are to the right of the parking lot. The field closest to the parking lot is field one.

Gauntlett 2

Located at West Chester Pike and Radnor Road, directly across from Saint Anastasia Parish. The Gauntlett Center fields are to the right of the parking lot. The field area behind field one is field two.

Marple Field

At the corner of Marple Road and Route 320, directly across from the Marple Presbyterian Church. The uppermost field (beside 320) is Major & Minor A. The second field is Minor A & Minor B. The lowermost field is Minor C & T-Ball. See diagram.

Marple Gardens Field

Located at the end of Ann Road. Ann Road intersects West Chester Pike between Marple Ford and the Sovereign Bank.

Marple Presbyterian Church

Located at 105 North Sproul Road (corner of Route 320 and Marple Road).

New Ardmore Avenue Field

Located on Ardmore Avenue between Russell School and West Chester Pike.

Russell Elementary Backstop and Russell Elementary Open Field

Located on the grounds of Russell Elementary School (2201 Sproul Road). The Backstop field is directly behind the school. The Open field is adjacent to the school on Sproul Road.



Thomas Field (All Divisions)

Located at Cedar Grove and Highland Avenues. Turn onto Cedar Grove from Route 320 (beside the Texaco Station) and follow it down and around to the intersection with Highland. The Middle field is Major & Minor A. The Upper field is Minor B & Minor C. See diagram.



Worrall Elementary Field (T-Ball field)

Located on the grounds of Worrall Elementary School (2979 Pennview Avenue). Media Line Road to Pennview Avenue). The field is closest to Highland Avenue.

Interleague Play Field Newtown Edgmont LL

Field 2 is located directly behind the snack bar. Use the main entrance and park in back. Field 5 is located beside the Township building. Use the first entrance from West Chester Pike.

Paxon Hollow Middle school

Practice field

Culbertson Elementary School

Fields located behind and beside the school (3530 Goshen Rd , Newtown Square) North on 252 right onto Goshen Rd.

Concession Stand Safety

Marple Township Little League has two concession/snack bars operated by volunteers. The snack bars and volunteers are under the management of one of the board members whose sole responsibility is for the day-to-day operations of the snack bars. Decisions regarding food/menu choices, appropriate food handling, and safety are made collaboratively with the league President and the league's Safety Commissioner. Guidance and training with respect to the menu, the equipment utilized, cooking procedures, reheating of food, cooling of food products, ice and cold storage of food products, will be sought from local Board of Health, local restaurateurs, others with specialized knowledge in the best practices for safe food preparation and handling, as well as guidance from ASAP newsletters.

In addition, proper handwashing techniques, health and hygiene of volunteers, appropriate food handling techniques, and use of disposable dishware and paper towels as opposed to washable items are additional safety features. Appropriate food storage, garbage disposal and insect control measures are closely followed.

The Board of Directors made a joint decision to avoid food products requiring frying, deep frying or other methods that would create a potential fire hazard. Each of the snack bars is fully equipped with fire extinguishers.

The MTLL concession stand safety procedures will be posted in all MTLL concession facilities as well as on the MTLL.org Little League website. (See attached concession stand safety and handwashing safety tips on pages 41 and 42.)

Concession Stand Tips

SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. Cooking

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

3. Reheating

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.

4. 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. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. Health and Hygiene

Only healthy workers should 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 should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. Food Handling

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil

to serve food. Touching food with bare hands can transfer germs to food.

8. 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.

9. Ice

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

10. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

11. Insect Control and Waste

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. Food Storage and Cleanliness

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

13. Set a Minimum Worker Age

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Safety plans must be postmarked no later than May 1st.

Volunteers Must Wash Hands

HOW

Wet
warm water



Wash
20 seconds
Use soap



Rinse



Dry
Use single service
paper towels



Gloves



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or false nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture. Cooperating: UMass Extension provides equal opportunity in programs and employment.



Respectfully submitted by Robert Fumento, MD
MTLL Safety Director

