

Emergency Contacts

Medical Emergency: 9-1-1

O.C. Sheriff: 9-1-1
Office: (949) 770-6011

Fire Department: 9-1-1
Info. Office: (714) 573-6500

CGS Safety Officer: **Tim Leonard**
(949) 218-7528 (home)
(714) 337-5959 (cell)

CGS President: **Tim Leonard**
(949) 218-7528 (home)
(714) 337-5959 (cell)

CGS Vice President: **Chris Salas**
(949) 215-0863 (home)
(949) 636-7305 (cell)

Emergency Information and Guidelines:

These #'s shall be posted at all fields and snack bar area.

Manager/Coaches and Team Moms Responsibility

The Manager is a person appointed by the president 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.

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

(b) The Manager is also responsible for the safety of his players. He/She is also ultimately responsible for the actions of designated coaches.

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

(d) Manager, coaches and/or team mom shall have access to a phone/cell phone at all time during practices and games.

(f) Manager and/or coach shall walk the field before each practice or game to check for hazards and to determine whether the field is fit for play. Any area or item requiring repair shall be reported to the CGS Fields Manager.

Managers will:

At Pre-Season

- Take possession of coaches manual and the First-Aid Kit supplied by league and have them with them at all practices and games. Please notify the Capo Girls Safety Officer if additional supplies are needed.
- Meet with all parents on team day to discuss CGS philosophy and safety issues.
- Managers should inquire with each player's parent(s) to ascertain if there are any medical conditions to be aware of (i.e., allergies, asthma, bee stings, etc.).
- Return the signed Code of Conduct and the Safety Code a board representative after the first week of the season.
- Encourage parents to provide their players with water for all practices and games.
- Tell parents to bring sunscreen for themselves and their child.

During Season Play

- Ensure equipment is in first-rate working order. This applies to the league issued equipment, as well as any player provided equipment to be used during the game or practice. Any defective equipment is removed from service. All equipment must be "League Approved" and ASA approved.
 - All bats are to be examined prior to each game and practice. Bats with defects (cracks or dents) must be removed from the dugout before play begins along with any batting helmets that are cracked.
 - All helmets must meet the NOCSAE specifications and standards
- Report any defective or damaged equipment to the League Equipment Manager
- 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.
- Use of an ASA certified helmet by the batter and all base runners and player base coaches is mandatory.
- Be open to ideas, suggestions or help
- Advise players to wear sliding pads if they have cuts or scrapes on their legs.
- Registration and Medical Release forms must be in the possession of the manager or coaches at all games and practices, and always have First-Aid Kit and Safety Manual on hand.
- Practice common sense.
- Inspect equipment for deficiencies and/or damage before each game and each practice. This applies to the league issued equipment, as well as any player provided equipment to be used during the game or practice. Any defective equipment must be placed outside the dugout.

- Assure that all equipment is appropriate for the age and size of players on the team, and that it fits properly.
- Ensure that catcher wear chest protectors, catcher's helmet and shin guards all of which must meet specifications and standards when behind the plate whether at practice or game.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

Practice and Game

- 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 can't play.
- Make sure players are wearing the proper uniform and catchers wear appropriate gear.
- 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.
- Insure that all players have done their proper stretching and warm-ups prior to the start of any practice or game.
- Make sure players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Maintain discipline at all times.
- Be organized.
- Stress that batters do not throw bats after a hit
- Players are not to throw balls or hold or swing bats in the dugout, and should always be aware of their surroundings when taking practice swings at any time.
- 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 at all times when behind the plate.
- Observe the "no on-deck" rule (age appropriate) for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep player's off fences.
- Get players to drink often so they do not dehydrate.
- Not play children that are ill or injured.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents and passerby's.

Post Game or Practice

Managers will...

- Not leave the field until every team member has been picked up by a parent, guardian, sibling, or designated adult.
- If there is an injury, make sure an accident report was filled out and given to the Safety Officer.
- CGS field equipment must be returned to the field container at the end of that fields' last game or practice of the day. Managers and/or field crew is also responsible for returning breakaway bases.

FIRST AID

What is First-Aid?

First-Aid means exactly what the term implies -- it is the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives, (9-1-1 Paramedics). At no time should anyone administering First-Aid go beyond his or her capabilities. Know your limits!

The average response time on 9-1-1 calls is 5-7 minutes. En-route Paramedics are in constant communication with the local hospital at all times preparing them for whatever emergency action might need to be taken. You cannot do this. Therefore, do not attempt to transport a victim to a hospital. Perform whatever First Aid you can and wait for the paramedics to arrive.

First Aid-Kits

First Aid Kits will be furnished to each team at the beginning of the season. The First Aid Kit will become part of the Team's equipment package and shall be taken to all practices, batting cage practices, games (whether season or post-season) and any other CGS League event where children's safety is at risk.

To replenish materials in the Team First Aid Kit, the Manager or designated coach must contact the CGS Safety Officer. (See contact information and address in phone # section of this Safety Manual).

First Aid Kits and this Safety Manual must be turned in at the end of the season along with your equipment package.

Additional First-Aid Kits will be available in the snack bar equipment shed. Materials from these additional kits may not be used to replenish materials in the Team's Kit, but only used in emergency situations. Additional supplies for team kits will be provided for by the Safety Officer at the request of the team manager.

Permission to Give Care

If the victim is conscious, you must have his/her permission before giving first-aid. To get permission you must tell the victim who you are, how much training you have, and how you plan to help. Only then can a conscious victim give you permission to give care. DO NOT give care to a conscious victim who refuses your offer to give care. If the conscious victim is an infant or child, permission to give care should be obtained from a supervising adult when one is available. If the condition is serious, permission is implied if a supervising adult is not present. Permission is also implied if a victim is unconscious or unable to respond. This means that you can assume that, if the person could respond, he or she would agree to care.

Treatment at Site

Do . . .

- Assess the injury.
 - o If the victim is conscious, find out what happened, where it hurts, watch for shock.
- Know your limitations.
- Call 9-1-1 immediately if person is unconscious or seriously injured.
- Look for signs of injury (blood, black-and-blue, deformity of joint etc.)
- Listen to the injured player describe what happened and what hurts if conscious.
- Before questioning, you may have to calm and soothe an excited child.
- Feel gently and carefully the injured area for signs of swelling or grating of broken bone.
- Talk to your team afterwards about the situation if it involves them (Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.)

Don't . . .

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedure, (i.e., CPR, etc.)
- Transport injured individual except in extreme emergencies.

9-1-1 EMERGENCY NUMBER

The most important help that you can provide to a victim who is seriously injured is to call for professional medical help. Make the call quickly, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from a nearby telephone. Be sure that you or another caller follows these steps...

- Dial 9-1-1.
- Give the dispatcher the necessary information.
- Answer any questions that he or she might ask. Most dispatchers will ask:
 - The exact location or address of the emergency. Include the name of the city or town, nearby intersections, landmarks, etc.
 - The telephone number from which the call is being made.
 - The caller's name.
 - What happened - for example, a baseball related injury, bicycle accident, fire, fall, etc.
 - How many people are involved.
 - The condition of the injured person - for example, unconsciousness, chest pains, or severe bleeding.
 - What help (first aid) is being given.
- Do not hang up until the dispatcher hangs up. The EMS dispatcher may be able to tell you how to best care for the victim.
- Continue to care for the victim till professional help arrives.
- Appoint somebody to go to the street and look for the ambulance and fire engine and flag them down if necessary. This saves valuable time. Remember, every minute counts.

When to Call

If the injured person is unconscious, call 9-1-1 immediately. Sometimes a conscious victim will tell you not to call an ambulance, and you may not be sure what to do. Call 9-1-1 anyway and request paramedics if the victim...

- Is or becomes unconscious.
- Has trouble breathing or is breathing in a strange way.
- Has chest pain or pressure.
- Is bleeding severely.
- Has pressure or pain in the abdomen that does not go away.
- Is vomiting or passing blood.
- Has seizures, a severe headache, or slurred speech.
- Appears to have been poisoned.
- Have injuries to the head, neck or back.
- Have possible broken bones.

If you have any doubt at all, call 9-1-1 and request paramedics.

Also call 9-1-1 for any of these situations:

- Fire or explosion
- Downed electrical wires
- Swiftly moving or rapidly rising water
- Presence of poisonous gas
- Vehicle Collisions
- Vehicle/Bicycle Collisions
- Victims who cannot be moved easily

Prescription Medication

DO NOT, at any time, administer any kind of prescription medicine. This is the parent's responsibility and CGS does not want to be held liable, nor do you, in case the child has an adverse reaction to the medication.

Asthma and Allergies

Many children suffer from asthma and/or allergies (allergies especially in the springtime). Allergy symptoms can manifest themselves to look like the child has a cold or flu while children with asthma usually have difficult time breathing when they become active. Allergies are usually treated with prescription medication. If a child is allergic to insect stings/bites or certain types of food, you must know about it because these allergic reactions can become life threatening. Encourage parents to advise managers and coaches of any allergy or other medical condition that may potentially require treatment. Study their comments and know which children on your team need to be watched.

Likewise, a child with asthma needs to be watched. If a child starts to have an asthma attack, have him stop playing immediately and calm him down till he/she is able to breathe normally. If the asthma attack persists, dial 9-1-1 and request emergency service.

Colds and Flu

The softball season usually coincides with the cold and flu season. There is nothing you can do to help a child with a cold or flu except to recognize that the child is sick and should be at home recovering and not on the field passing his cold or flu on to all your other players. Prevention is the solution here. Don't be afraid to tell parents to keep their child at home.

First Aid Equipment and Forms

- ❑ **First Aid Kits-**
 - Safety Officer will ensure complete kits are stocked at the beginning of the season.
 - Each team will receive a First Aid kit with the team equipment bag, and the Manager is responsible for ensuring the safety kit provided is complete. The kits should be checked periodically throughout the season and the safety officer notified if anything needs to be replaced.
- ❑ **Cold packs...**
 - Equipment shed will be stocked with cold-packs prior to the first practice, and regularly checked during the season. Managers should notify the safety officer if they become aware of bins that are low or out of cold packs.
- ❑ **Registration and Medical Release forms**
 - Must be in the possession of the manager or coach at all games and practices.
 - It is recommended that these forms be copied and distributed by the manager to the coaches and team parent.
- ❑ **Injury Report Form...**
 - Injury reports are REQUIRED when a player is injured during a CGS sponsored event and is required to outside medical attention.
 - Injury report forms should be completed and filed with the league Safety Officer within 24 hours of the incident. The league needs to have the form on file with CGS in the event League's insurance is needed to offset medical care costs.
 - The manager or coaches are required to notify the player's parents of any incident, no matter how minor, as soon as possible.