



## **Seekonk Little League**

Presents:



## **2025 A Safety Awareness Program (A.S.A.P.)**

*There is no program more important than Safety!*

Seekonk Massachusetts  
Massachusetts Little League District 6  
Charter # 2210613

# Table of Contents

## Contents

Welcome to Seekonk Little League.....	3
Emergency Phone Numbers / Board of Directors Info .....	4
Policy Statement .....	5
Mission Statement .....	5
Code of Conduct .....	6
2025 Volunteer Requirements.....	9
Seekonk Little League Rules 2025.....	10
Equipment Checks.....	12
Concession Stand Safety .....	14
Manager/Head Coach Safety Responsibilities .....	15
Accident Reporting Procedures .....	16
What to Report .....	16
When to Report .....	16
How to Make a Report.....	16
Quick Reference to Emergency Situations.....	18
How to Handle an Emergency Situation .....	18
Dislocations, Sprains, Strains and Fractures .....	18
Concussions and Contusions.....	19
Poison Ivy, Poison Oak, and Poison Sumac.....	20
Burns .....	20
Convulsions .....	20
Choking .....	21
Bites and Stings.....	21
Fainting.....	22
Nosebleeds.....	22
Heatstroke.....	23
Cuts and Abrasions .....	23
Electric Shock .....	23
Bleeding .....	23
First Aid Kits and Safety Manual .....	25

# Welcome to Seekonk Little League

Dear Coaches and Managers,

The Board of Directors have the responsibility to direct me as Safety Officer to develop, maintain, and distribute a safety manual to all staff including those in charge of the concession stand, managers and coaches. The 2025 A.S.A.P. Safety Manual will be posted to the Seekonk Little League ([www.seekonklittleleague.com](http://www.seekonklittleleague.com)) website and link distributed via email to the league's volunteers.

The highlights of this manual include the list of Rules and Regulations, Code of Ethics for both coaches and players, and a quick reference guide to emergency situations.

The 2025 Safety Manual includes policies and directives for the prevention of injuries. Guidelines and reference information are included in the manual in the event of injuries to any participant in Little League.

Remember the success of the A.S.A.P. safety manual depends directly on the people and personnel that will read this manual and implement its rules and regulations. Suggestions and ideas are always welcome. Please contact our Safety Officer, Jeff Cartwright or any members of the Board with suggestions and or comments regarding this manual.

Our children's future is our responsibility! Let's keep them safe!

Thank you!

Jeff Cartwright  
Safety Officer

## Emergency Phone Numbers / Board of Directors Info

EMERGENCY PHONE NUMBERS		
EMERGENCY	POLICE, FIRE, RESCUE	911
SEEKONK POLICE DEPARTMENT	NON-EMERGENCY	508-336-8123
SEEKONK FIRE DEPARTMENT	NON-EMERGENCY	508-336-8510

BOARD OF DIRECTORS			
<b>PRESIDENT</b>	KERI PODGORSKI	401-439-1155	<a href="mailto:SEEKONKLITTLELEAGUE@GMAIL.COM">SEEKONKLITTLELEAGUE@GMAIL.COM</a>
<b>VICE PRESIDENT</b>	MIKE BOISVERT	401-529-5677	<a href="mailto:MIKE.BOISVERT@MURDOCKWEBBING.COM">MIKE.BOISVERT@MURDOCKWEBBING.COM</a>
<b>TREASURER</b>	ADAM MANCINI	774-451-3196	<a href="mailto:ADAMMANCINI@HOTMAIL.COM">ADAMMANCINI@HOTMAIL.COM</a>
<b>SECRETARY</b>	ASHLEY CARTWRIGHT	401-829-3081	<a href="mailto:AEP5986@GMAIL.COM">AEP5986@GMAIL.COM</a>
<b>PLAYER AGENT</b>	KRISTEN CHAMPAGNE	508-493-2333	<a href="mailto:KRISTEN_CHAMPAGNE@YAHOO.COM">KRISTEN_CHAMPAGNE@YAHOO.COM</a>
<b>SAFETY OFFICER</b>	JEFF CARTWRIGHT	401-219-0246	<a href="mailto:JCARTWRIGHT1185@GMAIL.COM">JCARTWRIGHT1185@GMAIL.COM</a>
<b>CONCESSION MANAGER</b>	CHERYL COCHRANE	401-644-1319	<a href="mailto:CHERYLCOCHRANE7@GMAIL.COM">CHERYLCOCHRANE7@GMAIL.COM</a>
<b>EQUIPMENT MANAGER</b>	RICK SOUSA	401-742-5037	<a href="mailto:RSOUSAPAINING@HOTMAIL.COM">RSOUSAPAINING@HOTMAIL.COM</a>
<b>LEAGUE INFORMATION DIRECTOR</b>	JOSH MARTIN	617-504-1988	<a href="mailto:CHEVYMAN103009@YAHOO.COM">CHEVYMAN103009@YAHOO.COM</a>
<b>UMPIRE-IN-CHIEF</b>	SCOTT STACHELEK	401-230-8525	<a href="mailto:SCOTT04@HOTMAIL.COM">SCOTT04@HOTMAIL.COM</a>
<b>FUNDRAISING MANAGER</b>	ANDREW VIEIRA	774-930-8123	<a href="mailto:VIEIRA.ANDREW.M@GMAIL.COM">VIEIRA.ANDREW.M@GMAIL.COM</a>
<b>COACHING COORDINATOR</b>	RYAN BARBOSA	401-999-2991	<a href="mailto:RYANBARBS9314@GMAIL.COM">RYANBARBS9314@GMAIL.COM</a>
<b>FALL BALL DIRECTOR</b>	MATT DOYLE	413-433-9336	<a href="mailto:DOYLFISH@GMAIL.COM">DOYLFISH@GMAIL.COM</a>
<b>BOARD MEMBER</b>	JAY FRENCH	508-840-3996	<a href="mailto:MCFRENCHY0214@HOTMAIL.COM">MCFRENCHY0214@HOTMAIL.COM</a>
<b>BOARD MEMBER</b>	MATT WALSH	508-280-2626	<a href="mailto:MATTHEWTODDWALSH@GMAIL.COM">MATTHEWTODDWALSH@GMAIL.COM</a>

## Policy Statement



Seekonk Little League shall provide a safe and supervised youth baseball program under the guidelines of Little League Baseball.

All Children in this community shall have the opportunity to learn and play the game of baseball regardless of race, sex, religious affiliation, social, or economic background.

## Mission Statement

Seekonk Little League is a non-profit, volunteer run, organization committed to providing a fun and enjoyable baseball experience to all league participants. The purpose of this Little League Baseball program is to teach the game of baseball, provide participants an opportunity to improve their baseball skills, and develop healthy, well-adjusted youth who understand the principles of fair play, teamwork, and sportsmanship.

### 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.

## Code of Conduct

To advance the principals of sportsmanship and fair play, along with promoting mutual respect among players, coaches, umpires, and parents, we have an established Code of Conduct. The Code of Conduct shall govern the actions of players, coaches, parents, and all spectators who participate in our baseball program.

The Code is intended to provide behavioral guidance and establish clear expectations for all involved. The code cannot address every possible behavioral circumstance however, it shall serve as a standard for behavioral evaluation, along with our league constitution and bylaws that govern our youth baseball program.

It shall be the obligation of all program participants, managers, coaches, parents, spectators, and volunteers to comply with the terms and provisions of this Code of Conduct Contract. Any person who violates this code and is considered detrimental to the best interests of our local league and or Little League Baseball Inc. charter status shall be subject to administrative action by the league Board of Directors. The Board of Directors shall, in case of all violations suspend, and/or terminate any person violating the code.

Any member who violates the code will have an opportunity of “due process” which allows them the opportunity to appear before our leagues Board of Directors to answer such charges. As outlined in our constitution under Article 3 – Membership, Section 4 the Board of Directors needs 2/3 vote of those present at any duly constituted meeting. The Board of Directors shall have full power to suspend or revoke any participant’s right to future participation.

On behalf of our Board of Directors and the many volunteers who work hard all year to make our youth baseball program successful, I thank you for your understanding.

Thank you,

Keri Podgorski  
President

### **Players Code of Conduct**

Players are encouraged to play by the rules and to resolve conflicts, if any, without resorting to hostility or violence. They should respect their manager, coaches, teammates, opposing players, spectators, and umpires always. All players must play hard and represent themselves, their team, league and Town with pride, dignity, and good sportsmanship always. Players must respect the **ZERO TOLERANCE POLICY** toward unsportsmanlike behavior. Any player who is ejected from a game will be automatically suspended from the next game to be played. If a player is ejected from a game for a second time during the same season, he/she is suspended from all future games until the Board of Directors may determine the proper disciplinary action at its' next board meeting. A player who is ejected twice in the same season is not eligible to participate on a tournament team representing Seekonk Little League.

### **Parents/Guardians Code of Conduct**

Allow your child to make his/her own decision to play the game and allow him/her to play the game for their own enjoyment. Do not embarrass your child by yelling at umpires, managers, coaches, players, other parents, or spectators. Respect umpires and their enforcement and judgment of the rules. Mistakes and misjudgments will be made during the season and individual games, especially by younger umpires. You must accept those mistakes and misjudgments. Furthermore, do not direct verbal abuse or negative cheering towards umpires, managers, coaches, other parents, spectators and/or players. Please do not be a sideline coach or umpire and refrain from negative comments and behavior. All parents must abide the **24-Hour Rule**, as well as the **Zero Tolerance Policy**.

### **Managers/Coaches Code of Conduct**

Managers/coaches are expected to adhere to the same policies and behavior as stated in this document and will also be responsible to sign a code of conduct. Managers and coaches must adhere to the **24-Hour Rule** and **Zero Tolerance Policy**.

### **All:**

The Board of Directors would like to indicate that these are desirable guidelines for behavior and will deal with unacceptable conduct at its sole discretion. There may be warnings, suspensions or expulsions as deemed necessary. There will be no refunds because of a violation of the Code of Conduct. Complaints, issues or concerns regarding managers/coaches, parents, players, umpires, and spectators must be in writing and signed (email is accepted). Verbal complaints will not be accepted. All complaints, issues and concerns must be sent to the league President.

Use of alcohol, illegal drugs and tobacco is prohibited at our sports complexes, as well as other game and practice sites.

### **24-HOUR RULE**

Parents/guardians, managers/coaches and players are not allowed to confront a manager, coach, parent, umpire, player, spectator, or league official to discuss any "negative" game or practice situation until at least 24 hours have passed from the completion of the game, practice, or incident. A confrontation shall consist of any conversation, which is elevated from a normal conversational tone and demeanor to one which involves yelling, profanity, or derogatory comments toward said manager, coach, team, parent, spectator, or league official. A "cooling down" period must be adhered to. Violation of the 24-Hour Rule Policy is considered a violation of the Zero Tolerance Policy.

## **ZERO TOLERANCE POLICY**

Seekonk Little League runs its programs for the benefit of the children it serves. Our goals are to teach the fundamentals of baseball; provide a fun and safe environment for our children and promote good sportsmanship. Good sportsmanship is our most important value.

Seekonk Little League uses a combination of high school students (Minor Division), many whom played in our program and paid adult umpires (Major Division). The quality of our umpires may be inconsistent over the course of the season and over the course of a game. Seekonk Little League has a policy of zero tolerance related to criticism of umpires. Managers, coaches, players, and spectators should not complain, make comments, or in any way criticize our umpires. The umpires in the Minor division are kids - treat them as you would want your child treated by others. If you have a complaint about an umpire, please contact the League President.

All persons associated with the team, including players, managers, coaches, and spectators, shall support the umpires.

No one is to address the umpire during the game except with the following exceptions:

1. Managers or players responding to the umpire,
2. Managers making substitutions,
3. Managers, coaches, players, or spectators pointing out emergencies or safety issues.
4. Managers asking for a rule interpretation.

A manager may ask an umpire in a polite and constructive way to explain a rule. Polite and friendly feedback can be given to the umpire after the game. Absolutely no demonstrative behavior, sarcasm, harassment or intimidation by managers, coaches, players, parents, or spectators will be tolerated. Any such behavior should be reported to the league President.

Possible Actions to be taken for violation of the Zero Tolerance Policy:

1. An umpire may ignore, give warning, or take any other appropriate action such as expulsion from the game. He may also report the incident to the Umpire In Chief and/or League Officials.
2. The Board of Directors will deal with unacceptable conduct at its sole discretion.



## 2025 Volunteer Requirements

Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must complete a background check.

### **Requirements:**

**National Background Check** - Nationwide criminal background check conducted by Little League International's official partner JD Palatine (JDP). A link will be provided to each registered volunteer, and they must complete the application on the JDP website. Required by Little League International.

**Government-Issued Photo ID** – Provided to the league during program registration. Must be valid/current, is kept on file electronically, and is used for volunteer verification. Required by Little League International.

**Massachusetts Criminal Offender Record Information (CORI) Check** – State criminal record check. MA CORI Form can be found on [www.seekonklittleleague.com](http://www.seekonklittleleague.com) and uploaded during the volunteer registration process. Required by the State of Massachusetts.

**Abuse Awareness Training** – Mandatory online training course provided by Little League International's Little League University, found at [www.littleleague.org](http://www.littleleague.org). Volunteers must create an account and complete the training. Required by Little League International.

Information on running background checks that contain not only those on a sex offender registry, but other crimes of a sexual and non-sexual nature, can be found on Little League website ([www.littleleague.org](http://www.littleleague.org)).

Anyone refusing to register with Seekonk Little League as a volunteer, and complete all the above requirements, is ineligible to be a league member.

League President must retain these confidential forms for the year of service.

### **Background Check Contact:**

Jeff Cartwright – 401-219-0246

[jcartwright1185@gmail.com](mailto:jcartwright1185@gmail.com)

# Seekonk Little League Rules 2025

1. Little League weekday games start promptly at 5:30PM. Senior League games start promptly at 5:45PM.
2. No new inning is to start after 7:30 PM for Minor and Coach Pitch Divisions. There is no time limit for Majors.
3. Decisions to stop a game due to weather or darkness (regardless of time of day) will be made based on sole discretion of the head umpire.
4. Practices/games should be ended immediately due to thunder/lightning, or weather conditions otherwise deemed unsafe for play.
5. Pre-game and pre-practice field inspections should be conducted by team coaches prior to play for unsafe field conditions, hazards, or any foreign objects that could result in injury.
6. No on-deck batters allowed. The batter is the only player to have a bat in his/her hand.
7. Headfirst slides are not allowed in Little League unless going back to a base.
8. All male players Minors Division and up must wear an athletic supporter and protective cup during games and practices. All catchers must wear a protective athletic cup per Little League rules.
9. All batters and runners must always wear a helmet, helmets with facemasks are encouraged.
10. Full, league-issued uniforms (shirts and hats) are to be worn by all players in the game.
11. No jewelry or watches are to be worn by the players during practices or games unless for religious (worn under uniform) or medical alert purposes (under uniform/taped into place).
12. Pitchers may not wear batting gloves under baseball gloves, may not wear wristbands, and may not wear exposed light-colored shirts protruding under uniform shirts.
13. Only rostered players may warm up pitchers and must wear facemasks.
14. A pitcher will be removed from the game by the umpires as a result of two hit batters in an inning, or three hit batters in a game.
15. A continuous batting order is required.
16. Two adults are permitted as base coaches provided there is an adult coach on the bench supervising the players. If not a player wearing a helmet can coach 1st base.
17. The Manager/Coach may go beyond the foul line and approach the mound with the catcher only to talk with the pitcher. This is considered a mound visit.



18. A 10-run mercy rule will be imposed in the Little League after 3 ½ innings (4 ½ in Senior League). And the home team will bat in the bottom half of any inning if the visiting team goes ahead by ten runs or more in the top half of the inning.
19. Pitching logs are to be updated at the end of each game or, in the case of games played at the high school, by the end of the next game played at the Junior High fields. Opposing managers are required to initial entries. Pitch counts will be entered in the league website within 24 hours after each game. Proper pitch count and rest day thresholds must be adhered to per Little League rules.
20. To acclimate new players to either league, the balk rule will not be enforced, and no penalty assessed to the defensive team (umpires will inform the pitcher and coach that a balk has been committed at the time of the infraction for educational purposes) for the first three weeks of the season (Senior League only). *No balk rule for Little League.*
21. Other than departures above, rules in the official Little League Rulebook will prevail.

# Equipment Checks

The Equipment Manager is responsible for the inspection and/or replacement of all necessary gear. All Equipment purchased through the manager shall meet the requirements outlined in the Little League manual.

A scheduled day and time will be announced at the beginning of the season to hand out to all managers the equipment necessary for play in the season. It is the responsibility of the manager to inspect all pieces of equipment before practices and games. If a manager/coach finds defects in any equipment, he/she must immediately call the Equipment Manager for replacement of such defective gear.

Each team shall be in the possession of the following equipment:

- 1). Each team shall have at least (3) protective helmets which meets NOCSAE specifications and standards
- 2). Complete protective wear for catchers including shin pads, chest protector, facemask and helmet, and catcher's mitt. Athletic protective cups are NOT provided by this league.
- 3). Any gear not supplied by the league must meet all Little League safety requirements.
- 4). Master first-aid boxes are in the supply shed, including ice packs. All coaches **MUST** assure the master first-aid box is accessible during practices and games.
- 5). Batters' helmets must be used during a participant time at bat and by base runners and player-coaches occupying a coach's box.
- 6). Helmet cages are encouraged and if requested by player will be issued by the Equipment Manager.
- 7). Mouth protection is encouraged.
- 8) **All catchers** must wear a protective cup. Not provided by the league.
- 9) Properly fitted chest protectors are critical for proper safety. If you need your catchers to be fitted, see our Equipment Manager.
- 10). Throat protectors are mandatory on catcher's face mask.
- 11) All league specifications and standards will be enforced.
- 12). Damaged bats are prohibited. All bats must comply with the USA Baseball bat standards.
- 13). Please call your Equipment Manager if you are having difficulty with your supplied equipment.
- 14). Only official baseballs provide by the league are to be used.
- 15). Make sure all equipment is properly explained to the players.

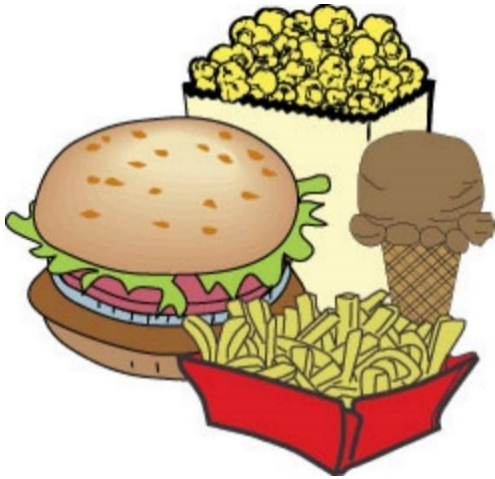


16). Make sure helmets are fitted properly.

17). Have team clean equipment periodically during the season!

18). Make sure equipment does not get in the way of a runner or player during games and or practices.

## Concession Stand Safety



- No persons under the age of 18 will be allowed to use the cooking equipment and no person under high school age will be allowed to work the window/register.
- Concession Manager is responsible for the inspection and replacement of any defective equipment.
- Only items supplied by Seekonk Little League shall be distributed through the stand. All food must be cooked within the concession stand.
- Cooking grease shall be stored and removed properly in containers.
- Hot water setting will be set at a safe regulation for prevention of scolding burns and injuries.
- Fire extinguishers will be located at signed locations, in plain sight always.
- All concession stand workers will be trained in the use of fire extinguishers.
- Concession stand volunteers must attend the First Aid/CPR Training Seminar.
- Proper ventilation has been installed for the used of the grill and deep fryers.
- The Concession Manager shall inspect all foods, along with being responsible for the operation and safety of the stand.
- Application for the permit of each calendar year must be submitted to the Town of Seekonk Health Department. A permit will be granted, and periodic inspections shall take place through the season.
- Wash hands thoroughly with soap and warm water to reduce bacteria.
- Keep Counter tops and all cooking areas clean and free from obstructions.
- Clean all utensils, pots, and pans after each use.
- Sweep floors after each day's use.
- Empty garbage receptacles into dumpsters located to the side of the supply shed.

# Manager/Head Coach Safety Responsibilities

1. In both Little League and Senior League, both teams are responsible for field maintenance **BEFORE** and **AFTER** each game.
2. Field maintenance includes:
  - Raking and leveling of the base paths, pitcher's mound and batter's boxes
  - Coaches will walk the field for hazard identification before using.
  - Common sense. Look for rocks, glass, holes, bee's nests, etc.
3. The pitching log is to be updated for Little League after each game; pitching logs will be completed on the league website, [www.seekonklittleleague.com](http://www.seekonklittleleague.com).
4. It is always mandatory that at least two coaches/volunteers be present while conducting practices and at games. We do not allow just one coach to be left alone handling practices. If your other coaches are running late ask a parent to stay with you and the team until the rest of the coaching staff arrives.
5. It is mandatory that the coaches inspect all equipment before each use.
6. It is the manager's and coach's responsibility to ensure players have required equipment on at all times.
7. Reminder: adults are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.
8. It is the manager's and coach's responsibility to enforce the rules at practices as well as games.

***FAILURE TO ADHERE TO THESE PROCEDURES WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST THE OFFENDING MANAGER.***

# Accident Reporting Procedures

## What to Report

An incident that causes any player, manager, coach, umpires, or volunteers to receive medical treatment and/or first aid must be reported to the Seekonk Little League Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury.

## When to Report

All such incidents described above must be reported to the Seekonk Little League Safety Officer within 24 hours of the incident. The Seekonk Little League Officer, Jeff Cartwright, can be reached at the following:

**Phone:** 401-219-0246 (cell)

**Email:** jcartwright1185@gmail.com

The Seekonk Little League Safety Officer's contact information will be posted, in addition to all league officers, inside the sheds at both Water Lane and North School Fields.

## How to Make a Report

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of the injury.
- The name and phone number of the person reporting.

### Manager's/Coach's Responsibilities

This individual will fill out the Seekonk Little League Accident Claim Form, available on [www.seekonklittleleague.com](http://www.seekonklittleleague.com) website and submit it to the Seekonk Little League Safety Officer within 24 hours of the incident.

All accidents occurring outside the team (spectator injuries, concession stand injuries, and third-party injuries) shall be handled directly by the Seekonk Little League Safety Officer.

### Safety Officer's Responsibilities

The Safety Manual will be posted to the Seekonk Little League's web site and distributed as a link via email to the league's volunteers.

Within 24 hours of receiving the Seekonk Little League Accident Claim Form, the Seekonk Little League Safety Officer will contact the injured party or the party's parents.

- Verify information received.
- Obtain any other information that is deemed necessary.
- Check the status of the injured party.



- If the injured party has required other medical treatment (i.e.: ER, doctor's visit, etc.) will advise the parent or guardian of the Seekonk Little League's insurance coverage and the provision for submitting any claims.
- If the extent of the injury is more than minor in nature, the Seekonk Little League Safety Officer will:
  - Periodically check on the status of any injuries
  - Check is 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 Little League again.

# Quick Reference to Emergency Situations

## How to Handle an Emergency Situation

1. **KEEP CALM.** Remaining calm while helping will aid in all parties remaining calm and cooperative. If the victim becomes anxious or excited, the extent of the damage from the injury could be increased.
2. **PLAN QUICKLY WHAT YOU NEED TO DO.** Learn basic first aid procedures, or have your first aid manual available, so you can care for the victim.
3. **SEND FOR PROFESSIONAL HELP.** Reaching help quickly could save a life. Know your local emergency telephone numbers. When in doubt, dial 9-1-1.
4. **BE AN ENCOURAGEMENT TO THE INJURED PERSON.** Let the victim know that help is on the way and try to make them as comfortable as possible. Showing care and concern for the victim can give them hope during their circumstances.

## Dislocations, Sprains, Strains and Fractures

### DISLOCATIONS

The most common dislocations occur in the shoulder, elbow, finger, or thumb.

#### LOOK FOR THESE SIGNS:

- Swelling
- Deformed look
- Pain and tenderness
- Possible discoloration of the affected area

#### IF A DISLOCATION IS SUSPECTED...

- Apply a splint to the joint to keep it from moving.
- Try to keep joint elevated to slow blood flow to the area. A doctor should be contacted to have the bone set back into its socket.

### STRAINS

Involves injury to a muscle or tendon

#### TREATMENT:

- At the time of the injury, begin the RICE treatment.
- For lower back strain, rest will often bring relief to the strained muscle. If not, alternate cold compresses with moist heat, allowing a time of rest between the treatments.

### SPRAINS

Involves injury to the ligaments around a joint

#### SIGNS OF A SPRAIN:

- Affected joint begins to swell immediately
- Joint may also turn black and blue due to the escaped blood from torn blood vessels
- Victim will experience excruciating, shooting pains at the time of the injury because many nerves are injured in a sprain

## TREATMENT:

- RICE treatment (Rest, Ice, Compress, Elevate)
- Thermotherapy (applying moist heat) promotes healing but should not be applied to a muscle or ligament injury for at least 24 hours because heat will increase the swelling. After the swelling, has gone, you should alternate applying cold compresses and moist heat to the injury.
- To treat the injury with warm, wet packs, place a water-dampened towel in a microwave oven for about 30 seconds. Check to make sure the towel is not too hot before placing it on the skin.
- A sprained arm should be placed in a sling.
- Most sprains take at least 6-8 weeks to heal.

## FRACTURES

A SIMPLE FRACTURE does not pierce through the skin. If it is not cared for properly, it could become a compound fracture.

### IF A FRACTURE IS SUSPECTED...

- Check for swelling around the affected area
- There may be discoloration of the skin
- If the victim complains of tenderness and pain in the area or says that he felt or heard a bone snap, see a doctor immediately.

A COMPOUND FRACTURE pierces through the skin. Serious bleeding may occur with this kind of wound. Do not apply pressure to a compound fracture to stop the bleeding.

What to do for a compound fracture:

- Cover the injured part with a sterile pad
- Apply a splint to keep the bone from causing further injury to the surrounding tissues
- Wait for medical help
- Avoid moving the victim, but keep him warm, comfortable, and reassured.

## **Concussions and Contusions**

### Brain Injury

A sharp blow to the head could result in a concussion, a jostling of the brain inside its protective, bony covering. A more serious head injury may result in contusions, or bruises to the brain.

A period of unconsciousness may indicate brain damage and accompanies many head injuries.

### OTHER SYMPTOMS TO LOOK FOR IF YOU SUSPECT A VICTIM MAY HAVE A BRAIN INJURY:

- Clear or reddish fluid draining from the ears, nose, or mouth
- Difficulty in speaking
- Headache
- Unequal size of pupils
- Pale skin
- Paralysis of an arm or leg (opposite side of the injury) or face (same side of the injury)

#### PROPER CARE:

- While waiting on help to arrive, keep the victim lying down in the recovery position
- Control any bleeding, and be sure that he is breathing properly
- Do not give the victim any liquids to drink
- If the victim becomes unconscious for any amount of time, keep track of this information so that you can report it when medical help arrives.

### **Poison Ivy, Poison Oak, and Poison Sumac**

#### SIGNS:

- Rash
- Blistering
- Swelling
- Burning
- Itching

#### TREATMENT:

- Remove any contaminated clothing
- Wash the affected area of skin thoroughly with soap and cool water to remove any poisonous residue. Be sure the water used to clean the area does not spread poison by running over other parts of your body. Using a washcloth could also spread the poison
- Rinse the area with rubbing alcohol
- Apply calamine lotion to the area to relieve itching and burning
- If the victim develops a fever for several days or experiences an excessive amount of inflammation, irritation, oozing, or itching, he/she should be treated by a doctor

### **Burns**

#### CHARACTERISTICS AND TREATMENT

- Never put butter or greasy ointments on a burn. They seal heat into the wound and may cause infection

#### ALWAYS SEEK MEDICAL ATTENTION IF...

- Victim is a child or elderly
- Burn covers more than one body part
- Burn is located on any sensitive area of the body (hands, face, feet, etc.)
- Burn is third degree
- Burn is caused by chemicals

### **Convulsions**

A convulsion (violent, involuntary contraction or muscle spasm) can be caused by epilepsy or sudden illness. Convulsion, or seizures, are not likely to cause death unless the victim stops breathing. The victim should be checked by medical personnel.

#### SYMPTOMS:

- Victim's muscles become stiff and hard, followed by jerking movements
- He may bite his tongue or stop breathing
- Face and lips may turn a bluish color
- May drool excessively or foam at the mouth

#### WHAT TO DO:

- Clear all objects away from the victim and place something soft under his head
- Do not place anything between his teeth or in his mouth
- Do not give the victim any liquids
- If the victim stops breathing, check to see that the airway is open and begin rescue breathing
- Stay calm and keep the victim comfortable until help arrives
- Most convulsions are followed by a period of unconsciousness or another convulsion.

## Choking

If a person is choking, you should not interfere as long as he is coughing. If coughing does not dislodge the object from the trachea and the victim is breathing with extreme difficulty, or if he turns a bluish color and appears to be choking but is unable to cough or speak, quickly ask, "Are you choking?" A choking victim can nod his head "yes," but will be unable to talk. It is important to ask this question because a person suffering from a heart attack will have similar symptoms, but he will be able to talk.

#### THE ABDOMINAL THRUST:

If the victim is choking...

- Stand behind him with your arms around his waist.
- Place one fist, with the knuckle of the thumb against the victim's midsection, slightly above the navel but well below the breastbone.
- Hold your fist firmly with the other hand and pull both hands sharply toward you with an upward-and-inward jab.
- This procedure should be administered continually until either the object is forced out or the victim becomes unconscious
- **DUE TO THE FORCE WITH WHICH THE ABDOMINAL THRUST IS GIVEN, IT SHOULD BE USED ONLY IN AN ACTUAL EMERGENCY**

## Bites and Stings

#### WHAT TO DO:

- Remove the stinger by scraping with your fingernail or the blade of a knife
- Wash the area thoroughly with soap and water
- Apply ice, calamine lotion, or baking soda-and-water mixture to relieve the swelling and pain
- A stinger that is not removed continues to release venom into the body for as long as 20 minutes
- Do not remove a stinger with tweezers. Squeezing releases more of the poison into your body
- The swelling should be gone within 24 hours.

#### SIGNS OF AN ALLERGIC REACTION:

- Difficulty breathing
- Begin to cough
- Complain of headache
- Possibly become unconscious
- Immediate medical attention is needed if an allergic reaction develops.

## **Fainting**

### KNOW THE SYMPTOMS AND WHAT TO DO

Before losing consciousness, the victim may complain of...

- Lightheadedness
- Weakness
- Nausea
- Skin may be pale and clammy

If a person begins to feel faint, he should...

- Lean forward
- Lower head toward knees
- As the head is lowered below the heart, blood will flow to the brain.

What to do if someone becomes unconscious:

### THE RECOVERY POSITION

- Keep the victim lying down with head lowered and legs elevated
- Loosen any tight clothing
- Apply cool, damp cloths to face and neck
- In most cases, the victim will regain consciousness shortly after being placed in this position.
- After the victim regains consciousness, do not let him get up until you have questioned him (Who are you?, Where are you?, Do you know what day it is?) to be sure he has completely recovered.

## **Nosebleeds**

### CAUSES:

- Nose injury
- Strenuous activity
- High blood pressure
- Exposure to high altitudes
- Blowing your nose too hard

### WHAT TO DO IF YOU GET A NOSEBLEED:

- Sit down
- Lean slightly forward to prevent blood from running into your throat
- Place cold, wet cloths on your nose to constrict the blood vessels in your nose and stop the bleeding
- If blood is coming from only one nostril, press firmly at the top of that nostril
- If both nostrils are bleeding, pinch your nostrils together for at least 10 minutes
- If bleeding continues, apply pressure for another 10 minutes
- If the bleeding is the result of direct injury to the nose, only gentle pressure should be applied

- If heavy bleeding persists or if nosebleeds recur frequently, consult a physician

## **Heatstroke**

- Cool the body of a heatstroke victim immediately
- If possible, put him in cool water; wrap him in cool wet clothes; or sponge his skin with cool water, rubbing alcohol, ice, or cold packs
- Once the victim's temperature drops to about 101 F, you may lay him in the recovery position in a cool room
- If the temperature begins to rise again, you will need to repeat the cooling process
- If he/she is able to drink, you may give him some water
- DO NOT GIVE A HEATSTROKE VICTIM ANY KIND OF MEDICATION.
- You should watch for signs of shock while waiting for medical attention.

## **Cuts and Abrasions**

### CUTS:

- Cleanse area thoroughly with soap and warm water, carefully washing away any dirt
- Apply direct pressure to wound until bleeding stops
- Put sterile bandage on wound
- If cut is deep, get to a doctor as quickly as possible

### ABRASIONS (SCRATCHES):

- Wash thoroughly with soap and warm water
- If it bleeds or oozes, bandage it to protect it from infection

### SIGNS OF AN INFECTED WOUND:

- Swelling
- Redness
- Pain
- May cause fever
- Presence of puss

## **Electric Shock**

- Remove the victim from the source of electricity before you touch him. Either turn off the master switch to disconnect the power, or use a nonmetal, dry object such as a stick to pull the wire or electrical source away from the victim's body
- If he is not breathing, begin rescue breathing immediately; a victim whose heart has stopped breathing needs CPR
- If the person is unconscious, but is breathing and has a heartbeat, you should place him in the recovery position and monitor his breathing and heart rate until medical help arrives

## **Bleeding**

### EXTERNAL BLEEDING:

- Apply direct pressure. Place a clean, folded cloth over the injured area and firmly apply pressure. If blood soaks through, do not remove it. Instead, cover that cloth with another one and continue to apply pressure to the wound for 7-10 minutes. If the bleeding is from the ear, place a clean

bandage over the ear, lay the victim on his side, and allow the blood to drain out through the bandage

- Elevate the injury. Position the wounded part of the body above the level of the heart if possible while you apply direct pressure.
- Know the pressure points. If direct pressure and elevation do not sufficiently slow the blood flow, find a pressure point. Large arteries found close to the skin's surface supply blood to the head and to each arm and leg. The most common pressure points used during first aid are located in the upper arms and in the creases above the upper legs. Apply pressure to the closest pressure point to the wound so that the artery is pressed between your fingers and the bone directly behind the artery. If using the pressure point on a leg, you may need to use the heel of your hand instead of your finger.
- Resort to a tourniquet. On very rare occasions everything listed above may fail. To prevent the victim from dying, you should apply a tourniquet. Once a tourniquet is applied, it should not be loosened or removed until the victim has reached medical help. Use a tourniquet **ONLY** if everything listed above has failed. If you use a tourniquet, write down somewhere on the victim the time it was applied, so medical personnel will know how long it has been in place.

#### INTERNAL BLEEDING:

- Internal bleeding results when blood vessels rupture, allowing blood to leak into body cavities. It could be a result of a direct blow to the body, a fracture, a sprain, or a bleeding ulcer. If a victim receives an injury to the chest or abdomen, internal bleeding should be suspected. He will probably feel pain and tenderness in the affected area.
- Other symptoms to watch for:
  - Cold, clammy skin
  - Pale face and lips
  - Weakness or fainting
  - Dizziness
  - Nausea
  - Thirstiness
  - Rapid, weak, irregular pulse
  - Shortness of breath
  - Dilated pupils
  - Swelling or bruising at the site of injury
  - The more symptoms that are experienced, the more extensive the internal bleeding is

#### WHAT TO DO FOR THE VICTIM:

- Check for an open airway and begin rescue breathing if necessary
- Call for medical help as soon as possible and keep the victim comfortable until help arrives



## **First Aid Kits and Safety Manual**

With their equipment bags, each team will be issued a Team First Aid Kit, that includes:

- First Aid Guide (Basic First Aid Procedures)
- Instant Cold Pack
- Essential First Aid Supplies (Bandages, ointments, and more)

Water Lane Shed, located at the concession stand, includes:

- Master First Aid Kit with additional supplies
- Instant Cold Packs
- AED

North School Shed includes:

- Instant Cold Packs
- AED

Please contact the League Safety Officer should any additional supplies be needed.

**Annual Coaches Meeting  
March 2025**

**Annual CPR/First Aid Training  
March 2025**