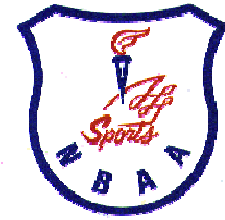


New Berlin Athletic Association

To: Team Coaches

Re: Infectious Diseases



Due to the increase of infectious diseases, we as a sports organization, along with the entire state of Wisconsin's recreational organizations, will be taking the following precautions:

- If a player has any open wound or lesions, the game or practice will be stopped at the earliest possible time and the participant will leave the field of play to be given appropriate first aid treatment. The participant will not be allowed back in the game until appropriate first aid treatment has been administered.
- If a participant has any blood (theirs or someone else's) on their uniform/clothes, the participant must be removed from the game. If they are able to return to the game, they must wear a new uniform. No penalty will be levied for a change in number on the uniform.
- You will be furnished with two pair of protective gloves. Please carry these gloves and your extra uniforms with you to your games and practices. Should an incident involving blood occur and the participant is able to return to the game after appropriate treatment, but cannot be fitted with another uniform, the participant will be allowed to play in a T-shirt for the remainder of this game only.
- Be sure to put the stained uniform in a bag and give it to the participant's parents for proper cleaning.

New Berlin Athletic Association

To: Team Coaches

Re: Injuries



Please use the following procedures in rendering first aid in the event of injuries during the season.

MINOR ACCIDENTS

- Coaches should wear rubber gloves if blood is involved
- If the victim is able, allow them to apply their own bandaging
- No cleaning agent (other than water) can be administered to the victim
- No types of drugs, including aspirin, ibuprofen, etc. can be given
- If the victim appears to be OK, the coach should monitor the victim for 15 to 30 minutes

MAJOR ACCIDENTS

- Check the victim and the area
- When a serious injury occurs, it is best **not** to move the victim. Try to keep them calm and do not allow them to move.
- Determine whether you or someone else should call for help.
- Take charge!!
- When calling the emergency number (911), the caller should answer all questions and not hang up until the dispatcher hangs up.
- Return to the victim or assist in moving other team members to another area away from the victim. Maintain crowd control.

BLOOD SPILL AT SCHOOLS

- Wear gloves when assisting the victim
- If an accident occurs where blood is dripping onto the floor or other areas in the school, notify the school custodian regarding the area(s) of blood spillage
- DO NOT ATTEMPT TO CLEANUP BLOOD SPILLS YOURSELF.

AFTER AN EMERGENCY

- **Fill out an Accident Report Form**
- Submit a copy of the form to your division coordinator via mail, E-mail, or fax
- Do not admit fault on the form and do not attribute fault to anyone else.
- Only factual information should be written, not hearsay or opinion.

New Berlin Athletic Association Accident Report Form



Name of Injured Person _____

Address _____

Male _____ Female _____ Age _____

Time of Accident: Hour _____ AM _____ PM _____ Date _____

Place of Accident _____

Description of Accident _____

First Aid Treatment Given _____

First Aid Treatment _____ By (name) _____

Taken Home _____ By (name) _____

Taken to Physician _____ By (name) _____

Taken to Hospital _____ By (name) _____

Was a parent or other individual notified? NO _____ YES _____

When _____ Name of Individual Notified _____

Witnesses: _____ Address _____

_____ Address _____

Please send a copy of this report to your league coordinator via mail, E-mail, or fax to notify them of the accident.

New Berlin Athletic Association Accident Report Form



Name of Injured Person _____

Address _____

Male _____ Female _____ Age _____

Time of Accident: Hour _____ AM _____ PM _____ Date _____

Place of Accident _____

Description of Accident _____

First Aid Treatment Given _____

First Aid Treatment _____ By (name) _____

Taken Home _____ By (name) _____

Taken to Physician _____ By (name) _____

Taken to Hospital _____ By (name) _____

Was a parent or other individual notified? NO _____ YES _____

When _____ Name of Individual Notified _____

Witnesses: _____ Address _____

_____ Address _____

Please send a copy of this report to your league coordinator via mail, E-mail, or fax to notify them of the accident.

New Berlin Athletic Association Accident Report Form



Name of Injured Person _____

Address _____

Male _____ Female _____ Age _____

Time of Accident: Hour _____ AM _____ PM _____ Date _____

Place of Accident _____

Description of Accident _____

First Aid Treatment Given _____

First Aid Treatment _____ By (name) _____

Taken Home _____ By (name) _____

Taken to Physician _____ By (name) _____

Taken to Hospital _____ By (name) _____

Was a parent or other individual notified? NO _____ YES _____

When _____ Name of Individual Notified _____

Witnesses: _____ Address _____

_____ Address _____

Please send a copy of this report to your league coordinator via mail, E-mail, or fax to notify them of the accident.

New Berlin Athletic Association

To: Team Coaches
From: NBAA Board
Re: Baseball/Softball Base Storage



| SITE | BASE LOCATION |
|---|---|
| ▪ Buena Park | ▪ Rest Room Storage Building |
| ▪ Calhoun Park | ▪ Rest Room Storage Building |
| ▪ Valley View Park | ▪ Storage Bin at North Diamond |
| ▪ Malone Park –Softball Diamond # 2 | ▪ Storage Bin Behind Backstop |
| ▪ Malone Park – Kindergarten/Minis Fields | ▪ Storage Bin behind backstop |
| ▪ Eisenhower HS SE Softball Diamond | ▪ Storage Bin between Varsity and JV fields |
| ▪ Pro-Health Care Park | ▪ Storage Bin Behind Backstop |

- Home team is responsible for picking up bases from the bin. (The home team is listed second on the schedule).
- Winning coach (or home team for Kindergartners and Minis) is responsible for returning bases to bin after the game.
- **Bases must not be moved from one park to another.**
- Bases cannot be used for practices. They are only to be used for scheduled NBAA sanctioned ballgames.

New Berlin Athletic Association

To: Team Coaches

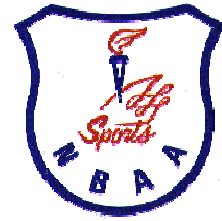
Re: Game Report Sheets



Game Reports

- The coach of the home team should provide the game report so all coaches have five game reports in their folder. All players from both teams should sign the game report.
- Winning coaches must send the game report with the umpire's signature to their league coordinator. Coordinator mailing address is pre-printed on each game report sheet for your convenience.
- The game report must be submitted no later than 24 hours after the game date. Failure to do so in that time period may cause both teams involved in that game to take a loss.

New Berlin Athletic Association



To: Team Coaches

Re: Game Comment Sheets

Submitting Baseball / Softball Game Comments/Highlights

Highlights of each game to be submitted to the New Berlin NOW and posted on the NBAA Website will only be accepted via email:

1. Each coach should submit game comments via email to **NBAAGameReports@wi.rr.com** for publication in the New Berlin Now community newspaper and website. In addition, comments are also posted on the NBAA website.
2. The email **must** include the following information:
 - a. Date and location of game
 - b. League (ie. Boys Minors)
 - c. Your team #, name, and sponsor's name (if you have one)
 - d. Your opponent's team #, name, and sponsor's name (if they have one)
 - e. The score
 - f. Comments about the game
3. Once compiled and submitted, NOW reserves the right to edit for space and does not include any submissions that do not contain both first and last names.
4. Please note that it takes a while to receive and compile the highlights, so try to get you comments in on a timely basis. As New Berlin NOW has a Sunday deadline for its Thursday edition, and NBAA has games scheduled Monday through Friday, we will be processing on a delay. For example, comments for week 1 will be submitted by coaches throughout the week (and possibly into week 2), compiled week 2 and submitted to the paper at the end of week 2. They will not actually be published until Thursday of week 3. However, once the cycle is established, comments should be available weekly.

New Berlin Athletic Association

Game Report Sheet



Date _____ League _____ Division _____ Field _____

Plate Umpire _____
(print name clearly) (signature)

Base Umpire _____
(print name clearly) (signature)

| Visiting Team | | Home Team | |
|---------------|-------|-----------|-------|
| # | Name: | # | Name: |
| | Coach | | Coach |
| 1. | | 1. | |
| 2. | | 2. | |
| 3. | | 3. | |
| 4. | | 4. | |
| 5. | | 5. | |
| 6. | | 6. | |
| 7. | | 7. | |
| 8. | | 8. | |
| 9. | | 9. | |
| 10. | | 10. | |
| 11. | | 11. | |
| 12. | | 12. | |
| 13. | | 13. | |
| 14. | | 14. | |
| 15. | | 15. | |
| 16. | | 16. | |

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | R | H | E |
|----------|---|---|---|---|---|---|---|---|---|---|---|---|
| Visitors | | | | | | | | | | | | |
| Home | | | | | | | | | | | | |

Winning team must send game report to league coordinator within 24 hours of completion of game.
 Failure to do so will result in a loss for both teams.

----- Fold Here -----

NBAA
P.O. Box 310344
New Berlin, Wisconsin 53151

**Put
Stamp
Here**

Attach Coordinator
Mailing Label Here

**Attention NBAA Coordinator
Game Report**

----- Fold Here -----