Derry (NH) Little League Safety Plan - 2017

Derry American Little League (229-01-05)

Emergency numbers (**911** PRIMARY):

Derry Fire/EMT: **432-6121**

Derry Police: **432-6111**

Key League Contacts:

President: **Ray Feoli**	508-801-3279 (cell) 603-432-5555 (H)	rfeoli@derryll.org
Equipment: **George Welch**	603-370-0338	Contact to replace defective/missing equipment Email: gwelch@derryll.org
Umpire in Chief: **Ray Feoli**	508-801-3279 (cell) 603-432-5555 (H)	rfeoli@derryll.org
Safety Officer: **Tom Vallone** Asst. Safety Officer: Dave Lahey	603-247-2253 603-952-7181	Contacts to submit accident reports and questions about safety issues. Please use both addresses tvallone@derryll.org dlahey@derryll.org

Safety Officer - **The Safety Officer shall be a board member position and on file with Little League International. This safety plan will be distributed and reviewed with all managers, coaches, players, umpires, parents and volunteers during team meetings scheduled by the Board of Directors.**

All Managers and Coaches from each team shall review the entire safety plan. A Manager, Coach or Board Member will review the safety plan with their/the players and parents at a team meeting or first practice prior to the start of the season.

1. **Volunteer Screening.** It is **MANDATORY** that all League personnel who have repetitive or frequent access to players fill out the Official Little League Volunteer Application form annually and also pass a criminal background check. Anyone refusing to complete either of these screenings **is ineligible to be a League member**.

2. **Field and Equipment Inspections**. Prior to any practice or game, a Manager or Coach is required to walk the fields looking for hazards (rocks, glass, holes, etc).
    a. All garbage should be collected and placed into the team's trash bag for removal.
    b. Any serious deficiencies that cannot be resolved must be reported to the Safety Officers (Tom Vallone: tvallone@derryll.org and Dave Lahey: dlahey@derryll.org).
    c. Umpires should check the conditions of the bases and their attachments.
    d. Should a deficiency not be repairable prior to a practice or game it may be deemed necessary to postpone or cancel such event until issue is resolved and field is safe for use.
    d. The Safety Officer as part of the ASAP safety plan requirements will Complete the 2016 Annual Little League Facility Survey.

3. **Equipment inspection**. Managers and coaches are responsible for inspecting all equipment prior to use.
    a. Damaged cracked helmets, helmets missing padding, dented bats, etc.) and illegal equipment should be removed from play and the dugouts **IMMEDIATELY**.
    b. Contact the Equipment Manager (George Welch gwelch@derryll.org) to obtain replacements.
    c. Managers should ensure that player-provided helmets are NOCSAE approved and are not altered in any way from their original condition.
    d. Umpires are required to inspect bats and cleats before every game. All equipment judged ineligible for use should be removed from the dugout. Players and coaches of players using illegal equipment may be subject to suspension.

4. **First Aid Training**. **A First Aid class will be held during the pre-season between the months of February and April. It should be noted however that training is available throughout the year. Contact the league safety officer for scheduling and more information. Training for this season will take place as follows. (Offered by Derry Fire, 74 Hampstead Road Derry NH 6:15 – 9pm, on the third Wednesday of each month).**
    a. Volunteers who have attended training within the last 3 years are exempt from attending this year. If there are any questions, the training attendance spreadsheet will be published on the League's web site for review. Other volunteers who are health care professionals are exempted as long as they provide documentation of their status to the League President or Safety Officer.
    b. Any manager or coach who is not exempt by either previous training or certification as a health care professional is required to attend. This class will be taught by a qualified instructor.
    c. The League's **AED** will be located in the concession stand at O'Hara Field.
    d. All schools near the fields have AED units.

5. **Concussion Awareness (LL regulation III (d) Note 3).**
    a. If a medical professional, Umpire in Chief, the player's coach, the player's manager or the player's parent has determined a player sustains a possible concussion, **the player must be, at a minimum, removed from the game and/or practice for the remainder of that day**.
    b. His/her return to full participation is subject to:
        i. The league's adherence to its respective state/provincial/municipal laws,
        ii. An evaluation and a written clearance from a physician or other accredited medical provider and
        iii. Written acknowledgement of the parents

    Note: The Little League regulation for dealing with potential concussion injuries is consistent with the State of New Hampshire statute regarding head injuries for student athletes: http://www.littleleague.org/learn/programs/childprotection/concussions/ConcussionsNew_Hampshire.htm

    The Centers for Disease Control (CDC) have produced a web-based training course that can be viewed here: http://www.cdc.gov/concussion/headsup/online_training.html

6. **First Aid Kits**. The League-issued first aid kits shall be taken to all practices and games.
    a. Replacement supplies (cold packs, Band-Aids, etc.) can be obtained from the Equipment Manager.
    b. Supplies are packed in individual clear 'Zip lock' bags to help protect them from dirt and moisture contamination.
    c. All First Aid Kits must be returned to equipment manager when all gear is returned.
    d. Note: cold packs are only to be used for impact injuries and are **not** intended for "icing down" pitchers' arms. (The concession staff will have bags of ice at O'Hara field for icing down when needed).

7. **Catchers**. Catchers **must** wear a catcher's helmet (with face mask and dangling throat guard), chest protector and shin guards.
    a. Male catchers must wear chest protectors and a cup at **all** times. Females must also wear chest protectors.
    b. Adults (umpires, coaches, or parents) are NOT to warm up pitchers at any time during scheduled Little League activities. See LL regulation XIV (f) and rule 3.09.

8. **Mouth guards**. Although not required, it is strongly recommended that all players wear mouth guards for both practices and games.

9. **Protective Cups**. While these are only required for catchers, it is strongly recommended that all male players wear protective cups.

10. **Safety Glasses**. Due to the risk of eye injury from shattered glasses, parents are strongly encouraged to provide "Safety Glasses."

11. **Accident Reports**. Verbal accident reports for incidents that require first aid should be made within 24 hours to the Safety Officer.
    a. Follow-up written reports are due within 3 days. A blank form is attached to this plan
    b. PDF copies can be downloaded from the Little League website at: http://www.littleleague.org/Assets/forms_pubs/asap/Injury_Tracking_Form.pdf
    c. Whenever possible, be sure to obtain the names of witnesses to the incident.

12. **Concession Stand**. These operating procedures for the concession stand at O'Hara Field are also posted on the wall next to the cash register:
    a. Workers must wear disposable gloves when serving food that is not wrapped including hot dogs, hamburgers, and any other grilled or fried items.
    b. At least 1 adult shall be in the concession stand at all times when open.
    c. Children shall not be allowed to congregate in the Concession stand.
    d. The fire extinguisher beside the cash register must be checked weekly.
    e. Extreme care should be used when operating the fryer and grill (adults only)
    f. A first aid kit is provided for both concession and player use.
    g. All workers must be aware of the location of both the electrical breaker box and grill hood fire-suppression switch.
    h. Any injuries must be reported within 24 hrs. to the Safety Officer.
    i. The lightning detector must be turned on at the beginning of each shift.
    j. The AED is located in the concession stand behind the entry door. Take caution to not accidently open the AED door. Should this happen the key will be kept above the cash register on the wall.
    k. Eighth graders will be allowed to volunteer in concession stand with permission from a parent.

13. **Coaching Fundamentals Training**. As in previous years, a baseball fundamentals clinic for coaches will be provided.
    a. The class will be held in Jan - April before Opening Day.
    b. The class will be taught by a qualified instructor.
    c. It is required that at least one representative from each team attends each year; coaches/managers must attend training at least once every three years. (Documentation will be kept for tracking purposes).
    d. The clinic will include proper warm-ups, running safe practices and games.
    e. Coaching instruction is also being provided by a qualified instructor as a part of our Winter Workout program at the Sports Zone in Derry (Saturdays, 5-7pm) (Training has been provided).

14. **Jewelry – Players must not wear watches, rings, earrings (studs included), pins, or non-emergency information necklaces/bracelets. The only acceptable jewelry item is a necklace or bracelet containing medical emergency information. See LL rule 1.11(j).**

15. **Sliding - General**. Although there is no absolute 'must slide' rule, players have the option of either sliding or attempting to avoid a defensive player with the ball waiting to make the tag.
    a. 'Crashing' the catcher (or any other player waiting to make the tag) will not be tolerated and will result in an immediate ejection.
    b. Ejected players will be suspended from their next game.

16. **Head First Slides**. As noted in the Rule Book, this is prohibited unless returning to a base. **See LL rule 7.08(a) (4).**
    a. Any player sliding headfirst while advancing to a base will be called **OUT** by the umpire.
    b. Note: this prohibition does **NOT** apply to players in the Intermediate league and older divisions.

17. **On Deck Batters**. In Divisions below Senior League, **THERE IS NO ON DECK BATTER**. **The only person to have a bat in their hands is the current batter.** Horseplay around the bench with bats is not to be tolerated. Coaches shall also enforce this policy during practices. Exception: Intermediate level is allowed on deck batters.

18. **Supervision**. To ensure adequate supervision, two adults (at a minimum) should be in attendance at each practice or game.
    a. **At least one adult (and no more than 3) MUST be present in the team's dugout during games and practices. See LL rule XIV (d) and 1.01.**
    b. Parents/guardians should be cautioned to not drop off children until at least one coach is present. Likewise, coaches must not leave the field after the practice/game until all players have been picked up.
    c. Players who are ejected, ill, or injured shall remain under supervision until released to the parent/guardian.
    d. During warm-up drills, players should be spaced so that no one is endangered by errant balls
    e. Only players, managers, coaches, umpires and League-approved photographers are allowed on the playing field during practices or games.
    f. Managers and coaches shall always be aware of their players' behavior and not allow any horseplay or any acts that could cause injury or distraction to others and create an unsafe environment.

19. **Rules**. Know your rules-- many are based on sound safety practices.
    a. It is recommended that Managers and Coaches periodically review the rulebook to ensure understanding.
    b. Questions about specific rules/ interpretations should be directed to a league official.
    c. The League is always looking for knowledgeable members who would like to help out as umpires. Professional training will be provided at no cost to the volunteer. Some of our current umpires have attended the school at either the Eastern Region (Bristol, CT) or the International LL Headquarters (Williamsport, PA). Interested personnel should either contact a league official or leave a message on the League phone: 425-1957.

20. **Thrown equipment**. Thrown equipment poses a danger to spectators, umpires, and other players. It will not be tolerated.
    a. Any player adjudged by an Umpire, Manager, Coach or Board Member to have thrown equipment in anger will be ejected from the game.
    b. The player will also be suspended from the next game.

21. **Ejections**. Ejections are a distraction to the game and could cause individuals to lose concentration in the game at hand and put themselves or others in harm's way. Managers and coaches should do their best to keep everyone on track.
    a. When a manager, coach, player or parent is ejected from a game, they shall leave the field immediately and take no further part in the game. They may not sit in the stands and may not be recalled.
    b. Any manager, coach or player ejected from a game is suspended for the next game. This includes pregame and postgame activities. (See Rule 4.07)
    c. The Board of Directors may at its discretion require a meeting with any suspended individual before they return to their team in any capacity. Failure to reply or comply will result in non-eligibility.
    d. The umpire shall report to the league President, within 24 hours after the end of a game, all violations of rules and other incidents worthy of comment, including the disqualification of any manager, coach or player and the reasons therefore. (See page 98 rule 9.05)

22. **Inclement Weather**. The electronic lightning detector is operational in the concession stand.
    a. At the first sign of lightning at any field, players and coaches are to be removed from the field to a safe area (cars, building).
    b. All personnel is to remain off the field until twenty (20) minutes after lightning is last seen.
    c. Player and volunteer safety is paramount – we can always re-schedule a weather-canceled game.

23. **Darkness**. Evening games may be shortened (especially early in the season) by darkness.
    a. The Head Umpire has the responsibility and authority to call a game whenever poor visibility threatens player safety.
    b. As with other judgment calls, this decision is final and not subject to appeal or argument. Because AA games have no umpires, AA Managers have this responsibility for games in their division.

24. **Respect your Teammates**: The utmost of respect should be shown to all Manages, Coaches, Umpires, Parents and other Players at all times. At no time will it be acceptable for anyone to be rude or hurtful with words or physically harmful to others. Behavior of this type will be considered as Bullying behavior. It will not be tolerated. **Derry Little League's Bullying Policy Is Attached at the end of this Safety Plan.**

25. **Setting the example**: **It is well known that smoking (including vaping) and consumption of alcohol and illegal drugs is absolutely not allowed near any playing field or parking lot the league uses. Should any of these activities be observed taking place, those persons will be asked to leave the premises immediately. If needed, the proper authorities will be notified.**

26. **League umpires will be required to familiarize themselves with the League's Safety Program and also be offered any available First Aid training the League has to offer.**

27. **The Safety Officer will submit a qualified safety plan registration form along with the League's ASAP plans.**

28. **The league will submit player registration data or roster data and coach and manager data by April 1, 2016 per the new LLI requirement.**

29. Medical release forms must be filled out for each player, each season and provided to the player's Manager for his or her use in a case of an emergency. They must be kept in private and in possession of the manager during any league activity. This will also include any of the seasonal clinics provided by the league. At the end of the season, the manager must return these forms to a league official for shredding.

30. Forms attached: Contained in this Safety package are: Activities / Reporting form (incident / injury), Little League Volunteer application form, What you need to know about little league insurance form and Derry Little Leagues Bullying Policy.

THANK YOU FOR PUTTING SAFETY FIRST, IT WILL MAKE A DIFFERENCE!

DERRY LITTLE LEAGUE IS COMITTED TO THE SAFETY OF THE ENTIRE LEAGUE

Activities/Reporting

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: Derry American Little League League ID: 229 - 01 - 05 Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person'sName: _____ Date of Birth _____

Address: _____ Age: _____ Sex: M____ F____

City: _____ State_____ Zip_____ Home Phone: ( )_____

Parent's Name (If Player): _____ Work Phone: ( )_____

Parent's Address (If Different): _____ City _____

Incident occurred while participating in:

A) ☐ Baseball ☐ Softball ☐ Challenger ☐ TAD

B) ☐ Challenger ☐ T-Ball ☐ Minor (7-12) ☐ Major (9-12) ☐ Junior (13-14)
☐ Senior (14-16) ☐ Big League (16-18)

C) ☐ Tryout ☐ Practice ☐ Game ☐ Tournament ☐ Special Event
☐ Travel to ☐ Travel from ☐ Other (Describe): _____

Position/Role of person(s) involved in incident

D) ☐ Batter ☐ Baserunner ☐ Pitcher ☐ Catcher ☐ 1st Base ☐ 2nd Base
☐ 3rd Base ☐ Short Stop ☐ Left Field ☐ Center Field ☐ Right Field ☐ Dugout
☐ Umpire ☐ Coach/Manager ☐ Spectator ☐ Volunteer ☐ Other _____

Type of injury: _____

Was first aid required? ☐ Yes ☐ No If yes, what: _____

Was professional medical treatment required? ☐ Yes ☐ No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

A) On Primary Playing Field
☐ Base Path: ☐ Running or ☐ Sliding ☐
☐ Hit by Ball: ☐ Pitched or ☐ Thrown or ☐ Batted
☐ Collision with: ☐ Player or ☐ Structure
☐ Grounds Defect_____
☐ Other_____

B) Adjacent to Playing Field
☐ Seating Area
☐ Parking Area

C) Concession Area
☐ Volunteer Worker
☐ Customer/Bystander

D) Off Ball Field
☐ Travel
☐ Car or ☐ Bike or
☐ Walking
☐ League Activity
☐ Other

Please give a short description of incident: _____

_____

_____

Could this accident have been avoided? How: _____

_____

_____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position _____ Phone Number: (_____) _____

Signature: _____ Date: _____

Little League Volunteer Application - 2017

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name_____ Date _____

Address _____

City _____ State _____ Zip _____

Social Security # (mandatory with First Advantage or upon request) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

_____

Community affiliations (Clubs, Service Organizations, etc.):

_____

Previous volunteer experience (including baseball/softball and year):

_____

Do you have children in the program? Yes ☐ No ☐ If yes, list full name and what level? _____

Special Certification (CPR, Medical, etc.): _____

Do you have a valid driver's license: Yes ☐ No ☐

Driver's License#: _____ State _____

Have you ever been convicted of or plead guilty to any crime(s) involving or against a minor?: Yes ☐ No ☐

If yes, describe each in full: _____

_____

Are there any criminal charges pending against you regarding any crime(s) involving or against a minor? ☐ Yes ☐ No If yes, describe each in full: _____

_____

Have you ever been refused participation in any other youth programs? Yes ☐ No ☐

If yes, explain: _____

_____

In which of the following would you like to participate? (Check one or more.)

League Official ☐ Coach ☐ Umpire ☐ Field Maintenance ☐

Manager ☐ Scorekeeper ☐ Concession Stand ☐ Other ☐

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone

_____

_____

_____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE:

http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name(please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____

on _____

System)s) used for background check (minimum of one must be checked):

Sex Offender Registry ☐ Criminal History Records ☐ *First Advantage ☐

**Please be advised that if you use First Advantage and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter directly from LexisNexis in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.*

Only attach to this application copies of background check reports that reveal convictions of this application.

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by an employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area. A $50 deductible applies for all claims, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball and Softball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service date of service, procedure and diagnosis codes for medical services/ supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League International, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
   (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of $100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
   (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. A maximum of $1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment
   Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs.
   No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.
   Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in providing a better understanding of the operation of the Little League insurance program.

This policy shall be read by team manager, coaches and players, then signed and returned to division V.P. or Safety Officer.

Derry Little League Bullying Policy 2016

Derry Little League takes bullying or any harassment in any form very seriously. This will not be tolerated at any level within our organization whether done by players, coaches, managers, parents, or Board of Director members.

Bullying can take several forms but the most common are:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving, and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by players who bully
6. Being threatened or being forced to do things by players who bully
7. Racial bullying
8. Sexual bullying
9. Cyber bullying (via cell phone or Internet)

If an individual feels they are being bullied, the player, parent or guardian should report this to the player's manager. The manager will immediately inform their Player Agent who will make notification to the Board of Directors where a review of the situation will take place by the Disciplinary Committee. This committee is comprised of the Officers of the Board, the League Player Agents as well as the Safety Officer.

Consequences of bullying can be any or all of the following:

1. Written Warning
2. Suspensions
3. Expulsion of Derry Little League
4. Involvement of local law enforcement

The Managers, Coaches, and Player signatures below acknowledge that this policy has been read and understood by all.

_____

_____

_____

_____

_____