



WESTBROOK LITTLE LEAGUE 2018 SAFETY MANUAL

SAFETY OFFICER: Steve Anderson

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WESTBROOK LITTLE LEAGUE SAFETY POLICY

To provide the safest possible environment for our players, fans and volunteers, it is the policy of Westbrook Little League to abide by a safety code that will not be compromised by the decisions and actions of the league's members. Westbrook Little League has assigned a safety officer to be in charge of all safety issues. A safety manual will be published and distributed to all coaches and volunteers. A copy of the safety manual will be kept in all the safety kits. Additional safety manuals will be kept at the concession stand where all three fields are located.

Emergency Phone Numbers

Emergency.....911

Westbrook Ambulance.....399-7000

Resident Trooper Westbrook.....399-7304

State Police Troop F Westbrook 399-2100

In Case of Emergency

- **Obtain medical assistance for those who require it.**
- **Notify parents or emergency contact as soon as possible.**
- **Protect the victim from further injury! DO NOT MOVE THE VICTIM UNLESS THERE IS AN IMMEDIATE THREAT!**

- **Any qualified person at the scene should provide First aid immediately.**
- **The most important help 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.**
 - **First dial 9-1-1**
 - **Give the dispatcher the necessary information. Answer any questions that he or she might ask including your exact location, your name and the phone number you are calling from.**
 - **Type of accident: a baseball related accident, bicycle accident, fire, fall.**
 - **How many people are involved?**
 - **DO NOT PROVIDE FOOD OR BEVERAGE OTHER THAN WATER.**

Safety Guidelines

- **In 1994, ASAP (A Safety Awareness Program) was introduced by Little League Baseball to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball. In support of this initiative, the following items have been incorporated into our league's safety code: 4**
- **Prior to each season a qualified safety plan registration form will be submitted with the ASAP plan.**
- **Prior to each season league player registration data or player roster data and coach and manager data will be submitted to littleleague.org**
- **The Westbrook Little League Safety Manual will be distributed to and reviewed by all coaches, managers, umpires, board members, concession volunteers and all other volunteers. A copy of the safety manual will be kept at the concession stand where all three fields are located.**
- **All volunteers will fill out the Little League volunteer application and a background check will be done before the season begins. Mandatory first aid training will be provided for all coaches and managers.**
- **Coaching fundamentals will be provided to all coaches, managers and umpires.**
- **Each team will have a first aid kit that will be taken to games and practices. Besides medical equipment and supplies, all kits contain a copy of each player's registration form listing parent's home, work, and cell phone numbers. Each registration form also lists additional emergency contacts.**
- **Coaches and umpires should inspect play area for holes, damage, stones, glass, and other foreign objects prior to games and practices.**
- **Do not practice or play games when weather or field conditions are unfavorable, or when there is inadequate lighting.**
- **Store all team equipment in dugouts or behind screens, not within the areas defined by the umpires as "in play"**

- **Only players, managers, coaches, and umpires are permitted on the playing field or in dugouts during practice or games.**
- **Coaches are responsible for keeping bats and loose equipment off of the playing field.**
- **Coaches, managers, and umpires will require batters, base runners, and player base coaches to wear Little League approved batting helmets during practices and games. All new batting helmets purchased by the league will be designed to remain securely on all players, no matter the size of their heads.**
- **Catchers must always wear catchers helmet, mask, throat protector, long model chest protector, shin guards, and, for males, protective cup for all practices and games. Boys will use a mitt providing adequate thumb protection.**
- **Players that warm up pitchers must use a catcher's mitt and wear catcher's helmet, mask and throat protector. Remind managers and coaches they are not allowed to catch pitchers (Rule 3.09) including being an "informal" catcher during batting practice.**
- **During a game, players must remain in the dugout while not involved in play, coaching a base or warming up a pitcher.**
- **Watches, rings, earrings and other jewelry will not be worn during practices or games, with the exception of emergency medical bracelets/necklaces.**
- **At the beginning of each season, all equipment will be inspected by the Equipment Manager prior to the distribution of the coaches. In addition, equipment will be inspected by the coaches/managers prior to each game or practice to look for damage. Damaged equipment will be discarded and be replaced with new equipment.**
- **On-deck batters are not permitted.**
- **Managers will have players' medical forms at all games and practices.**
- **Break away bases are installed on all fields for the 2018 season.**
- **Face guards on batting helmets are optional, but recommended and will be provided to each team**

Facility Survey

Both coaches and umpires are required to walk and survey fields for hazards, such as rocks, glass, and holes prior to each game. Any hazards will be corrected prior to game commencing. In addition, an annual facility survey will be conducted in accordance with the Little League Facility Survey form. The home team coach is responsible for this.

First Aid Training

Each year, Westbrook Little League provides coaches training in basic first aid and CPR, including proper warm-ups and running safe practices prior to the start of each season. There will be a safety meeting held in Old Saybrook, CT on March 29 given by a local nurse for both the Old Saybrook and Westbrook Little Leagues. All new coaches for 2018 will attend this training, which is required to be attended every two years by all coaches. A list of attendees will be kept on file.

Coaches Fundamentals Training

Each year prior to the start of the season Westbrook Little League provides mandatory safety training for managers and coaches and offers coaches training. This year that training session will be held on Saturday, March 24, 2018 at the Oxford Academy in Westbrook, CT.

Concession Stand Safety Procedures

Concession Manager: Lori Blair

Phone: 203 710-3608

The concession manager will be responsible for training all volunteers in safe food preparation as well as safe use, care, and inspection of all equipment. This person also holds a ServSafe certification. There are written procedures covering the opening and closing of the concession stand for each day. The concession stand will be thoroughly cleaned on a daily basis in accordance with the Westbrook Health Department. The Health inspector leaves a copy of all rules and regulations covering proper food handling, etc. before opening the stand prior to each season. **THESE REQUIREMENTS ARE POSTED IN PLAIN VIEW OF ALL VOLUNTEERS.** Lori Blair is the concession manager for 2018. All parents are urged to volunteer for at least one night working the concession stand.

Volunteer Application

All volunteers will be required to complete a volunteer application. All volunteers will be subject to a background check to insure that there is no history of child or sexual abuse. Anyone refusing to submit to the background check will be ineligible to volunteer. The Little League President retains all volunteer applications for the season in a password protected file on a thumb drive. Government issued photo identification is required along with the completely filled out volunteer form. Westbrook Little League President Kevin Blair will check the sex offender registry by April 10 of 2018 and will clear all volunteers for the 2018 season.

National Criminal background checks will be completed for all volunteers prior to April 10, 2018 and all who pass will be cleared to volunteer for the 2018 season.

Accident Reporting

- **Should a player, coach, umpire or volunteer require any type of medical treatment as a result of participating in Westbrook Little League, a report to the safety officer is also required.**
- **A report needs to be made within 48 hours of the incident. Call the safety officer Steve Anderson at 860-399-6438**
- **A phone report is sufficient, though a written report may be dropped off with the safety officer. The following information needs to be provided:**
 - **The name and phone number of the person/people involved**
 - **The name and phone number of the person reporting the incident**
 - **The date, time and location of the incident**
 - **A full description of the incident**

- **An estimation of the extent of any injury..**
- **Medical treatment administered at the field prior to the arrival of trained personnel**
- **The Safety Officer will then contact the person involved or parent/guardian within 48 hours. After verifying the information, the status of the injured person will be discussed. Should the injured person have required medical treatment other than that given at the field (at a doctor's office, emergency room, etc.), the person or parent/guardian will be advised of the Westbrook Little League's insurance coverage and how to submit claims. Should the situation warrant, further follow-up by the Safety Officer will be made until the incident is considered closed (i.e., no further claims are expected and/or the individual is once again participating in the league.)**
- **The District Safety Office will receive a summary report on accidents during the season.**
- **"Near Misses" will be tracked as a proactive tool to evaluate practices and avoid future accidents and injuries.**
- **An Incident/Injury Tracking Report form is included in this manual. Accidents and near misses will be shared with district staff.**

Weather/Lightning Safety

- **If lightning is seen, any practice or game will be stopped immediately. Players will be directed to walk to the vehicle of their parent or guardian, or, if not available, to the vehicle of the coach or a family friend.**
- **Stay away from metal fencing (including dugouts)**
- **Do not hold a metal bat**
- **The umpire will determine if it is safe to resume play after a standard waiting period.**
- **If it is raining prior to the beginning of the game, the coaches of the two teams will jointly determine whether to cancel the game. Their decision will encompass the weather forecast and conditions of the playing field. Only when the game can be expected to commence SAFELY within 30 minutes of the original time will there be a postponement in lieu of a cancellation.**
- **If rain begins during a game, the umpire will call the game if the intensity of the rain becomes greater than a light drizzle.**

Westbrook Little League Board of Directors Contact Info

President - Kevin Blair kblairwll@gmail.com
(h)860-399-6468 (c)203-506-8102

Vice President - Fredrick Franco ffranco714@comcast.net
(c) 860-510-6217

Treasurer – Christine Champagne
lisechamp06@hotmail.com p860-391-5112

Secretary – Nicole Burke nicoleburke7@gmail.com 860-510-6337

Interim Sponsorship Coordinator – Kevin Blair
kblairwll@gmail.com
(h)860-399-6468 (c)203-506-8102

Interim Equipment Manager – Kevin Blair

Safety Officer – Steve Anderson
Steve.Anderson@cellmark.com
(cell) 203-856-6591

Player Agent, Majors – Dale Bennett
shock480@comcast.net;

Player Agent, Minors – Sean Grace
Sgrace1945@gmail.com

Fall/Summer ball coordinator - Fredrick Franco ffranco714@comcast.net
(c) 860-510-6217

2018 Annual Little League Facility Survey

Highly Recommended Ideas

Westbrook Little League will try to implement many of the ideas regarding organization, training, facilities and equipment and activities items 14-48. Many of the items are already utilized by Westbrook Little League.

All divisions in Westbrook Little League are provided caged helmets for the purpose of safety to the players.