

# Derry (NH) Little League Safety Plan - 2014

Derry American Little League (229-01-05)



Emergency numbers (**911** PRIMARY):

Derry Fire/EMT: **432-6111**

Derry Police: **432-6121**

## Key League Contacts:

President: Ray Feoli	425-1957 (League phone)	rfeoli@derryll.org
Equipment: Glen McGill	425-1957 (League phone)	Contact to replace defective/missing equipment. Email: gmcgill@derryll.org
Umpire in Chief: Don Kirkland	432-5555 (H)	dkirkland@derryll.org
Safety Officer: Phillip / Tom Torres	603-818-8027 (H) 508-958-3870 (Cell)	Contact to submit accident reports and questions about safety issues. Email: ttorres@derryll.org

**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, parents and volunteers during team meetings scheduled by the Board of Directors.**

**A Manager or Coach from each team shall review the entire safety plan with their players and parents at a team meeting or 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, Managers are 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 Officer (Tom Torres [ttorres@derryll.org](mailto:ttorres@derryll.org)).
  - c. 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 2014 Annual Little League Facility Survey.**
3. **Equipment inspection.** Managers and coaches are responsible for inspecting all equipment prior to use.
  - a. Damaged equipment (cracked helmets, helmets missing padding, dented bats, etc) should be removed from play **IMMEDIATELY**.
  - b. Contact the Equipment Manager (Glen McGill [gmcgill@derryll.org](mailto:gmcgill@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.
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 more information. Training for this season will take place as follows. (Training date #1, April 11<sup>th</sup>) Offered by **Parkland Medical**. At Nutfield Building 44 Birch Street Derry NH, Suite 102, Entrance D 6 – 8pm). (Training date # 2, April 16<sup>th</sup>, Offered by **Derry Fire**, 74 Hampstead Road Derry NH 6:30 – 9pm)
  - 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.
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](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](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. Note: cold packs are only to be used for impact injuries and are **not** intended for “icing down” pitchers’ arms.
7. **Catchers.** Catchers **must** wear a catcher’s helmet (with face mask and dangling throat guard), chest protector and shin guards.
- Male catchers must wear the long-model chest protector (Jr& Sr’s divisions may wear the short chest protector), protective supporter and cup at **all** times.
  - 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 players (male and female) wear protective cups.
10. **Safety Glasses.** Due to the risk of eye injury from shattered glasses, parents should be encouraged to provide “Safety Glasses”.
11. **Accident Reports.** Verbal accident reports for incidents that require first aid should be made within 24 hrs to the Safety Officer.
- Follow-up written reports are due within 3 days. A blank form is attached to this plan
  - PDF copies can be downloaded from the Little League website at:  
[http://www.littleleague.org/Assets/forms\\_pubs/asap/Injury\\_Tracking\\_Form.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/Injury_Tracking_Form.pdf)
  - Wherever 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:
- Workers must wear disposable gloves when serving food that is not wrapped: hot dogs, hamburgers, and any other grilled or fried items.
  - At least 1 adult shall be in the concession stand at all times when open.
  - Children shall not be allowed to congregate in the Concession stand.
  - The fire extinguisher beside the cash register must be checked weekly.
  - Extreme care should be used when operating the fryer and grill (adults only)
  - A first aid kit is provided for both concession and player use.
  - All workers must be aware of the location of both the electrical breaker box and grill hood fire suppression switch.
  - Any injuries must be reported within 24 hrs to the Safety Officer.
  - The lightning detector must be turned on at the beginning of each shift.
  - The AED is located in the concession stand behind the entry door. Take caution to not accidentally open the AED door. Should this happen the key will be kept above the cash register on the wall.
13. **Coaching Fundamentals Training.** As in previous years, a baseball fundamentals clinic for coaches will be provided.
- The class will be held in Jan - April before Opening Day.
  - The class will be taught by a qualified instructor.
  - 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).
  - The clinic will include proper warm-ups, running safe practices and games.
  - 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, 4-7pm, Sundays, 2-4 pm, Jan-Mar) (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.
- ‘Crashing’ the catcher (or any other player waiting to make the tag) will not be tolerated and will result in immediate ejection.
  - 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 Jr league and older divisions.
17. **On Deck Batters.** In Divisions below Sr 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.
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 there players behavior and not allow any horseplay or any acts that could cause 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 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 on the game at hand and put themselves or others in harms way. Managers and coaches should do their best to get everyone back 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 page 70 rule 4.07)
  - c. The Board of Directors may at its discretion require a meeting with any suspended individual before they return to there team in any capacity. Failure to reply 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. 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 plate umpire has the responsibility and authority to call the 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. League umpires will be required to familiarize themselves with the leagues Safety program and also be offered any available first aid training the league has to offer.
25. The Safety Officer will submit a qualified safety plan registration form with the leagues ASAP plans.
26. The league will submit player registration data or roster data and coach and manager data by April 1<sup>st</sup> 2014 per new LLI requirement.

THANK YOU FOR PUTTING SAFETY FIRST, IT COULD MAKE A DIFFERENCE



DERRY LITTLE LEAGUE COMMITTED TO THE SAFETY OF THE ENTIRE LEAGUE

League Name: \_\_\_\_\_ League ID: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Incident Date: \_\_\_\_\_

Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Parents' Address (If Different): \_\_\_\_\_ City \_\_\_\_\_

**Incident occurred while participating in:**

- A.)  Baseball       Softball       Challenger       TAD
- B.)  Challenger     T-Ball (5-8)     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       First Base     Second  
 Third       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 to being allowed in a game or practice.)

**Type of incident and location:**

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>A.) On Primary Playing Field</li> <li><input type="checkbox"/> Base Path:    <input type="checkbox"/> Running or    <input type="checkbox"/> Sliding</li> <li><input type="checkbox"/> Hit by Ball:    <input type="checkbox"/> Pitched or    <input type="checkbox"/> Thrown or    <input type="checkbox"/> Batted</li> <li><input type="checkbox"/> Collision with: <input type="checkbox"/> Player or    <input type="checkbox"/> Structure</li> <li><input type="checkbox"/> Grounds Defect</li> <li><input type="checkbox"/> Other: _____</li> </ul> | <ul style="list-style-type: none"> <li>B.) Adjacent to Playing Field</li> <li><input type="checkbox"/> Seating Area      <input type="checkbox"/> Travel:</li> <li><input type="checkbox"/> Parking Area      <input type="checkbox"/> Car or <input type="checkbox"/> Bike or</li> <li>C.) Concession Area      <input type="checkbox"/> Walking</li> <li><input type="checkbox"/> Volunteer Worker      <input type="checkbox"/> League Activity</li> <li><input type="checkbox"/> Customer/Bystander    <input type="checkbox"/> Other: _____</li> </ul> | <ul style="list-style-type: none"> <li>D.) Off Ball Field</li> <li><input type="checkbox"/> Travel:</li> <li><input type="checkbox"/> Car or <input type="checkbox"/> Bike or</li> <li><input type="checkbox"/> Walking</li> <li><input type="checkbox"/> League Activity</li> <li><input type="checkbox"/> Other: _____</li> </ul> |
|--|---|---|

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 -2014

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 \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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.**