

2018 Baseball Season

COLCHESTER BASEBALL &  
SOFTBALL LEAGUE, INC.  
SAFETY PLAN

League ID Number: 207-10-16

Managers & Coaches

A Safety Awareness Program

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## **A Safety Awareness Program**

In 1995, A Safety Awareness Program (ASAP) was introduced with the goal of reemphasizing the position of Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.” This plan is offered as a tool to meet the requirements of this directive and to provide a reference for managers and coaches.

### **Policy Statement**

Safety is everyone’s job. Prevention is the key to reducing accidents to a minimum. All hazardous conditions must be reported to the President, respective league president, or other Board Member immediately. Do not play on a field that is not safe or with unsafe playing equipment. Be sure players are fully equipped at all times, especially catchers and batters.

### **Safety Plan**

Each team will be issued a safety manual and a first aid kit at the beginning of the season.

The manager or the team will acknowledge receipt of both by signing the appropriate form attached hereto. Umpires who are not managers or coaches will also be issued a copy of the safety plan.

### **Volunteer Application**

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 fill out an application form as well as provide a government-issued photo identification card for ID verification. Each year all volunteers must fill out a Little League® Volunteer Application form. This form must be submitted and approved by the Executive Operating Board. No volunteer will be allowed to participate in any Little League® activity until their volunteer application has been submitted and approved. All volunteers will be required to have a background check.

### **Colchester Baseball and Softball League Safety Officer**

A Safety Officer position will be mandatory within Colchester Baseball & Softball League (CBSL). This position will be an elected member of the Executive Operating Board.

Safety Officer:

Bob Crowell

Phone: (860) 910-6082 (cell)

The Safety Officer shall advise the President and the Executive Operating Board regarding pertinent safety matters concerning the respective leagues, field and equipment playing conditions, and report any known incidents of injury.

## **Duties of the Safety Officer**

Safety Officer shall:

- Maintain and update this Safety Plan and the Field Safety Checklist as appropriate in accordance with Colchester Baseball & Softball League guidelines;
- Assist the Executive Operating Board in adjudicating and/or resolving any safety issues that arises during the course of the little league baseball season;
- Receive and review all incident/accident reports, investigate and document any further circumstances as warranted, and report incidents to the Executive Operating Board;
- Contact the injured party, or if the injured party is a minor, the injured party's parents, within 48 hours after receiving an incident report;
- Check on the status of the injured party periodically;
- Determine and report on whether the injured party required other medical treatment;
- Advise the parent or guardian of the Colchester Baseball & Softball League insurance coverage and the provisions for submitting any claims;
- Randomly inspect the playing fields during practices and games to verify compliance with

### **Little League guidelines and the Colchester Baseball & Softball League's Safety Plan.**

Any violations shall be immediately brought to the attention of the responsible party for resolution. In most instances, the responsible party will be the managers or coaches conducting a practice or game on the field. Umpires should also be notified of non-compliances prior to the start of any game. If resolution is not possible or is not otherwise accomplished, and the situation creates the potential for personal injury in the opinion of the Safety Officer, the Safety Officer may suspend the practice or game play until the situation is resolved. In the case of unresolved safety violations not requiring immediate action, the Safety Officer shall report the situation to the Executive Operating Board for subsequent resolution;

## **Key Telephone Numbers & Contacts**

### Emergency Numbers

- Colchester Police Emergency: 911
- Colchester Fire and Ambulance Emergency: 911
- Colchester Police Non-Emergency (860) 537-7270

### Colchester Baseball & Softball League Officials Numbers

- |                             |                |                |
|-----------------------------|----------------|----------------|
| • President:                | Patrick Walsh  | (860) 213-1398 |
| • Vice President:           | Steve Lima     | (860) 303-3002 |
| • Treasurer:                | Chris Gould    | (860) 798-4729 |
| • Baseball Director:        | Tom Laliberte  | (860) 966-2262 |
| • Softball Director:        | Rob D'Atri     | (860) 942-2916 |
| • Equipment Manager:        | Casey O'Neill  | (860) 334-1626 |
| • Player Agent:             | Greg Vilaro    | (860) 899-5884 |
| • Medical / Safety Officer: | Bob Crowell    | (860) 910-6082 |
| • Information Officer:      | Karen Belding  | (860) 391-5250 |
| • Secretary:                | Joe Vernali    | (860) 670-1349 |
| • Members at Large:         | Bill Jones     | (860) 575-9535 |
|                             | Tim Chiaverini | (203) 257-3492 |

### **Telephone Contact**

A telephone should be available for every practice and game. Since practice fields do not have readily accessible public phones, it will be necessary for each manager or coach to ensure that a cellular phone is available at all times. In the event cellular phones are relied upon at practices or games, the operator/owner shall ensure that a proper connection can be made to a cellular phone network prior to the commencement of any practice or game. The cell phone must be capable of connecting to a 911 emergency service operator. Practices should not be held or games played without immediate telephone access to emergency services. Emergency Services are summoned by dialing 911. In the event that emergency services are summoned, a coach or manager shall have the responsibility of getting the emergency services directly to the site of the injury or to the injured person(s).

### **Accident Reporting Procedures**

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer by the team manager or coach most closely associated with the incident. This reporting is required for even passive treatments. The reporting information shall include any evaluation and diagnosis of the extent of the injury, or any necessary periods of rest. All incidents shall be reported within 48 hours of the incident. Typically, these reports are telephonic. At a minimum, the reporter must provide the following information:

1. Name and phone number of the person(s) involved;
2. If applicable, name and phone number of the person's manager or coach;
3. Date, time, and location of the incident;
4. Detailed description of the incident;
5. Preliminary estimate of the extent of any injury;
6. If applicable, the location and contact phone number of medical facility where person had to be transported; and
7. Name and phone number of the person reporting the incident.

A copy of the Incident/Injury Report Form is included as an exhibit to this Safety Plan, and should be used for reporting purposes. This form shall be filled out within one week of the injury and submitted to the league's Safety Officer.

If the extent of any injury is more than minor in nature, Safety Officer shall periodically call the injured party to (1) check on the status of any injury, (2) check if any other assistance is necessary in areas such as submission of insurance forms, and the like, until such time as the incident is considered "closed," i.e., no further claims are expected and/or the individual is participating in the league again, and (3) provide a status report to the President and the Executive Operating Board.

## **Team Managers & Coaches Safety Rules**

Managers and coaches are responsible for reading following the safety procedures and signing safety form attesting to. The Manager is also ultimately responsible for the actions of designated coaches. Responsibility for formulating and disseminating the safety procedures shall be that of a Board approved adult member of Colchester Baseball & Softball League.

### **Each manager shall be responsible for the team conduct, observance of the official rules, and deference to the umpire.**

- Each manager or coach conducting a practice or participating in a game shall have access to a telephone list identifying the parent or legal guardian for each player on the team.
- No practice or game shall be held unless there are two approved adult volunteers present at all times. No practice or game shall be held without a readily accessible telephone.
- Only players, managers, coaches, and umpires shall be permitted on the playing field or in the dugout during games and practices. Parents who wish to participate and assist during practice must be identified to the Executive Operating Board and approved by the EOB prior to participating.
- There must be one adult in the dugout during games at all times. At least two adults must remain at the practice field or game site until each player has been picked up. One of these adults must be either the player's manager or coach.
- A manager or coach may drive a player home only upon receiving prior consent from the player's parent or legal guardian. Parents should be instructed not to leave their children until a manager or coach and one other adult is present at the field.
- The team manager and coaches shall act as positive role models for the players at all times.
- Managers or coaches shall NEVER use profanity, nor shall profanity be tolerated from any player. Team managers and coaches must NEVER criticize the umpires during a game. (A call may be questioned, but must be done in a respectful manner.)
- Good sportsmanship shall be practiced at all times; umpires, managers, and coaches shall not tolerate poor sportsmanship.
- Team managers and coaches must NEVER argue with opposing team managers and coaches during a game or practice, or at any time within the presence of any players.
- During a game, the umpire(s) shall be responsible for mitigating and resolving any discrepancies between opposing managers and coaches.
- Team managers and coaches must never lay a hand upon, push, shove, strike or threaten to strike an official or other team manager, coach, or any player.
- Team managers and coaches must never use unnecessarily rough tactics in the play of a game against the body of any player.
- Team managers and coaches must never discuss publicly with spectators in a derogative or abusive manner any play, decision, or personal opinion on any play or any player during the course of the game.
- All team managers and coaches must successfully complete a baseball fundamentals training course provided by the designated baseball training officer(s).
- Managers and coaches shall not warm-up pitchers before or during a game.
- Managers and coaches shall help enforce the no tobacco and no alcohol consumption policies at the practice and recreation facilities. Managers or coaches witnessing the consumption or availability of alcohol on the premises (practice or game) shall report this to the Colchester Police Department.

**Additionally, use of alcohol in any form by adults chaperoning players to outside events, e.g., trips to Yard Goats or Fenway Park, is strictly prohibited.**

- If a manager leaves the field, that manager shall designate a coach as a substitute and such substitute manager shall have the duties, rights, and responsibilities of the manager.
- The last remaining manager or coach after a game shall ensure that the equipment storage spaces are locked and secured. They must make sure that no one is inside the storage spaces when locking the facility.
- Team managers and coaches are required to know and adhere to all Colchester Baseball & Softball League safety rules as described herein. Team managers and coaches are required to know the 2018 Little League Playing Rules.
- A Baseball Fundamentals Training course is offered for all managers and coaches. This course provides training in the fundamentals of catching, throwing, hitting, stealing, pitching, teamwork and sportsmanship.
- It also provides a clinic in how to organize and run a practice, with emphasis on safety and minimizing the risk of injury. This year's course is offered in the month of March. The course is coordinated and run by the Colchester Baseball & Softball League EOB members. The safety portion of the training is given by the Safety Officer, **Bob Crowell**, at the league meeting in March.
- The Board shall review all infractions. Depending upon the seriousness or frequency, the Board may assess additional disciplinary action up to and including expulsion from the league.

**Equipment Manager Responsibilities**

The Equipment Manager has the primary responsibility for the safety and security of all CBSL equipment. Annual inspections shall be conducted prior to February 1st of each year to ensure an adequate supply of required equipment is available in acceptable and safe condition. An equipment status report shall be provided to the EOB at its September meeting detailing the equipment status for the upcoming season.

The managers/coaches shall issue no damaged or otherwise defective equipment to the players for use. An authorized manager, coach or other CBSL official must lock equipment storage spaces when not in use.

The equipment storage spaces are for the storage of rakes, shovels, bases, Umpire equipment, unused uniforms, balls, pitching machines, etc. Unsupervised players or other unauthorized personnel are not allowed in the equipment storage spaces.

- No children are allowed unsupervised in the equipment/scoring booth at R-1.

## **First Aid & CPR**

All Managers must complete a First Aid and CPR certification course. CBSL will provide one free course to all managers to satisfy this requirement. Managers who cannot attend the CBSL-sponsored course must obtain certification on their own and provide proof of certification to the CBSL Safety Officer.

First-aid kits shall be issued to each team manager, and First-aid kits will available in the storage sheds at:

- R-1
- R-2
- R-4
- R-5, and
- R-6

No practice or game shall be held without a readily accessible First-aid kit. The CBSL Safety Officer shall approve the contents of each First-Aid kit.

Each manager is responsible for:

- Keeping the First-Aid kit contents current throughout the baseball season.
- Maintaining their players' Medical Clearance Forms with them at all games and practices. Information on these forms may be necessary in the event of an injury, e.g.; knowledge of pre-existing medical conditions may be needed to administer proper medical treatment.

In the case of bleeding from a MINOR injury, the bleeding must be stopped as soon as possible, and the wound covered before the player is allowed to return to play. In the case that blood has stained any part of a player's uniform or clothing, the article of clothing must be changed before the player is allowed to continue playing.

A player is not allowed to wear bloodstained clothes either on the field or in the dugout.

Gloves routinely provided with each First-Aid kit shall be used when addressing injuries and wounds. If a person is unavoidably contaminated with an injured person's blood, wash the skin surface as soon as possible with an anti-bacterial soap. Clean all blood contaminated surfaces & equipment before others are allowed to come in contact with them. No one with undressed wounds of any kind shall be allowed to have direct contact with the players.

**Managers & Coaches must not administer any medications to players, even if requested by a parent/ or guardian.**



## **Field Conditions & Weather**

No games or practices shall be held when the weather or field conditions are deemed inadequate by either a manager or an umpire. Inadequate field conditions include: standing water, excess mud in the infield, and poor visibility (including poor lighting).

- No games or practices shall be held if storms are threatening with visible lightning. A manager, coach, or umpire who becomes aware of an approaching electrical storm should stop play and get the players to safety.
- **Regardless of the status of the game or practice, at the first sound of thunder or flash of lightning, players must be cleared from the field.**
- Players shall be kept as far away from metal fencing as possible, and must not handle metal bats.
- They should walk, not run, to their parents' vehicle and wait for a decision on whether the game or practice will continue.
- Practice/games may resume only after a waiting period of 30 minutes after the last observed lightning or thunder.

### **Summary of Lightning Evacuation Procedures**

1. Stop Game/Practice
2. Stay away from metal fencing (including dugouts)
3. Do not hold a metal bat
4. Walk to car, enter and remain in car until a decision on whether to continue the game or practice is made

## **Field Conditions**

Field conditions shall be checked before each practice and game. All umpires, managers, and coaches are responsible for checking field safety conditions.

- The umpires, managers, and coaches may use the Field Safety Checklist as a guide.
- Play area should be inspected for holes, damage, stones, glass and other foreign objects.
- Holes shall be filled in, stones, glass, and foreign objects removed.
- Any other identified damage to the field or structures shall be assessed for safety to determine if conditions warrant cancellation of the practice or game.
- Both team managers & game umpire shall attempt to reach a consensus in deciding whether to cancel a game for unsafe field conditions (including weather related conditions).
- In the event a consensus cannot be reached, the umpire shall make the final decision regarding the commencement of a game or resuming of a game already in progress.

## Team Equipment & Team Play

All team equipment shall be stored within the team dugout, or behind screens, and not within the area defined by the umpire as “in play.”

- Team equipment must not create a tripping hazard within the dugout.
- Bats and loose equipment shall be kept off the field of play.
  - Managers and coaches may assign a player or players for this responsibility.
  - Player that retrieves equipment on the field must be wearing a batting helmet.
  - If the assigned players do not meet this responsibility, the umpire shall designate the manager or coach this responsibility throughout the remainder of the game.

All new helmets purchased by Girls Softball will have a face guard attached.

Procedures shall be established prior to the commencement of a game for the retrieval of foul balls.

- Retrieved foul balls should be handed to either the umpire or a manager or coach, and not thrown onto the field of play.

The batting-team’s players shall remain in the dugout at all times, except for the current batter and selected base coach(s). Any fielding-team's players not on the field shall remain in the dugout at all times. Players may leave the dugout for a restroom break or to help retrieve a foul ball, but only after receiving the permission of their manager or coach. Play must not be delayed because of a player's unavailability. Players may not leave the field for any other reason, except to cease playing, and only then if the player leaves with a parent or guardian.

**\*\*\* Players must remain in dugout during game \*\*\***

Additionally:

- The umpire may remove a player base coach who is not alert to the play of the game.
- During warm-up drills, all players shall be spaced apart so that no one is endangered by wild throws or missed catches.
- Any player placed behind or to the side of a batter shall be in full catcher’s gear whether the player is catching a pitch from a pitcher or simply retrieving balls thrown from other position players.
- All pre-game warm-ups shall be performed within the confines of the playing field or other designated area, and not areas frequented by spectators.
- Players should be instructed not to play ball until a manager or coach arrives.

Equipment shall be inspected regularly for condition and proper fit. Any equipment that is unfit for use shall be turned in to the Equipment Manager. Defective equipment must not be used for practice or game play.

Batters must wear Little League approved protective helmets during batting practice and games. Helmets must have a NOSCAE label. Helmets must be discarded if there is evidence of “spider-cracking” or large cracks in the helmet, or if the padding inside is no longer soft, pliable and intact.

Every baseball and baseball bat must also be Little League approved. Little League (Majors) and below: it shall not be more than thirty-three (33) inches in length nor more than two and one-quarter (2¼) inches in diameter.

As of 1/1/2018, non-wood bats must meet the USA Baseball Standard. Tee-ball bats must feature the USA Baseball sticker. The traditional “batting donut” is not permissible.

Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards, and protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS.

- This applies to warm-ups between innings and in the bullpen before or during a practice or game.

General rules and regulations:

- Managers should encourage all players to wear protective cups and supporters for all practices and games.
- Sliding head-first isn't permitted, except when a runner is returning to a base that was previously occupied.
- The catcher may not block the pathway of a runner attempting to score.
- Runner must slide when potential throw into home
- Only players wearing the appropriate catcher's gear are permitted to warm-up pitchers before or during a game.
- **Managers and coaches (or any other adult) are not permitted to warm-up pitchers before or during a game or practice.**
- On-deck batters are not permitted.
- At practices, only one player at a time may hold a bat, unless the practice field is sufficiently divided so that the batters are a safe distance apart, and coach supervision is sufficient.
- All players holding a bat must be wearing a helmet at all times.
- Players must not wear watches, rings, pins, necklaces, jewelry or other ornamentation during practices or games.
- Medical bracelets are allowed.
- Managers and coaches are responsible for ensuring the removal of watches, rings, necklaces, and the like, and reporting to the umpire prior to the start of a game that an inspection of each player has been conducted.
- Parents of players who wear glasses should be encouraged to provide their child with "safety glasses."
- Managers and coaches should encourage their players to be alert at all times, and watch the play of the game.

At no time is "horse play" allowed on the field or in the dugout. A player must not be allowed to throw anything in the dugout, including but not limited to bats, helmets, balls, other equipment, food, drink, etc. A manager or coach observing this behavior must immediately discipline the player(s) and take steps to ensure that it is not repeated.

**Pitch count limits and required days rest are contained in the Little League rule book and will be shared with coordinators as well as posted on CBSL.org. Please note, for players who also play "AAU" all pitch counts for that team must be shared with the CBSL manager and communicated to the league coordinator.**

A player who has been removed as a pitcher in a game CAN play the position of catcher if the player pitched 40 or less pitches.

## **Pitching Machine Safety**

Anyone using any mechanized equipment such as a pitching machine must be thoroughly familiar with its safe operation before use. Only a manager or coach is allowed to operate the pitching machine. The pitching machine operator must instruct all players not to stand in front of, or run in front of the machine during the pitch. The pitching machine operator must "show the ball" to the batter prior to placing it in the machine, and acknowledge that the batter has indeed seen the ball. The speed of the ball shall be regulated for the appropriate age and skill level of the batter.

## **Concession Stand**

These operating procedures for the concession stand at the Colchester Recplex.

1. Workers must wear disposable gloves when serving food that is not wrapped.
2. At least 1 adult shall be in the concession stand at all times when open.
3. Children shall not be allowed to congregate in the Concession stand.
4. The fire extinguisher must be checked weekly.
5. Extreme care should be used when operating the fryer (adults only)
6. A first aid kit is provided for the concession stand.
7. All workers must be aware of the location of both the electrical breaker box and grill hood fire suppression switch.
8. Any injuries must be reported within 24 hrs to Bob Crowell
9. Ensure that the Heimlich maneuver poster (choking first aid) is displayed.

**AT THIS TIME THERE IS NO CONCESSION STAND OPERATED BY CBSL OFFICERS OR VOLUNTEERS**

## **Conduct & Expectations**

### **Code of conduct**

- No smoking or alcohol allowed in any area of the Colchester Recreation Complex.
- No playing in the parking lots at any time. (A limited special exception is allowed for a manager-supervised practice in certain safe-areas of the parking lot when field conditions are poor.)
- No playing on or around lawn or construction equipment.
- No profanity.
- Practice in an area frequented by spectators is not encouraged.
- In instances when such practice is necessitated, it shall be manager-supervised and limited to safe-areas where spectators are not in danger.
- No throwing of balls against dugouts.
- No throwing rocks or dirt (on or off the field).
- No horseplay at any time.
- No climbing fences.
- Only players at bat during a game may swing a bat.
- No on-deck batters.
- Observe all posted official signs.
- During games, players must remain in the dugout if not actively participating on the field.
- After each game, each team must clean up trash in the dugout.

### **Expectations of Players**

- Be on time for all practices and games;
- Always do your best whether on the field or on the bench;
- Be cooperative at all times and share team duties;
- Respect others and respect yourselves;
- Be positive with teammates at all times;
- Be supportive of other teammates and other players.

### **Expectations of Managers and Coaches**

- Be on time for all practices and games;
- Be as fair as possible in giving playing time to all players;
- Teach fundamentals of the game;
- Teach life skills and good sportsmanship;
- Be positive and respect each child as an individual;
- Have a reasonable expectation for each child for the season;
- Be open to ideas and suggestions;
- NEVER yell at any player, coach, or umpire.
- Make players and parents aware of the Code of Conduct cited herein
- A coach with First Aid/CPR certification must be on the field during practices and games

## FIELD SAFETY CHECKLIST

All umpires, managers, and coaches are responsible for checking field safety conditions and equipment before each practice or game. Each team manager, in his or her review prior to any game or practice, may use this checklist as a guide.

Field Condition Repairs needed? YES NO	Catchers' Equipment Repairs needed? YES NO
Backstop	Shin Guards
Home plate	Helmets
Bases secure	Face Mask
Bases repair	Throat Protector
Pitcher's mound	Catcher's Cup
Batter's Box level	Chest Protector
Batter's Box lined	Catcher's Mitt
Grass surfaces even	
Holes in field Repairs needed?	Safety Equipment YES NO
Debris on field	First Aid Kit
Foul line fences	Medical Release form
Foul lines marked	Cold packs
Coach's box lined	Injury Report Form
Dirt/Clay needed	Blanket for Shock
Outfield fencing	
Dugouts Repairs needed? YES NO	Players' Equipment Repairs needed? YES NO
Fencing	Batting helmets
Bench	Jewelry removed
Roof Bats inspected	Baseballs certified
Bat racks	
Trash cans	
Clean up needed?	

**INCIDENT/INJURY REPORT FORM**

Persons Involved: \_\_\_\_\_ Date of Report: \_\_\_\_\_  
Name: \_\_\_\_\_ Date of Incident: \_\_\_\_\_  
Address: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Provide a detailed description of the incident:

Provide a preliminary estimate of the extent of any injury:

Location and contact phone number of medical facility where person was transported:

Name of Injured Person(s)' Manager: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Colchester Baseball & Softball League Representative contacted (should be one of the following: League President or Safety Officer): \_\_\_\_\_

Date CBSL Representative contacted: \_\_\_\_\_

Name of person completing this report: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Receipt of Safety Manual & First aid kit

I have received the Safety Manual and First Aid Kit and will have them both present at all practices, games (season and post season) and any other event where team members could become injured or hurt.

Team Manager (Please print) \_\_\_\_\_

Team Name/League \_\_\_\_\_

Signature \_\_\_\_\_

Season \_\_\_\_\_

Date \_\_\_\_\_

Return to Safety Officer after signing.

**Colchester Baseball & Softball League**  
www.cbsl.org