

## INTRODUCTION

ASAP –In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the importance of safety and “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 manual is provides important information at managers’ and coaches’ fingertips.

### Westport Emergency Phone Numbers

**Westport Emergency Medical Services: 911**

**Westport Police/Fire Department : Emergency: 911**

**Westport Police: Non-Emergency :**

**341-6000**

**Westport Fire Dept.: Non-emergency : 341-5000**

### Westport Little League Contact Info

**Chair- Jeff White- [jwhite@westportlittleleague.com](mailto:jwhite@westportlittleleague.com)**

**President - Carl McNair**

**[cmcnair@westportlittleleague.com](mailto:cmcnair@westportlittleleague.com) 203 246 7491**

**Baseball Player Agent-Rich Rosier**

**[rrosier@westportlittleleague.com](mailto:rrosier@westportlittleleague.com)**

**VP Softball-Steve Axthelm**

**[saxthelm@westportlittleleague.com](mailto:saxthelm@westportlittleleague.com) 203 291-9792**

**Umpire Chief-Brian Kurtz**

**[bkurtz@westportlittleleague.com](mailto:bkurtz@westportlittleleague.com)**

**Safety Officer – Keith Stein (203) 952-3002**

**[kstein@westportlittleleague.com](mailto:kstein@westportlittleleague.com)**

**{Baseball and Softball Safety Committees are listed under League Contacts on each website.}**

### Westport Little League Code Of Conduct

- Observe local speed limits in all parking lots.
- No alcohol or smoking is allowed in any Westport park.
- Parking is allowed only in designated spaces
- No profanity is allowed.
- No throwing balls against dugouts, backstops or other metal fencing.
- No soft toss warmup against fences.
- On deck batters may not hold a bat.
- During the game, players must remain on the bench or in the bullpen.

- After each game, each team must clean up the trash in their dugout and around the stands.
- Failure to comply with the above may result in disciplinary action by the League Commissioner.

### Some Important Do’s and Don’ts

#### **DO...**

- Look for significant injuries or if you are unsure of the extent of the child’s injury, contact the child’s parent immediately and, where applicable, Westport EMS. (Coaches should carry a copy of emergency parent contacts to all games and practices.)
- Reassure and aid children who are injured, frightened, or lost.
- Carry your first aid kit to all games and practices.
- Assist those who require minor medical attention – and when administering aid remember to ...**LOOK** for signs of injury (Blood, black-and-blue, deformity of joint, etc.). **LISTEN** to the injured person describe what happened and what hurts. Before questioning, you may have to soothe an excited child. FEEL gently and carefully the injured area for signs of swelling or soreness.
- If the game must be delayed because a player is injured, that player must be removed from the game for the rest of that half inning.
- Take breaks for water, shade in high heat.

#### **DON’T...**

- Administer any medications.
- Provide any food or beverages other than water.
- Be afraid to ask for help if you’re not sure of the proper procedures.
- Transport injured individuals (Do call Westport EMS and the child’s parents).
- Leave an unattended child at a practice or game. (Coaches should establish clear policies with parents regarding picking up players on time).
- Hesitate to report any present or potential safety hazard to the League Commissioner immediately.

## **Accident Reporting Procedures**

**What to report** – An incident that causes any player, coach, umpire, volunteer or spectator to receive emergent medical treatment and/or first aid by an EMS service or a licensed physician must be reported to the League Commissioner. In other words, if EMS or a player’s parents need to be called so immediate care can be rendered, report the incident. The Coach or League Commissioner should follow-up with the injured party within 24 hours.

**When to report** – All such incidents described above must be reported to the League Commissioner within 24 hours of the incident. The League Commissioner contact information is listed above.

**How to report** – Reporting incidents should be done using the Westport Little League injury report form (see attached, you should make additional copies for your use). Complete the form in its entirety. A copy (fax or e-mail is preferred) must be sent within 24 hours to the League Commissioner.

## **Safety Policies**

- Managers and coaches are encouraged to seek training in first aid.
- Mandatory safety awareness training is provided for all Managers at each league organizational meeting.
- Each team will be provided a first aid kit and must carry it to all games and practice. Replacement items are available from the Safety Officer.
- No games or practices should be held when weather or field conditions are unsafe. Umpires before games and coaches before practices must “Walk the Field” inspecting for safety issues:
  - Holes, damage, rough or uneven spots
  - Slippery Areas, long grass, glass, rocks and other debris & foreign objects
  - Damage to screens, fences edges or sharp fencing
  - Unsafe conditions around backstop, pitchers mound, Warning Track condition
  - Dugouts condition before and after games
  - Area’s around Bleachers free of debris
- All team equipment should be stored in the dugout area during games and practices.

- Only players, managers, coaches, and umpires are permitted on the field or in the dugout during games and practices.
- During practices and games, all players should be alert and watching the batter on each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches. All players should be throwing in the same direction.
- Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- Batters, runners and player base coaches must wear Little League approved protective helmets, including a protective face mask, during batting practice and games.
- Catchers must wear a Little League approved catcher’s helmet (no skull caps permitted), mask, dangling throat guard, long model chest protector, shin guards, and protective cup (males) at all practices and games. Managers should encourage all male players to wear protective cups and supporters for practices & games & mouth guards.
- Protective masks are provided for softball pitchers and infielders.
- Parents of players who wear glasses should be encouraged to provide “safety glasses”.
- Players must not wear watches, rings, pins, earrings, metallic items or any type of jewelry during games and practices.
- Catchers must wear a catcher’s helmet and mask with a dangling throat guard while warming up pitchers. This applies between innings and in the bullpen.
- Players and spectators should be alert at all times for foul balls and errant throws.
- Assign a manager, coach, or parent to have a cell phone available for emergencies.
- There is no “on-deck” batter’s circle in Little League. Only the very first batter of the inning may stand outside the dugout and swing a bat. Once the inning begins, no one other than the batter may swing a bat. No “bat-heavy” devices (rings, sleeves, etc.) may be added to bats.

### **Lightning Evacuation Procedures**

- If lightning is spotted anywhere or thunder is clearly heard, all players, umpires, spectators and coaches must leave the field and take shelter in cars NOT in dugouts or concession stands!
- The game is either canceled or halted for at least 30 minutes after lightning ceases.
- Cars shouldn't leave until the game is called, so all players can be accounted for.
- Coaches must wait until all players are picked up before leaving the facility.

### **Storage Box Procedures**

- The following applies to all of the storage boxes used by Westport Little League and to anyone who has been issued a key by Westport Little League. All umpire gear, bases, other equipment, etc. must be returned to the field storage box by the home team at the conclusion of the practice/game, and the box must be locked, if applicable.
- Before you use any equipment located in the concession stands, the maintenance closet or around the storage boxes (i.e., lights, scoreboards, public address system, etc.) be sure you understand the operating procedures.

### **Clinics**

- Coaching clinics are offered each season to cover the fundamental skills and how to teach them to your players. At least one coach from every team must attend and every coach must attend at least once every 3 years. Practice and Coach Clinics for 2014 are being scheduled.
- Additional training is posted on each website under Training Resources.
- We also cover fundamental training at every division's coaches meeting. At various levels we run training sessions by team and specialty (pitching, catching etc.) Additional training resources and coaching clinics are available to all coaches upon request to their commissioner.

### **First Aid Training**

Our goal is to have First Aid Training provided each season. At least one coach from every team must attend at least once every 3 years.

### **Volunteer Requirements**

- **Each spring every coach, manager, board member and volunteer must submit a completed Official Little League Volunteer Application** – available under Coaches Documents on the websites. Remember to attach a copy of your current driver's license or passport to the application.
- Additionally like other Westport youth sports organizations, Westport Baseball & Softball requires that all coaches have an up-to-date certification by the National Alliance for Youth Sports. NAYS is America's leading advocate for positive and safe sports and activities for children. We will contact coaches for the Spring 2014 season if their certification is missing or lapsed.
- WLL (per requirement) will submit league player registration roster data including coaches/managers to Little League International each spring season.

### **Concession Safety**

Concession Menus are posted and approved by the League President and Safety Officer. Safety Procedures are posted in each concession stand. The Westport Weston Health District inspects and approves concession stands each year. Any issues with Concession Stand operation and Safety should be directed to: Teresa Yokoi, Concession Manager 203 434-2092.

## **Facility Inspection**

Westport Little League has completed and updated a 2014 Facility Survey on every one of our fields and has submitted to Little League International.

***Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the your League Commissioner or other Little League Officer, as appropriate. Do not play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially batters and catchers. Check your team's equipment often.***

Prepared by: Safety Committee

Posted: at Fields and Concession Stands, on website and given to every coach.

Updated: 3/10/2014

## Concession Stand Safety

To adhere to Little League Safety requirements:

- **No person under the age of 16 will be allowed to work the concession stands.**
- **Ready to eat foods shall not be touched by bare hands. Gloves, tongs, spatulas, deli tissue, aluminum foil, or other utensils are to be used. Ready to eat foods include foods that are unpackaged and edible without washing, cooking or additional preparation.**
- **Food items are to be obtained from a reputable grocery or wholesale store.**
- **Food thermometers must be provided and used appropriately.**
- **Hand washing facilities shall be easily accessible for use by food handlers.**
- **Food handlers shall wash their hands frequently and thoroughly**
- **All foods shall be prepared and/or cooked on site at the concession stand.**
- **Equipment will be inspected periodically and repaired or replaced as needed.**
- **All devices will be turned off at the end of each night.**
- **Cleaning materials and chemicals will be stored properly.**
- **Ice packs and first aid kits will be maintained within the concession stand for use in the case of medical emergencies.**
- **Doors to remain unlocked during use and locked afterwards.**
- **Concession Stands are routinely inspected under CT Guidelines by the Westport Weston Health District.**
- **Concession Stands will not open for use until Inspection by Westport Weston Health District and permitted for operation.**

