

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. Updated Manuals are kept online on the website and in the concession stands. Coaches should have a printed or electronic copy available at all times.

Prepared by: Safety Committee

Posted: at Fields and Concession Stands, on website and given to every coach. Updated 3/30/16

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
- **President-Rich Rosier**
rrosier@westportlittleleague.com
- **VP Softball-Steve Axthelm**
saxthelm@westportlittleleague.com
(203) 291-9792
- **Umpire Chief-Brian Kurtz**
bkurtz@westportlittleleague.com
- **Safety Officer – Keith Stein**
kstein@westportlittleleague.com
(203) 952-3002

{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 warm-up 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.

Parking Lot Safety

Everyone should be very careful driving in all of the parking lots before and after games as they are often crowded with the turnover between events. Many of our players are young and small so be extremely vigilant parking and drive slowly!! Please observe parking rules and fire lanes at all venues.

Lightning Evacuation Procedures

- If lightning is spotted anywhere or thunder is clearly heard, all players, umpires, spectators and coaches **must immediately** 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 each lightning and thunder occurrence.
- 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.

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.
- **All injuries and suspected concussions must be reported per the Protocol for Reporting Suspected Concussions & Injuries as described further below.**

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.

Safety Policies

- **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.**
- 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.
- 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.

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 season if their certification is missing or lapsed.
- NAYS has supplemental free online training modules which we strongly suggest each coach to complete at least once - in Bullying Prevention Training, Protecting Against Child Abuse Training and the Mental Health Challenges Training which is strongly recommended for all volunteers in the Challenger Program.
- All coaches must complete the mandatory free Heads Up concussion training given by the Centers for Disease Control on the CDC's website at cdc.gov/headsup/youthsports. Parents are strongly encouraged to complete the training as well.
- WLL (per requirement) will submit league player registration roster data including coaches/managers to Little League International each spring season.
- An adult involved in WLL program should not put himself or herself in a one-on-one situation involving a child who is not their own. Of course, some isolated situations may arise where one-on-one situations could take place, however this should not be an ongoing occurrence. Coaches, managers, and volunteers should avoid being alone with a minor where he or she cannot be observed by others - a minimum of three persons (two adults and one child, or one adult and two children) should be present at all times.

Coach Training

- Baseball/Softball and Safety Training resources are posted on each website. If you find resources that you suggest we share online please contact Jeff Mitchell jmitchell@westportlittleleague.com
- 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.
- We suggest that all coaches complete a first aid training course. Westport Emergency Services offers a Defibrillator, CPR & First-aid training course that includes all the major emergencies such as: cardiopulmonary resuscitation for everyone, how to relieve an object when a victim is choking, AED training, fractured bones, bleeding emergencies, Epi-Pen use, poisoning, and burn victims. Please see <http://www.westportems.org/classes/cpr/> for more details.

Storage Box Procedures

- 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.

Facility Inspection

Westport Little League has completed and updated a 2016 Facility Survey on every one of our fields and has submitted to Little League International.

Little League Insurance

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. This plan 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, the Little League Baseball and Softball accident notification form (available on WLL website) must be completed by parents and a league official and forwarded directly to Little League Headquarters within 20 days after the accident.

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.

Westport Baseball & Softball

Protocol for Reporting Suspected Concussions & Injuries

Overview of Coach's Responsibility:

If anyone is injured at a game or practice, the coach must:

1. electronically submit the Westport Baseball & Softball (WBS) Injury Report Form located on our website,
2. contact the parent/guardian immediately and confirm they are aware of the injury, and
3. email their relevant league official (listed below) to alert them of the injury and report submission.

If a concussion is **SUSPECTED**, the coach must also **additionally**:

4. remove the child from play immediately, and
5. not allow the child to return to play unless the coach receives the WBS Return-to-Play Certification Form signed by both a parent/guardian AND a medical professional/trainer.

What to Report:

An incident that causes any player, manager, coach, umpire, volunteer or spectator to receive medical treatment and/or first aid must be reported by team coaches to the relevant WBS league official(s) of each sport (listed below) within 48 hours of the incident. This includes even passive, on-field treatments such as the evaluation and diagnosis of the injury, its severity and periods of rest.

How to Make the Report:

All incidents must be reported by completing and electronically submitting the WBS Injury Report Form located on our website. Reports should include: (i) information about the person involved, (ii) date, time, and location of the incident, (iii) as detailed a description of the incident as possible, (iv) preliminary estimate of the extent of the injuries, and (v) name and phone number of the person reporting the incident.

Who to Notify:

In addition to the online form, incidents must be reported immediately by email or phone to the appropriate league official(s):

Little League Baseball

Jim Kabakow, Vice President – Little League Baseball, at jkabakow@westportlittleleague.com, and to Nick Zinzi, Player Agent – Little League Baseball, at nzinzi@westportlittleleague.com.

Little League & Travel Softball

Stephen Axthelm, Vice President – Softball, at saxthelm@westportlittleleague.com

Youth Travel Baseball

Mark Rothenberg, Vice President - Youth Travel Baseball, at mrothenberg@westportlittleleague.com

Advanced Baseball

Mark Lindwall, Co-Vice President - Advanced Baseball, at mlindwall@westportlittleleague.com, and to Joe Glennon, Co-Vice President - Advanced Baseball, at jglennon@westportlittleleague.com

WHAT SHOULD A COACH DO IF A CONCUSSION IS SUSPECTED?

Coaches must follow the CDC Heads-up protocol as learned in their concussion training provided by the CDC.

(FACT SHEET link on website:

http://www.cdc.gov/headsup/pdfs/custom/headsupconcussion_fact_sheet_coaches.pdf)

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four step action plan:

1. **REMOVE THE ATHLETE FROM PLAY.** *Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!*
2. **ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.** *Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:* • Cause of the injury and force of the hit or blow to the head or body • Any loss of consciousness (passed out/knocked out) and if so, for how long • Any memory loss immediately following the injury • Any seizures immediately following the injury • Number of previous concussions (if any)
3. **INFORM THE ATHLETE'S PARENTS OR GUARDIANS.** *Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for sign or symptoms that appear or get worse once the athlete is at home or returns to school.*
4. **KEEP THE ATHLETE OUT OF PLAY.** *An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.*

If a suspected concussion has been identified, then the injured person or his/her parents/guardians must provide the his/her coach and the relevant WBS league official(s) with the following documents before being allowed to return to play (whether practices or games):

1. **No Concussion:**

A completed and signed WBS Return-to-Play Certification Form or note from a medical professional indicating that no concussion was suffered.

2. **Concussion:** in the case of a concussion,

A completed WBS Return-to-Play Certification Form signed by, or note from, a medical professional that the injured person is cleared to return-to-play

AND

A completed WBS Return-to-Play Certification Form signed by a parent/guardian confirming that the WBS return-to-play concussion protocol has been completed .

Concession Stand 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: info@westportlittleleague.com

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 and will not open for use until Inspection by Westport Weston Health District and permitted for operation.**