



League Safety Officer Manual

Auburn, Massachusetts

District 5

League ID# 2210501

Auburn Little League
District 5, Massachusetts
Mailing Address – Post Office Box 209, Auburn MA 01501
www.auburnmalittleleague.com

Mission:

The mission of the Auburn Little League is to provide a positive experience for all children in our community teaching friendship and sportsmanship through baseball. The Auburn Little League takes great pride in the support, enrichment, motivation, and above all the fun that we provide all of our player members.

Safety Code

In order to ensure an enjoyable environment, it is imperative that we provide a safe environment for everyone involved. This safe environment will require the help from all of you – parents, managers, coaches, administrators, snack-bar staff, etc. This Safety Manual is posted on our Website for all of our members to access. Please read, learn and follow the instructions in this manual, so that our league provides a safer baseball experience to our players.

Qualified Safety Plan Requirements

- ✓ (1) Have Active Safety Officer on File with LL Headquarters
- ✓ (2) Publish and Distribute a paper copy of the applicable safety manual to volunteers
- ✓ (3) Post and distribute emergency and key officials phone number
- ✓ (4) Use 2016
- ✓ Volunteer Application Form and check for sex abuse
- ✓ (5) Provide and require fundamentals training with at least one coach or manager from each team in attendance
- ✓ (6) Require first aid training for coaches and managers with at least one coach from each team attending
- ✓ (7) Require coaches and umpires to walk the field for hazards prior to use
- ✓ (8) Complete the 2016 Annual Little League Facility Survey
- ✓ (9) Written safety procedures for concession stand; concession manager trainee in safe food handling preparation and procedures
- ✓ (10) Require regular inspection and replacement of equipment
- ✓ (11) Implement prompt accident reporting and tracking procedure
- ✓ (12) Require a first aid kit at each game and practice
- ✓ (13) Enforce Little League rules including proper equipment
- ✓ (14) Submit a qualified Safety Plan Registration Form with annual ASAP Plan
- ✓ (15) Submit league player registration data or player roster data and coach and manger data

(1) Auburn Safety Officer:

Kevin Kennedy – e-mail at msp75thrtt@aol.com to report any question or problem

(2) Publish Safety Plan to all Managers & Volunteers:

In addition to paper copies and forms included in the Volunteer Packs you may get the latest safety information at:

<http://www.auburnmalittleleague.com/DocsFAQSSponsors.aspx>

(3) Post and distribute emergency and key officials' phone numbers:

<http://www.auburnmalittleleague.com/LeagueContacts.aspx>

Emergency

Auburn Police/Fire/EMT: 911

Non Emergency

Police: 508-832-7777

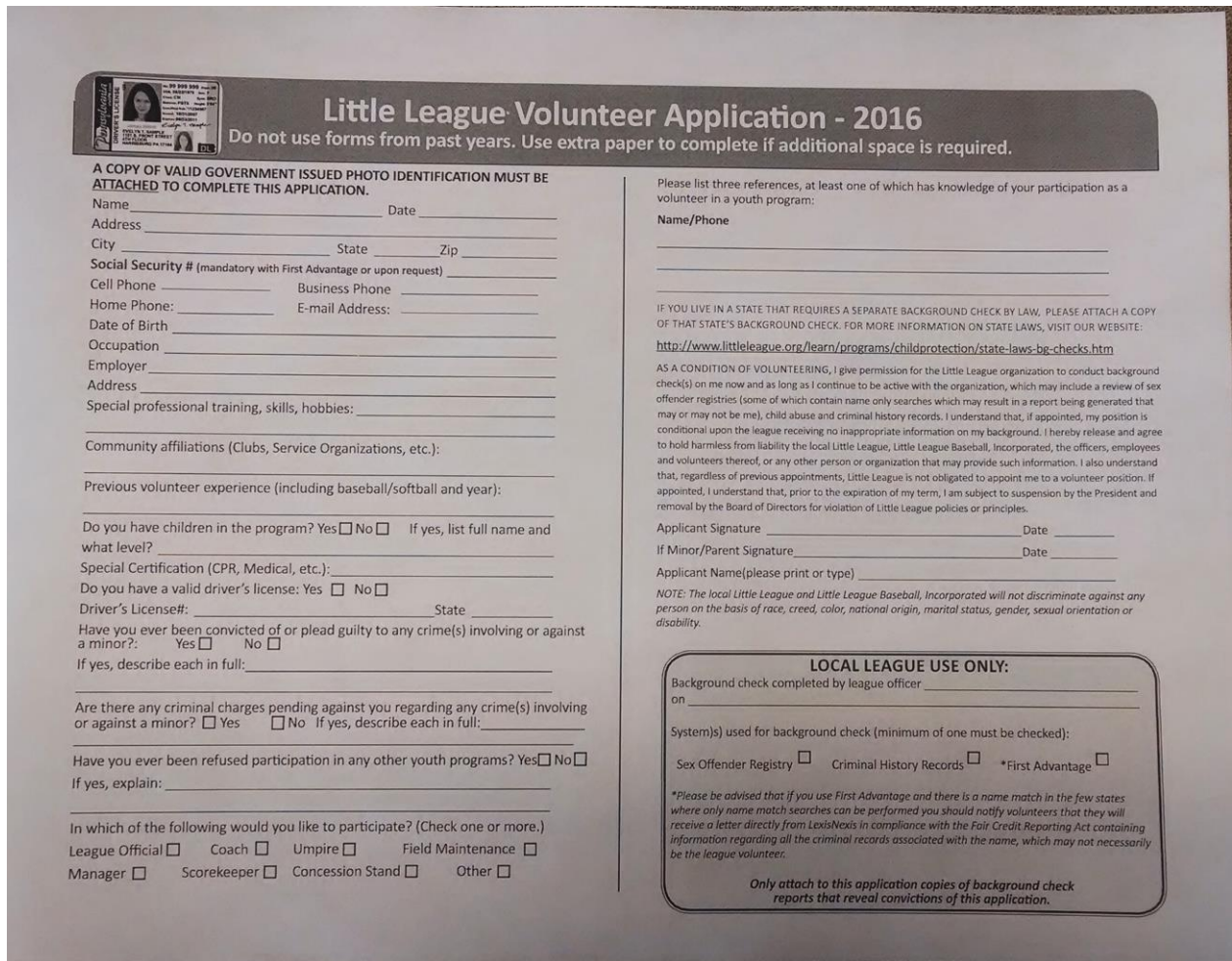
Fire: 508-832-7800

<i>Name</i>	<i>Role</i>	<i>Email</i>	<i>Phone #</i>
Dena Daoust	President	Auburnmalittleleague@gmail.com	(774) 239-1325
Bill Jessie	Vice President	v422867@gmail.com	(508) 769-2653
Gary Cedrone	Treasurer	gcedrone26@gmail.com	(203) 619-2756
Dena Daoust	Secretary	denanyr@charter.net	(508) 752-2101
Lisa Hella	Player Agent	lajimi@aol.com	(508) 769-9320
Kevin Kennedy	Safety Manager	msp75thrtt@aol.com	(508) 832-3190
Steve Jette	Shack Coordinator	Steven.R.Jette@saint-gobain.com	(508) 736-1489
Bill Jessie	Umpire Coordinator	v422867@gmail.com	(508) 769-2653
Dena Daoust	Purch/Equip Manager	denanyr@charter.net	(508) 752-2101
Erik Swedberg	Supervisor: T-Ball	eswedberg@auburn.k12.ma.us	(508) 826-9981
Erik Swedberg	Supervisor: Coach Pitch	eswedberg@auburn.k12.ma.us	(508) 826-9981
Chris Haroian	Supervisor: AA	charoian@charter.net	(508) 832-7563
Raffi Vartabedian	Supervisor: AAA	raffipv@aol.com	(508) 414-5263
Steve Jette	Supervisor: Majors	Steven.R.Jette@saint-gobain.com	(508) 736-1489
Brian Daoust	Supervisor: Intermediate	daousty@charter.net	(774) 239-3050
Bill Jessie	Supervisor: Juniors/Senior	v422867@gmail.com	(508) 769-2653
Jess Coughlin	Supervisor: Softball	ilmkic@yahoo.com	(508) 688-0900

League Address Auburn Little League PO Box 209 Auburn, MA 01501

(4) Use 2016 Volunteer Application Form and check for sex abuse:

Auburn Little League shall utilize the 2016 Official Little League Baseball Volunteer Application and shall conduct required background checks on all volunteers.



The image shows the 2016 Little League Volunteer Application form. At the top, it says "Little League Volunteer Application - 2016" and "Do not use forms from past years. Use extra paper to complete if additional space is required." The form is divided into several sections. On the left, there is a section for personal information: "A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION." This is followed by fields for Name, Date, Address, City, State, Zip, Social Security #, Cell Phone, Business Phone, Home Phone, E-mail Address, Date of Birth, Occupation, Employer, and Address. Below this is a section for "Special professional training, skills, hobbies:" and "Community affiliations (Clubs, Service Organizations, etc.):". There is also a section for "Previous volunteer experience (including baseball/softball and year):".

On the right side, there is a section for references: "Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:" followed by "Name/Phone" fields. Below this is a section for background checks: "IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: <http://www.littleleague.org/learn/programs/childprotection/state-laws-bg-checks.htm>". This is followed by a large paragraph of consent: "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." Below this are fields for "Applicant Signature", "Date", "If Minor/Parent Signature", "Date", and "Applicant Name (please print or type)".

At the bottom right, there is a section titled "LOCAL LEAGUE USE ONLY:" which includes a field for "Background check completed by league officer on" and a section for "System(s) used for background check (minimum of one must be checked):" with checkboxes for "Sex Offender Registry", "Criminal History Records", and "*First Advantage". Below this is a note: "*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." At the very bottom of this section, it says "Only attach to this application copies of background check reports that reveal convictions of this application."

(5) Coaches and Manager Training:

Each Team shall have as a minimum one coach or manager to participate in a league sponsored coach's clinic this year. Each Commissioner shall enforce and document this participation, supplying the League President their listings of those who attended and those who did not attend. Auburn always encourages all coaches, managers, and team volunteers to attend every year. Please see the website for date and times. The 2016 Coaching Clinic will be led by Eric Swedberg, Auburn High School Varsity Baseball Coach. The 2016 Coaching Clinic will be held on Tuesday March 15th at 6:30pm at Auburn High School.

(6) First-aid training for Managers and Coaches:

Each Team shall have as a minimum one coach or manager to participate in First-Aid Training

(FA/T). Auburn always encourages all coaches, managers, and team volunteers to attend every year. The 2016 First Aid Training will be held at Pakachoag Church on Sunday March 20 at 6:00pm as part of our monthly meeting.

First aid and emergency training will be given by our local town EMT/Fire Department, to at least one representative (manager or coach) from all teams. Periodic updates on safety will also be given at the regular informal manager/coach meetings throughout the season.

Each manager will also receive medical notes by player, as communicated by each parent during registration.

(7 + 13) General Safety Code and Rules and Enforce Little League Rules:

No games or practices shall be held when weather or conditions of the playing field present any type of safety hazard to the participants. This includes and is particular to inadequate lighting during the early parts of the season. Prior to the start of any game the playing field shall be inspected by coaches/umpires before use. All team equipment shall be stored within the team dugout, or behind screens, and not within the playing field.

On-deck batters are **not** permitted (except Junior, Senior, Big League Divisions) either inside or outside of the dugout.

The catcher must wear a cup, catcher's helmet and mask with a **throat guard** at ALL times

Players must **not** wear rings, watches, pins, earrings or metallic items during games and practices

Players who wear glasses are encouraged to wear "**safety glasses**"

Infield players are encouraged to wear **mouth guards and cups.**

At **no** time is "**horse-play**" allowed on the field.

Break-away safety bases will be used at all levels.

Headfirst slides are only allowed when returning to first base.

Players must **slide**, when appropriate, at any base if a play is being made.

All batter, base runners, and players coaching the bases must wear a Little League approved **helmet with FACEMASK** during practices and games. (Junior, Senior, Big League Divisions are not required to wear facemasks)

Only players, managers, coaches, and umpires are **permitted on the playing field** or in the dugout during games and practice sessions.

Metal cleats are not allowed (T-Ball though Majors)

Equipment must be inspected regularly for condition, wear and tear, and fit.

Managers and coaches are to occupy or stay **very close to the dugout** area and will refrain from wandering away from the dugout area.

Coaches and managers will be responsible for keeping bats and loose **equipment off the playing field**.

During practice sessions and games, all players should **be alert and aware of the activities** taking place (batting practice, infield practice etc).

During warm up drills, players should be **spaced** so that no one is endangered by wild throws or missed catches.

Managers, coaches are prohibited from **warming up pitchers** during practices and games.

All **pre-game warm-ups** should be performed within the confines of the Playing Field and not within the areas that are frequented by, and thus endanger spectators. Additionally some stretching and light exercises should occur at the start of practices sessions and games.

Fields must be inspected prior to games and practices for holes, damage, stones, glass, or other objects.

All parents and guardians at registration shall be provided with the **League Code of Ethics and Participation Code** which articulates the Auburn Little Leagues behavior policy.

Reduced impact balls must be used in T-Ball and Coach Pitch

Pitch count, as defined in the 2016 official Regulations and Playing Rules must be adhered to.

All bats must conform to Little League specifications and standards. **No donuts** are allowed.

(8) Complete 2016 Annual Facility Survey and Return to Little League Headquarters:

Safety Checklist Sheets

A checklist will be used by each manager to request repairs for their field

Managers can update the blank forms at games and forward to the Safety Officer for review and actions necessary.

League Name:	Auburn
Safety Director:	Kevin Kennedy
Field:	
Inspection Date:	

Ratings: 1-Excellent (Small Problem), 2-Good, 3-Fair, 4-Poor, 5-Bad (Serious problem)

SPECTATOR AREA	Rating	OUTFIELD	Rating
Bleachers		Uneven surface	
Hand-rails		Wire and fencing	
Guard rails		Lighting	
Parking area		Other	
Crowd control			
		PLAYER EQUIPMENT	
DUGOUTS		Batting helmets	
Wire and fencing		Bats	
Benches		Personal safety equipment	
Roof condition		Uniform (Little League Patch, etc.)	
Bat racks		CATCHER EQUIPMENT	
Helmet racks		Shin guards	
Cleanliness		Helmet	
		Chest protector	
INFIELD CONDITION		Face mask with throat guard	
Backstop			
Bases secure			
Pitcher mound			
Surface condition (level, holes, clay, etc)			
Coaches box (level, holes, etc)			
Infield fence		SNACK BAR	
Home plate (broken, worn, height, etc)		First-aid kit with proper supplies	
Batter's box (level, holes, etc)		Fire extinguisher	
Grass (height, ridge at grass boundaries)		Cleanliness	
Foul ball nets		Following food safety practices	
Lighting		Quality of cooked food	
Sprinkler heads (too high or low, etc)			
Other			

(9) Snack bar – safe food preparation and handling:

Auburn Little League is committed to maintaining the health and safety of players, adults, and visitors which attend Little League functions. Recognition of food poisoning as a major health hazard has been increasing. Since many leagues serve packaged and/or prepared food, food service is relatively uncontrolled (i.e. with volunteer workers). There is a serious risk of food poisoning, which may result in litigation against the League, its Board of Directors and Little League Inc. Our shack coordinator is Massachusetts, ServSafe certified.

It is crucial that food be properly handled and that food service establishments are kept clean and sanitary to prevent customers from getting sick from the food you serve. Knowledge of proper food-handling techniques is important in preventing food borne illness.

Please wash your hands with soap before you start

Also, please wash your hands frequently.

Please handle all food materials in a sanitary manner.

Please use gloves to handle food materials which are not already wrapped.

Preparing Hot dogs and Hamburgers:

Please make sure that the barbecue is cleaned thoroughly prior to cooking any food material on it. Hamburgers should be cooked for a sufficient amount of time so there should not be any uncooked meat.

Hot dogs should also be cooked thoroughly.

Please make sure that the outside of the food does not get burned.

Food items such as meats, condiments, onions, cheese, etc. should be kept out of direct sun.

At the end of the day, prior to closing, please throw away any of the food material that has been heated, such as nacho cheese, hamburgers, etc

(10 and 13) Require regular inspection and replacement of equipment and Enforce Little League Rules:

(Personal Equipment Compliance for Safety And Use First Responsibility Rests With Parents And/Or Guardians)

Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.

Using this list before every practice or game to insure that your team is supplied with the proper equipment is suggested. If any of these items are missing or defective, replace or remove from use. More information is contained in the Official Regulations and Playing Rules for Little League Baseball and Softball. All items except balls can be personal equipment, yet shall follow the restrictions and guidelines listed here and within the Official Regulations and Playing Rules for Little League Baseball and Softball with the parents, the managers, coaches, and umpires having the responsibility to enforce.

ITEM	DESCRIPTION	CONDITION (Good/Bad)
Batting Helmets (Can Be Personal Equipment)	Quantity of (6) per team supplied by league or supplemented by individual player's helmets. Free of cracks or chips. Facemasks are required Must meet NOCSAE specifications.	
Bats (Can Be Personal Equipment)	Smooth rounded wood or Little League approved material, free of cracks, dents or burrs. The bat must clearly indicate the original manufacturer's marking as Little League approved, Umpires have the discretion and last call if the marking has worn off significantly, yet recognizable that it existed, to allow the bat for use.	
Baseballs	All game balls must meet Little League standards and specifications..	
Catcher's Helmet (Can Be Personal Equipment)	The catcher's helmet must be free of cracks or chips. Must meet NOCSAE specifications. It may not be a skullcap. Also a catcher's mask with attached dangling throat protector is required.	
Catcher's Glove (Can Be Personal Equipment)	For baseball, catchers must use a catcher's mitt of any shape, size or weight consistent with protecting the hand.	
Catcher's Chest Guard (Can Be Personal Equipment)	Long model chest protectors with neck collars are required, free from tears or cracks, with all straps intact.	
Catcher's Shin Guards (Can Be Personal Equipment)	Shin guards must cover the entire knee, and down over the top of the foot. The guards must be free of tears or cracks, with all straps intact.	
Fielding Gloves (All Styles) (Can Be Personal Equipment)	Players must use a fielder's glove of any shape, size or weight consistent with protecting the hand. Gloves must be free of tears with all laces intact.	

(11) Emergency Procedures:

In the unfortunate event of an accident, the manager or coach must stay calm and tend to the

injured player. It is only natural for the other members of the team to run to the injured player. In order to administer proper care to the injured player; instruct all other players to go back to their respective positions.

In case of a minor injury:

Use the first aid kit as needed to apply an ice pack or support bandages. First aid kits are provided at each field and at the Snack Bar. Ice and other medical supplies are available at the snack bar

If blood is present, wear gloves for protection of yourself and the injured. Use an anti-septic wipe to clean and apply light pressure to stop bleeding. Use a suitable bandage to cover the injured area.

If any part of the uniform or equipment soiled with blood, then it must be thoroughly cleaned prior to use. Clothing may need to be changed for complete cleaning.

In case of a major injury:

Suspend all Play Immediately!

If you have determined that an injury is major, then medical attention should be obtained immediately. To obtain emergency services call 911 and instruct the operator that ambulance service is required at the field. Keep the player calm and as comfortable as possible. Avoid moving the player in any way unless staying where you are presents a greater danger. If there is a board member present look to them to provide management and control of the situation. Determine if there are any medically trained individuals present.

When calling Emergency Dispatch, be prepared to give your name, your location, and a brief description of the emergency. Listen carefully to the operator's requests or questions. Once finished with the phone call, get in position to direct emergency personnel and vehicles to the injured player.

As the manager or coach of the team, it is your responsibility to determine if any player should continue in practice or a game. If you feel a need to get medical attention under any circumstances, then:

1. If emergency personnel are present, then allow them to provide directions.
2. Consult with the player's parents if for doctor or hospital information, and ask if they wish to take the player to one of these.

Accident Reporting Procedure:

Little League Baseball is constantly looking for ways to improve the safety of every one. In order to help the league in this effort we are required to provide details reports of all accidents and/or injuries. Fill out the Accident Notification form and give it to the Safety Officer within 48 hours of the incident. These forms should be available at all game fields and practice sites. Every manager and coach should have blank forms at all Little League events. The Safety Director supplies the Accident Notification Form.

Accident Tracking

Accidents which occur at will be tracked by submitted Safety forms and will be reviewed at each Board Meeting to determine if there are remedial activities required. The Safety Officer will provide this report and recommendations.

(12) First Aid Kit:

Every field is supplied with a first-aid kit prior to the start of season (practice). This kit should contain the following items: Additional Instant Cold Packs are provided to replace used packs.

Item
Instant Cold Packs
Band aids
Band aids (large)
Non-Adherent Pad 2"x3"
Adhesive tape
First aid manual
First-aid cream
Burn-cream
Antiseptic wipes

Contact the Safety Officer to restock before any item runs out.

An additional safety kit is available at the snack bar. Please

Note: The first-aid kit must be with the team for all Little League activities.

Player Safety – to and from the Game:

Manager and Coaches, please use your judgment to insure that the young players have a safe method for them to come to and leave from a practice or a game. Little League activities begin and end with the trips to and from the field. Never leave players unattended after practice or games or any other activities.

Guidelines for Games during inclement weather:

The possibility of encountering one of the following during a game is far from negligible:

- Rain
- Lightning
- Heavy wind

Here are the guidelines of the steps necessary to take in case of inclement weather, for Manager, Coaches and Umpires during a game:

Rain:

Light rain that does not create an unsafe environment may not be cause to stop a game or practice.

Heavy rain that leads to puddling or soaking wet field conditions may cause stoppage of a game or practice. Use good judgment in determining if conditions have become unsafe. Note: The umpire is the sole person responsible for discontinuing play in a game. If a game or practice is stopped, remain with players until their parents have picked them up.

If it has been raining prior to a game or a practice, then carefully inspect the fields for safety prior to beginning any activity. Note: The managers of both teams determine whether the field is playable prior to the start of a game.

Lightning & Heavy Wind:

If a game is in progress and there is lightning with or without rain and heavy wind, the game should be cancelled. Keep everyone involved away from metal objects. Avoid open fields and trees. Make sure that everyone is in as safe a place as possible.

(14) Qualified Safety Plan Registration Form:

The qualified Safety Plan Registration Form will be submitted annually with the submission of the Auburn Little League ASAP Plan. This form can be located at:

http://www.littleleague.org/Assets/forms_pubs/asap/2016/qualified-safety-program-registration.pdf

(15) Submit league player registration data or player Roster data and coach and manager data:

Auburn Little League player registration data or player roster data and coach and manager data will be submitted via the Little League Data Center at www.LittleLeague.org.