

# 2014

## Barnstable Little League Safety Manual



*Updated  
February 24, 2014*

## **Welcome to another fun and exciting season of Barnstable Little League!**

As Safety Officer, it is my primary goal to make Barnstable Little League a safe and fulfilling program for children to participate in. Barnstable Little League is dedicated to providing a safe and enjoyable baseball experience for our children.

The league participates in Little League's ASAP (A Safety Awareness Program) and has a certified safety plan on file with Little League Inc. This plan serves as a reference for coaches, parents, and players to refer to and follow.

Barnstable Little League takes the safety and well being of all participants seriously and is committed to maintaining a quality program. For these reasons, the BLL Board of Directors has agreed to strictly enforce the policies as written in this plan. We ask for your full cooperation and support of this plan as it is imperative that everyone understand and implement it properly.

The safety of our players and anyone that attends a Barnstable Little League event is a top priority. It is important to understand that safety is "everyone's job". Prevention is the key to keeping accidents to a minimum.

If for any reason you have question or concern with this plan or the safety and well being of any child in this program, please contact me at [tonycolesano@barnstablelittleleague.com](mailto:tonycolesano@barnstablelittleleague.com).

safety is everyone's job

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# 1. Policy Statement

Barnstable Little League is a non-profit organization run by volunteers whose mission is to provide an opportunity for the children of Barnstable to learn the game of baseball in a safe and friendly environment.



## 2. Critical Phone Numbers / Contact Info

### **AMBULANCE: 911**

#### **Barnstable Police**

**Emergency: 911**

Non-Emergency: (508) 775-0387

#### **Barnstable Fire Department**

**Emergency: 911**

The following Board Members are filed as follows with Little League National:

#### **President**

Tony Colesano

[tonycolesano@barnstablelittleleague.com](mailto:tonycolesano@barnstablelittleleague.com)

#### **Vice President**

Joe Scott

[joescott@barnstablelittleleague.com](mailto:joescott@barnstablelittleleague.com)

#### **Vice President - Majors**

Steve Clifford

[steveclifford@barnstablelittleleague.com](mailto:steveclifford@barnstablelittleleague.com)

#### **Vice President - Minors**

Mike Clark

[mikeclark@barnstablelittleleague.com](mailto:mikeclark@barnstablelittleleague.com)

#### **Vice President – Farm**

Pete Buckler

[petebuckler@barnstablelittleleague.com](mailto:petebuckler@barnstablelittleleague.com)

#### **District Liason**

Joe Burke

[joeburke@barnstablelittleleague.com](mailto:joeburke@barnstablelittleleague.com)

#### **Player Agent**

Lynn Turner

[lynnturner@barnstablelittleleague.com](mailto:lynnturner@barnstablelittleleague.com)

#### **Treasurer**

Scott Swaylik

[scottswaylik@barnstablelittleleague.com](mailto:scottswaylik@barnstablelittleleague.com)

#### **Safety Officer**

Dan Ruth

[danruth@barnstablelittleleague.com](mailto:danruth@barnstablelittleleague.com)

#### **Coaching Coordinator**

Steve Semprini

[stevesemprini@barnstablelittleleague.com](mailto:stevesemprini@barnstablelittleleague.com)

#### **Secretary**

Sean Gonsalves

[seangonsalves@barnstablelittleleague.com](mailto:seangonsalves@barnstablelittleleague.com)

### 3. Safety Manual and First Aid Kits

Each team will be issued a **Safety Manual** and a **First Aid Kit** at the start of the Season.

The **First Aid Kit** is required to be at ALL games and practices.

The **Safety Manual** will be sent to the District Administrator as well as to Little League National and will be available online for all to view as well.

The Concession Stand will have a **First Aid Kit** and a **Safety Manual** in plain sight at all times.

The **First Aid Kit** will contain the necessary items to treat an injured player until professional help arrives, if needed.

*The primary items necessary to have stocked in your kit at all times are:*

Ice Packs  
Band-aids  
Gauze Pads  
Gloves

Team Managers will be responsible for ensuring their team's stocked **First Aid Kit** is present at every practice and game,

It is recommended that **Emergency Contact** information (*copies of Medical Information Forms*) for each player be kept in the team's First Aid Kit or in another safe and easily accessible location in case of an emergency.

It is highly recommended that each team has a team and player **Safety Representative** to serve as a liason for that team to the Safety Officer. If no parent or coach is designated, the team manager will serve as the **Safety Representative**.

**AEDs** are on hand at both Lorusso Field and Marstons Mills East Field at the snack bar.

Questions or concerns in relation to the contents of these **First Aid Kits** should be directed to the Safety Officer.

# 4. Medical Info and Release Form



## Little League. Baseball and Softball MEDICAL RELEASE



**NOTE:** To be carried by any Regular Season or Tournament Team Manager together with team roster or eligibility affidavit.

Player: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender (M/F): \_\_\_\_\_  
 Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Parent (s)/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Player's Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**PARENT OR GUARDIAN AUTHORIZATION:**

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Country: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_

Parent Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Group ID#: \_\_\_\_\_

League Insurance Co.: \_\_\_\_\_ Policy No.: \_\_\_\_\_ League/Group ID#: \_\_\_\_\_

**If parent(s)/guardian cannot be reached in case of emergency, contact:**

\_\_\_\_\_  
 Name Phone Relationship to Player

\_\_\_\_\_  
 Name Phone Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

Date of last Tetanus Toxoid Booster: \_\_\_\_\_

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Mr./Mrs./Ms. \_\_\_\_\_  
 Authorized Parent/Guardian Signature Date:

**FOR LEAGUE USE ONLY:**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_

Division: \_\_\_\_\_ Team: \_\_\_\_\_ Date: \_\_\_\_\_

**WARNING: PROTECTIVE EQUIPMENT CANNOT PREVENT ALL INJURIES A PLAYER MIGHT RECEIVE WHILE PARTICIPATING IN BASEBALL/SOFTBALL.**  
 Little League does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

# 5. Barnstable Little League Code of Conduct



## Barnstable Little League Code of Conduct

The Barnstable Little League requires that the following Code of Conduct shall apply to ALL PARTICIPANTS in our programs. This includes players, managers, coaches, volunteers, family members in attendance at games, practices or events, umpires and all league officials.

The Barnstable Little League shall in all instances related there unto be guided by the core values of SAFETY, INTEGRITY, RESPECT, GOOD SPORTSMANSHIP and FAIR PLAY. All participants are required to exhibit behavior that adheres to these core values at all times, in any activity or situation that is related to Barnstable Little League.

The Barnstable Little League Executive Board has adopted a "Zero Tolerance Policy" regarding any violation of its core values. Violations shall include but are not limited to:

- The use of alcohol, tobacco, illegal drugs or firearms
- Physical violence (i.e., fighting), or any form of threatening or violent behavior
- Kicking or slamming of helmets, bats or other equipment
- Profanity or inappropriate language
- Taunting, hazing or any other degrading activity
- Arguing or showing disrespect to umpires, league officials, managers or coaches

Any violation of the Barnstable Little League Code of Conduct shall be subject to executive board review and may result in disciplinary action including suspension or expulsion from Barnstable Little League participation.

I hereby acknowledge that I have received and read the Barnstable Little League Code of Conduct and by signing it agree to abide by it.

Player Name: \_\_\_\_\_

Player Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Parent (s) Name (s): \_\_\_\_\_

Parent(s) Signature(s): \_\_\_\_\_ DATE: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

TEAM/DIVISION: \_\_\_\_\_



# 6. Manager Code of Conduct

## Barnstable Little League Manager and Coach's Code of Conduct

The Little League manager and coach must be leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development.

The Barnstable Little League requires that the following Code of Conduct shall apply to all Managers and Coaches in our program.

The Barnstable Little League shall, in all instances related there unto be guided by the core values of SAFETY, INTEGRITY, RESPECT, GOOD SPORTSMANSHIP and FAIR PLAY. All managers and coaches are required to exhibit behavior that adheres to these core values at all times.

The Barnstable Little League Executive Board has adopted a "Zero Tolerance" policy regarding any violation of its Values. Violations shall include, but not be limited to:

- Profanity or inappropriate language
- Physical violence or any form of threatening or violent behavior
- The use of alcohol, tobacco, illegal drugs, or firearms
- Taunting, hazing, or any other degrading activity
- Arguing or showing disrespect to Umpires, League Officials, Managers, Coaches, or Players

Managers and coaches are not allowed to leave the designated areas without requesting, and being granted "time out" from the umpire.

Failing to comply with these rules will result in the following:

- a. 1<sup>st</sup> offense – Letter from President
- b. 2<sup>nd</sup> offense – 1 game suspension
- c. 3<sup>rd</sup> offense – Expulsion

I hereby acknowledge that I have received and read the Barnstable Little League Manager and Coach Code of Conduct and by signing agree to abide by it.

Manager/Coach Name: \_\_\_\_\_

Manager/Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Team/Division: \_\_\_\_\_

## 7. Background Checks

In accordance with Little League's Child Protection Program, all local leagues are required to conduct a nation-wide background check on managers, coaches, Board members, and other adult volunteers who provide regular service to the league and have regular contact with players. Massachusetts Law further requires that volunteers working with youth sports leagues undergo an additional screening (a CORI check) against the Commonwealth's database of criminal offenders.

In order to complete background checks, volunteers must submit 3 things:

1. [Little League Volunteer Application](#) (available on website)
2. [BLL CORI Request Form](#) (available on website)
3. **Photocopy of your valid government issued photo ID.**

Volunteers can return completed forms in a sealed envelope to their team Manager to submit to the Safety Officer.

### **Barnstable Little League's CORI Policy**

*Where Criminal Offender Record Information (CORI) checks are required for volunteers working with Barnstable Little League (BLL), the following practices and procedures will generally be followed.*

1. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services (DCJIS). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by DCJIS.
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
4. If a criminal record is received from DCJIS, the authorized individual will closely compare the record provided by DCJIS with the information on the CORI request form and any other identifying information provided by the applicant to ensure the record relates to the applicant.

5. If BLL is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position, and given an opportunity to dispute the accuracy and relevance of the CORI record.

6. Applicants challenging the accuracy of the policy shall be provided a copy of DCJIS's publication "*Information Concerning the Process in Correcting a Criminal Record.*" If the CORI record provided does not exactly match the identification information provided by the applicant, BLL will make a determination based on a comparison of the CORI record and documents provided by the applicant. BLL may contact DCJIS and request a detailed search consistent with DCJIS policy.

7. If BLL reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section 4 on this policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by BLL.

8. BLL will notify the applicant of the decision and the basis of the decision in a timely manner.

## 8. Volunteers

1. All volunteers must complete a **Little League Volunteer Application** and a **CORI Request Form** and **submit a driver's license or photo ID copy**.
2. All volunteers agree to comply with the **Barnstable Little League Code of Conduct** and **Safety Code** contained herein.
3. All volunteers agree to submit to background checks deemed appropriate by the Board of Directors of Barnstable Little League including, without limitation, **Lexis-Nexis** and **CORI** as mandated by Massachusetts law.
4. All volunteers must have filled out a current year **Volunteer Application** and been cleared with a background check before participating in any Barnstable Little League activity.
5. No person who has failed to fill out a Volunteer Application will be allowed to interact with any Barnstable Little League team during team games or practices.
6. Team Managers are responsible for ensuring all volunteers for their team are reported to the Board of Directors and respectively approved.

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# 9. Volunteer Application

## 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.**

1-02-11 VOLUNTEER APPLICATION 3/26/11

# 10. Massachusetts CORI Request Form



BRNLL  
172H  
FE803

## CHAPTER 6, § 172H CORI REQUEST FORM

Barnstable Little League is requesting all the available criminal offender record information (CORI) on the following individual from the Criminal History Systems Board pursuant to Chapter 6 172H which mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less that accepts volunteers, to obtain all CORI regarding employees, volunteers, vendors or contractors.

### VOLUNTEER INFORMATION (PLEASE TYPE)

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

MAIDEN NAME OR ALIAS (IF APPLICABLE) \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_ \*ID Theft Index PIN  
(Requested but not required) (if applicable)

MOTHER'S MAIDEN NAME \_\_\_\_\_

CURRENT AND FORMER ADDRESSES:

\_\_\_\_\_  
\_\_\_\_\_

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_  
(include state of issue)

\*\*\*THE INFORMATION WAS VERIFIED WITH THE FOLLOWING FORM OF  
GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

\*If an applicant has provided an Identity Theft PIN number on this form, please ONLY mail or fax forms with Identity Theft PIN numbers to DCJIS. All other CORI requests must be processed electronically through Web-CORI. Do not mail or fax other forms to DCJIS.

# 11. Barnstable Little League Safety Code

The Board of Directors of Barnstable Little League has mandated the following Safety Code. All managers and coaches will read this Safety Code and then familiarize their players with the Code.

1. Responsibility for safety procedures belongs to every adult member of Barnstable Little League.
2. Each player, manager, coach, umpire and volunteer shall use proper reasoning and care to prevent injury to him/her and to others.
3. Only League approved managers and/or coaches are allowed to practice teams.
4. Only League approved managers and/or coaches will supervise batting cages.
5. First Aid Kits are issued to each team manager prior to the season and will be available at all practices and games. An additional First Aid Kit will be located at the Concession Stand.
6. No games or practices will be held when weather and field conditions are poor, particularly when lighting is inadequate.
7. Play area will be inspected by managers and coaches before practices for holes, damage, stones, glass and other foreign objects. Managers, coaches and umpires shall walk the field for hazards before games. The managers and umpires shall be responsible for agreeing on whether the field is fit for play.
8. All fields shall have bases which disengage from their anchors.
9. Team equipment should be stored within the team dugout behind screened areas and not within the area defined by the umpires as "in play".
10. During practice and games, all players should be alert and watching the batter on each pitch.
11. During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
12. All pre-game warm-ups should be performed in designated areas and not within areas used by, and thus endangering, spectators.
13. Equipment should be inspected regularly for the condition of the equipment as well as for proper fit and should be replaced as needed. Managers and coaches shall inspect equipment before each use by players.
14. Batters must wear a protective helmet having the NOCSAE stamp and a warning label during batting practice and games (per Rule 1.16).
15. Except when a runner is returning to a base, head first, slides are not permitted.
16. At no time should "horseplay" be permitted on the playing field or in the dugout.
17. All male players should wear cups during games. Managers should encourage that cups be worn at practices too. All catchers must wear a cup.
18. All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards.
19. All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up and games.
20. Shoes with metal spikes or cleats are not permitted.
21. For Minor and Major League games, catchers must wear a catcher's mitt.

22. Managers will never leave an unattended child at the conclusion of a practice or a game.
23. Never hesitate to report any present or potential safety hazard to the Barnstable Little League Safety Officer immediately.
24. Managers should make arrangements to have a cellular phone available when a game or practice is at a facility that does not have a public phone.
25. No throwing rocks.
26. No climbing fences.
27. No swinging or climbing on dugout roofs.
28. Play shall not begin unless managers and umpires agree on the fitness of the playing field. Thereafter, the umpire in chief shall be the sole judge as to whether play shall be suspended or resumed because of weather, lighting conditions or the unfitness of the playing field. Under Rule 3.10(b), the umpire shall not call the game until at least thirty minutes after play has been suspended. If a major league game is called before it becomes a regulation game, but after one or more innings have been played, it shall be resumed exactly where it was left off. A regulation game is one where four complete innings have been played or three and one half innings have been played with the home team ahead.
29. All Little League rules shall be enforced at games and practices.
30. Play shall be suspended immediately upon observation of lightning and all players, coaches and umpires shall immediately seek shelter. Play shall not resume until lightning has left the area.

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# 12. Injury Reporting

## A. 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 to the Barnstable Little League Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of injury.

## B. WHEN TO REPORT

All such incidents described above must be reported to the Lakeville Little League Safety Officer within 24 hours of the incident. The Barnstable Little League Safety Officer, Tony Colesano, can be reached at the following:  
Cell: (508)241-2939 or E-mail: [tonycolesano@barnstablelittleleague.com](mailto:tonycolesano@barnstablelittleleague.com)

## C. HOW TO MAKE A REPORT

Reporting incidents can come in a variety of forms. Most typically they are telephone conversations. At a minimum, the following information must be provided:

1. The name and phone number of the individual involved.
2. The date, time and location of the incident.
3. As detailed description of the incident as possible.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the person reporting the incident.

## D. MANAGER'S RESPONSIBILITY

The manager will fill out the Activities/Reporting Form attached hereto as Exhibit No. 2 and submit it to the Barnstable Little League Safety Officer within 24 hours of the incident.

## E. SAFETY OFFICER'S RESPONSIBILITIES

Within 48 hours of receiving the Barnstable Little League Accident Investigation Form, the Barnstable Little League's Safety Officer will contact the injured party or the party's parents and:

1. Verify the information received.
2. Obtain any other information deemed necessary.
3. Check on the status of the injured party.
4. In the event that the injured party required other medical treatment (i.e. emergency room visit, doctor's visit, etc.), will advise the parent or guardian of the Barnstable Little League's insurance coverage and the provisions for submitting claims.

# 13. Incident/Injury Tracking Report

<b>Activities/Reporting</b>	<b>A Safety Awareness Program's Incident/Injury Tracking Report</b>
League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____	
Field Name/Location: _____ Incident Time: _____	
Injured Person's Name: _____ Date of Birth: _____	
Address: _____ Age: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
City: _____ State _____ ZIP: _____ Home Phone: ( ) _____	
Parent's Name (If Player): _____ Work Phone: ( ) _____	
Parents' Address (If Different): _____ City _____	
<b>Incident occurred while participating in:</b>	
A.) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD	
B.) <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball (5-8) <input type="checkbox"/> Minor (7-12) <input type="checkbox"/> Major (9-12) <input type="checkbox"/> Junior (13-14)	
<input type="checkbox"/> Senior (14-16) <input type="checkbox"/> Big League (16-18)	
C.) <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event	
<input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____	
<b>Position/Role of person(s) involved in incident:</b>	
D.) <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second	
<input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout	
<input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____	
Type of injury: _____	
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____	
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> 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.)	
<b>Type of incident and location:</b>	
A.) On Primary Playing Field      B.) Adjacent to Playing Field      D.) Off Ball Field	
<input type="checkbox"/> Base Path: <input type="checkbox"/> Running <i>or</i> <input type="checkbox"/> Sliding <input type="checkbox"/> Seating Area <input type="checkbox"/> Travel:	
<input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched <i>or</i> <input type="checkbox"/> Thrown <i>or</i> <input type="checkbox"/> Batted <input type="checkbox"/> Parking Area <input type="checkbox"/> Car <i>or</i> <input type="checkbox"/> Bike <i>or</i>	
<input type="checkbox"/> Collision with: <input type="checkbox"/> Player <i>or</i> <input type="checkbox"/> Structure      C.) Concession Area <input type="checkbox"/> Walking	
<input type="checkbox"/> Grounds Defect <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> League Activity	
<input type="checkbox"/> Other: _____ <input type="checkbox"/> Customer/Bystander <input type="checkbox"/> Other: _____	
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: _____	

## 14. Training

Barnstable Little League requires **First Aid** and **Fundamentals** training for all coaches and managers. Training will be held at our:

2014 Annual Barnstable Little League  
Safety Meeting  
on Saturday, March 1<sup>st</sup> 1-2PM  
at Barnstable High School Field House

A minimum of 1 coach / manager from each team must attend this training each year.

Each coach / manager must attend these training sessions at least once every 3 years.

All managers and coaches will be informed of the availability of reference materials provided by Little League International at its website located at [http://www.littleleague.org/Little\\_League\\_Online.htm](http://www.littleleague.org/Little_League_Online.htm).

safety is everyone's job

Basic First Aid Guide for Coaches

**\*\*\* Practice Common Sense \*\*\***

There's been an accident and one of your players is hurt!

# ***What do you do?***

## **KEEP CALM**

*Try not to panic.*

## **PROVIDE REASSURANCE**

*A hand on the shoulder and some encouraging words help.*

## **BE PREPARED**

*Have your First Aid Kit with you.  
Know what's in it.*

## **DO NO HARM**

*When in doubt call 9-1-1.*

## ***Common Injuries / Illnesses Seen on the Baseball Field***

### **Sprains and Strains**

**Sprains** are injuries to the ligaments around joints. They typically result from severe twisting or outside forces bending a joint in an opposite direction of its normal function. The most common sprains are those of the knee, ankle, wrist, fingers, and toes.

#### *Signs and Symptoms*

- Pain in or over the affected joint
- Swelling and tenderness to touch
- Bruising (typically develops after a period of time)
- Loss or limited motion or ability to bear weight

#### *Treatment*

- Rest – remove player from game
- Ice – apply ice pack to affected area
- Compression – apply ace wrap to limit swelling and pain
- Elevation – to limit swelling and pain
- See MD if pain and swelling is severe, or if player is unable to move joint in typical range of motion.

**Strains** are injuries to muscles that typically result from overuse or stretching a muscle group beyond normal parameters. The most common strains are those of the shoulder (especially in pitchers), groin muscle, hamstring, thigh, lower back, and rib cage. The best way to prevent a strain is to ensure players stretch and warm up gradually before games and workouts.

#### *Signs and Symptoms*

- Pain in the affected area typically described as “burning” or a “dull ache”
- Tenderness to touch
- Loss or limited motion or ability to bear weight

#### *Treatment*

- Rest – remove player from game
- Ice – apply ice pack to affected area
- Compression – apply ace wrap to limit swelling and pain
- Elevation – to limit swelling and pain
- See MD if pain is severe, or if player is unable to move affected area in typical range of motion.

## ***Common Injuries / Illnesses Seen on the Baseball Field***

### **Fractures and Dislocations**

**Fractures** are breaks in a bone due to blunt trauma or severe twisting. Common fractures seen in baseball are those to the bones in the ankle, arm, fingers, toes, and face. Often these injuries result from a hard slide into a base, a collision with another player, a diving attempt by player to field a ball, or being struck by a pitched or batted ball.

#### *Signs and Symptoms*

- Pain in or over the affected bone
- Swelling and tenderness to touch
- Deformity
- Bruising (typically develops after a period of time)
- Loss or limited motion or ability to bear weight

#### *Treatment*

- Stabilize the bone (splint or physically hold the area)
- Cover any open wounds with a sterile dressing and control bleeding
- Rest – remove player from game
- Ice – apply ice pack to affected area
- Compression – apply ace wrap to limit swelling and pain
- Elevation – to limit swelling and pain
- Transport to MD or Emergency Room ASAP

**Dislocations** are injuries to joints that cause the joint to lose its ability to move. Common dislocations are those joints in the fingers, the ankle and patella (kneecap).

#### *Signs and Symptoms*

- Pain in or over the affected joint
- Swelling and tenderness to touch
- Deformity
- Loss or limited motion or ability to bear weight
- Tingling or numbness in area distal to injury

#### *Treatment*

- Stabilize the injury (splint or physically hold the area)
- Rest – remove player from game
- Ice – apply ice pack to affected area
- Compression – apply ace wrap to limit swelling and pain
- Elevation – to limit swelling and pain
- Transport to MD or Emergency Room ASAP.

## ***Common Injuries / Illnesses Seen on the Baseball Field***

### **Bleeding and Open Wounds**

Open wounds either take the form of a laceration that results from a sharp object, like a cleat on a shoe, or an abrasion, that is a scraping injury typically resulting from contact with turf when sliding or diving.

**Lacerations** are cuts or jagged tears in the skin that can either be deep or superficial. Deep lacerations and those to the head and face often bleed quite a bit.

#### *Treatment*

- Control bleeding – apply sterile bandage and direct pressure to site
- Ice – apply ice pack to affected area – this can help slow bleeding and reduce pain
- Compression – apply compression dressing after bleeding is controlled
- Elevation – to limited swelling and pain
- Transport to MD or Emergency Room if suturing is required.

**Abrasions** are superficial skin injuries – a.k.a. raspberries, typically caused by sliding or diving on the ground or infield. The treatment is essentially the same as for lacerations with one additional word to the wise – CLEAN THE WOUND!. The biggest problem with abrasions is the potential for infection. Cleansing the wound as soon as possible with soap and water and applying a sterile bandage to prevent the wound from contamination can prevent this. If infection results (pain, swelling, yellow discharge), see MD.

## ***Common Injuries / Illnesses Seen on the Baseball Field***

### **Heat Related Problems**

Under normal conditions a healthy body can manage exertion in high temperatures by perspiring. As long as fluids are maintained and exposure is not prolonged, most of us can cope. When the conditions include little breeze and high humidity, the normal control mechanisms may fail resulting in either Heat Exhaustion or Heat Stroke.

**Heat Exhaustion** can occur after excessive perspiration is combined with inadequate fluid intake. The best way to prevent heat exhaustion is to simply replace fluids and electrolytes by drinking water, Gatorade, or diet soda. If heat exhaustion should develop the following symptoms often present suddenly.

#### *Signs and Symptoms*

- Dizziness, lightheadedness
- Nausea
- Rapid breathing and heart rate
- Cool, clammy skin
- Pale skin color
- Abdominal or other large muscle cramps

#### *Treatment*

- Remove player from sun – put in the shade or air conditioned area
- Allow player to lay down, slightly elevate feet and legs
- Loosen any restrictive clothing
- Provide cool water, Gatorade, or diet soda in small, frequent drinks
- Watch for any changes in players level of consciousness

If confusion / disorientation develop – CALL 9-1-1

**Heat Stroke** is a medical emergency. It can develop after someone displays symptoms of heat exhaustion or may present without warning.

#### *Signs and Symptoms*

- Changes in level of consciousness (similar to head injuries)
- Red colored skin
- Hot, dry skin
- Rapid breathing and heart rate
- Seizures or convulsions can develop

#### *Treatment*

- CALL 9-1-1
- Remove player from sun – put in the shade or air conditioned area
- Remove outer clothing
- Apply cool, moist compresses or towels, spray with water
  - Fan with papers, scorebook, whatever



# Baseball Fundamentals

*The basic fundamentals of baseball are the building blocks of the game. A successful player must be able to hit the ball, field the ball, throw it and run the bases. Hitting with power is a bonus, but many standout players have not had the ability to drive the ball over the fence consistently.*

## **Hitting**

The aspect of baseball that draws many young players to the game is the idea of hitting a baseball squarely. Whether they have seen a professional player do it on television or watched other players in person, hitting the ball is the essence of baseball for many people. In order to hit the ball consistently, a batter must take a solid stance in the batter's box with his left shoulder--for a right-handed hitter--facing the pitcher. (It is the opposite for a left-handed hitter.) The bat is held over the right shoulder, the knees are bent and the bulk of the player's weight on the back leg. As the pitch arrives, the batter must time his swing so the bat passes over the plate at the same time as the ball and makes contact. The batter's weight and momentum move forward at the same time, and the swing continues with a follow-through after contact.

## **Fielding**

The key to fielding a baseball is getting your body squarely in front of the ball. When fielding a ball that comes in below waist level, the fingers of the glove must be on or near the ground. The fielder must then react to the movement of the ball, which can be unpredictable. When the ball comes in at waist level or higher, the glove fingers should point upward and the glove should be positioned in anticipation of where the ball will be when it is within reach. Use your throwing hand to help secure the ball after it hits the glove.

## **Throwing**

Place the ball in your dominant hand and extend your forefinger and middle finger on top of the ball, with your thumb underneath. Bring the ball up to ear level, step forward with your opposite foot and bring your arm forward and snap your wrist to propel the ball toward the target. Bring your dominant leg forward to follow through with the throwing motion.

## **Baserunning**

A good baserunner does not have to depend on speed to be effective. Speed will help a baserunner, but only if he understands how to run the bases. Baserunners must aim to touch the inside corner of the base and make a sharp turn toward the next base, which ensures the shortest distance is taken between bases. Baserunning ability also comes from understanding the circumstances of the game, such as whether your team is ahead or behind, the skill level of upcoming batters and the arm strength of the opponent's outfielders.

## **Versatility**

A baseball player who masters the fundamentals is a valuable part of any team. A player who can hit, field, throw and run has a chance to influence the outcome of the game in a variety of ways, much more so than a player who has strong skills in one fundamental but is weak in the others.

Source: <http://www.livestrong.com/article/272178-basic-fundamentals-of-baseball/#ixzz1mHc5vY00>

# Baseball Dynamic Stretching Program

A proper stretching program is important for 2 primary reasons, injury prevention and performance enhancement. Many recent studies continue to support the fact that dynamic stretching is far superior to static stretching prior to activity. Static stretching can be defined as a stretch where you lengthen a muscle and hold that position. Dynamic stretching involves stretching a muscle while moving. Current science has shown that static stretching not only increases an athletes' risk of injury but also impedes performance. For these reasons, it is recommended that athletes implement a brief but thorough warm up and dynamic stretch prior to activity.

Introducing young athletes to dynamic stretching early is an effective way to promote exercise as not only will they feel good from doing it, they will have fun.

**Jog** forwards about 10 yards and then **Back Pedal** about 10 yards  
**Shuffle** to the left about 10 yards and then back to right about 10 yards  
**Carioca** to the left about 10 yards and then back to the right about 10 yards

**High Knee Grab** (In Place or Walking): Stand tall, lift and pull one knee to chest then lower down and repeat on the other side

**Butt Kick Grab** (In Place or Walking): Stand tall, flex knee, grab heel and pull to butt, gently lower down and repeat on the other side

**Straight Leg Kick** (In Place or Walking): Stand tall, reach forward with the right hand and raise the left leg to try to touch the left toe while keeping the knee straight, gently lower and repeat on the other side

**Monster Steps** (In Place or Walking): Stand tall, raise your right leg up and out to the side and forward as if to step over a short fence and back to standing. Repeat on the other side.

**Spiderman**: Start on all 4's on the ground. Step forward with the right foot to the outside of the right hand. Lower the right elbow towards the right heel. Crawl forward with your hands and straighten the right leg to get back to the starting position. Repeat on the other side.

**Inchworm**: Start in a push up position – without bending your knees, inch your toes forward towards your hands as your butt sticks straight up in the air. Once you've gone as far as possible with your toes, walk forward on your hands to end back in the up push up position.

**Arm Circles**: Stand in the Athletic Position, start with arms straight out to the side. Make small circles and slowly increase the size until they are as large as they can be crossing in the front. Repeat going backwards.

**Windmill Swim**: Stand in the Athletic Position, start with your right arm stretched out in front and the left arm stretched out behind you. With a crawl swim stroke, slow and in control switch arms.

*Remember – nothing should hurt.*

*Modify for any exercises that illicit pain. Seek medical attention if you experience pain with exercise.*

Tony Colesano, LATC CSCS  
Crescendo Sport and Fitness  
[www.sportandfitness.org](http://www.sportandfitness.org)

# 15. Concession Stand Safety

## **Concession Manager will be trained in safe food handling and prep procedures**

### **Menu**

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

### **Cooking**

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

### **Reheating**

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

### **Cooling and Cold Storage**

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

### **Hand Washing**

Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

### **Health and Hygiene**

Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea,

jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

### **Food Handling**

Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

### **Dishwashing**

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

### **Ice**

Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

### **Wiping Cloths**

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

### **Insect Control and Waste**

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

### **Food Storage and Cleanliness**

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

### **Set a Minimum Worker Age**

Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

## **16. Field and Equipment Safety**

1. Facilities and equipment shall be inspected by umpires, managers and coaches prior to games or practices. Playing fields shall be walked by both managers prior to games.
2. The Barnstable Little League Safety Officer, or a designee, shall complete the Annual Little League Facility Survey each year.
3. Equipment shall be inspected periodically by managers and replaced as necessary. Equipment will be further inspected on a yearly basis by a designee of the Barnstable Little League Board of Directors and equipment replaced as needed.

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