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Safety: Don’t Leave Home Without It!

2020 Madison Little League

**Safety Manual**

**League #403-03-07**

**Authored by Greg Montes (Safety Officer) & Andy Campbell (President)**

**Reviewed by Mark Lane, District 3 Administrator**



The 2020 Madison Little League Safety Plan is posted

on our website at www.Madison-LL.org

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Dear Madison Little League Parents, Volunteers, and Umpires:

This document will be distributed to every coach of every team in every division of Madison Little League and is a tool to place some important information at the fingertips of those who may need it.

ASAP stands for “A Safety Awareness Program” and is a national program with the goal of raising safety awareness and making Little League baseball safer for kids. The 2020 Madison Little League Safety Plan, which includes this Safety Manual, was done in compliance with this program.

Madison Little League has a rich tradition of working very hard to facilitate a safe and pleasant baseball environment annually. This year our league will continue to honor its commitment to safety.

It is the policy of Madison Little League to provide an environment in which the risk of injury is reduced to the lowest possible level by the application of our published safety code. Behavior in violation of the safety code will be treated as misconduct and may remit in the application of appropriate corrective action up to and including dismissal as determined by the Board.

We look forward to another safe year with our baseball players,

Sincerely,

The Madison Little League Board of Directors

**Safety Mission Statement**

Madison Little League is committed to the children and their families in our community to implant firmly the ideals of good sportsmanship, honesty, loyalty, courage and respect for one another and authority, so that they may be well adjusted, stronger and happier children and will grow to become good, decent, healthy, and trustworthy citizens in a safe environment. The purpose of Madison Little League’s Safety Policies is to promote our league’s commitment to the children in a Fun and Safe environment.

**Local and National Emergency Phone Numbers**

**Call 9-1-1 immediately if:**

* The victim is unconscious
* Has trouble breathing
* Has chest pain or pressure
* Is bleeding severely
* Has pressure or pain in the abdomen that does not go away
* Is vomiting or passing blood
* Has seizures, a severe headache, or slurred speech
* Appears to have been poisoned
* Has injuries to the head, neck, or back

**Phoenix Police Department:**

**Emergency 911**

**Non-emergency (602) 262-6151**

**Fire & Rescue (602) 262-6002**

**Phoenix Children’s Hospital (602) 546-1000**

**Poison Control**

**National Number (800) 222-1211**

**Local (Banner)** **(602) 253-3334**

**Arizona Nat’l Missing Children (602) 944-1768**

**Organization**

**Madison Little League 2020 Board of Directors**

**Madison Little League – Board of Directors 2020**

**Andy Campbell – President**

(602) 284-6534

Cacampbell6292@gmail.com

**Greg Montes – Treasurer / Safety Officer**

(602) 513-3469

Gmontes68@gmail.com

**Joe Kraus – Vice President / Snack Bar Coordinator**

(602) 291-7818

Krausvw@gmail.com

**Whitney Smith – Secretary / Player Agent / Information Officer**   
(602) 391-4874

[Nakuda12@yahoo.com](mailto:Nakuda12@yahoo.com)

**2020 Safety Provisions and Policies**

**Safety Officer Responsibilities**

* Oversee the general safety of all players, coaches and spectators on and off the field while attending a Madison Little League function.
* Distribute the safety plan (see more below)
* Keep track of safety related issues in a log. Accident Reports will be filled out promptly and reported to the Safety Officer.
* Oversee all tryouts to ensure a safe environment.
* Help the League President as necessary to run all required volunteer background checks (see more information later in this plan)
* Encourage each team Manager to appoint a Safety Coordinator.
* Maintain a Safety Information bulletin board at the Snack Bar. The Safety info board will feature an email address suggestion box.
* Post emergency procedures and contact information (local and national emergency contacts and board member contact information) at the snack bar.
* Ask Mark Lane (District 3 Administrator) to review and comment on the safety plan.
* Assist the League President in filing the final safety plan with Little League International.
* Perform any other safety related responsibilities.

**Safety Plan Distribution**

* Madison Little League will publish an information packet for all managers, team parents and Board members, in which the Madison Little League Safety Manual will be included.
* The Safety Officer will ensure the League Safety Manual is prepared for distribution.
* A copy will be available on our website, at the snack bar, printed and included in each team’s coach binder.
* Additional printed copies will be available at the snack bar.

**Communicating the Safety Procedures and Plan to Parents**

* This safety plan will be
  + Posted on our website
  + Posted at the snack bar
  + Included in each team Manager binder
* All parents will be required to read and sign the Parent Code of Conduct at Registration.
* Additionally, Madison Little League will make the following materials available to parents:
  + ASAP newsletters
  + Little League E-news
  + Miscellaneous Madison Little League email campaigns

**Background Checks/Little League® Child Protection Program**

* As a condition of service to the league, all managers, coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with players or teams, must complete and submit an official “Little League Volunteer Application” to the League President.
* All those mentioned shall complete form 2020-VOLUNTEER APPLICATION (including SSN). The form requires that a copy of valid government issued photo identification must be attached to complete the application. The completed volunteer application and identification documents will be kept on file and shredded at the end of the calendar year. A sample of the Volunteer Application is located in Appendix.
* Background checks for all volunteers will be completed through use of the approved vendor JDP.
* A list of verified (cleared) volunteers will be posted on the league website and on the Safety Information bulletin board located at the Snack bar.

**First Aid Training**

* All teams are required to have at least one adult representative that meets the league’s requirement for First Aid training. The requirement is at least one representative from each team attending annually and a minimum of each coach/manager attending a First Aid clinic at least once every 3 years. League commissioners are responsible for verification of certification.
* First Aid Training classes for 2020 All teams that do not meet the Basic First Aid and CPR certification requirement must send at least one adult to the First Aid Training session. The Safety Officer will organize the training sessions to be held in early April 2020.
* Umpires will be invited to participate in the league-provided CPR and BFA training. The Safety Officer and Umpire Commissioner will organize the training sessions to be held in early April 2020.

**Manager and Coach Instructional Training**

* All managers and coaches are required to meet the league’s requirement for fundamentals training. The requirement is for at least one representative from each team to attend a coaching clinic each year and that all coaches have training at least once every three years.
* Coaching fundamentals clinic will be held at Madison Little League’s fields in early April 2020. League Commissioners will be responsible for ensuring proper attendance.
* Training topics will include player warm up, skill drills, rules of the game, practice organization, game day responsibilities, safety responsibilities and procedures, league contact information, basic first aid including heat illness warnings.

**Manager and Coach Safety Responsibilities**

* Managers and coaches are required to
  + walk the field prior to each game or practice
  + properly warm up players (see Practice and Game Day Safety section)
  + regularly check the helmets, bats and catcher’s gear for wear and tear
  + have a first aid kit at each practice and game
  + have players’ parental and emergency contact information at all games and practices
* It will be encouraged for each team to appoint a Safety Coordinator.

**Practice and Game Day Safety**

* Responsibility for safety procedures should be that of an adult member of the local league.
* At all practices and games, a cell phone will be available (no land line is available).
* Arrangements should be made in advance of all games and practices for emergency medical services.
* Managers, coaches, and umpires should have some training in first-aid. First-aid kits and ice packs should be available at the field.
* No games or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate.
* Play area should be inspected frequently for holes, damage, glass and other foreign objects.
* Dugouts and bat racks should be positioned behind the screens.
* Only players, managers, coaches and umpires permitted on the playing field during play and practice sessions.
* Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose.
* Procedure should be established for retrieving foul balls batted out of the playing area
* During practice sessions 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 errant balls.
* Equipment should be inspected regularly. Make sure it fits properly.
* Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
* Batters must wear protective helmets during practice, as well as during games
* Catchers must wear catcher’s helmet (with face mask and throat guard), chest protector and shin guards. Male catchers must wear long model chest protector (divisions below Junior/Senior/Big League), protective supporter and cup at all times
* Except when runner is returning to a base, head first slides are not permitted. This rule applies to Little League (Majors)/Minors, and Tee Ball
* During sliding practice, bases should not be strapped down.
* At no time should “horse play” be permitted on the playing field.
* Parents of players who wear glasses should be encouraged to provide “safety glasses”.
* Players may not wear watches, rings, pins, jewelry or other metallic items.
* Catchers must wear catcher’s helmet, face mask, and throat guard in warming up pitchers. This applies between innings and in bullpen practice. Skull caps are not permitted.
* Batting/catcher’s helmets should not be painted unless approved by the manufacturer
* Regulations prohibit on-deck batters. This means that no player should handle a bat, even while in an enclosure until it is his/her turn to bat. This rule applies to Little League (Majors)/Minors, and Tee Ball.
* Players who are ejected, ill or injured should remain under supervision until released to a parent or guardian.
* Managers and coaches may not warm up pitchers under any circumstances as per Little League rules.

**Equipment**

* All baseball equipment has been inventoried and checked for safety by the equipment manager and the safety officer. All worn and unsafe equipment has been replaced.
* Each team will be given an appropriate First Aid kit with their equipment.
* All field maintenance equipment has been inspected for all guards and protection devices to be in place. The fields may be maintained by independent contractor.
* All baseball and field equipment will be inspected regularly during the season and repaired or replaced as necessary.
* All unfit equipment will be destroyed and removed from our facilities.

**Field Safety Checks Before Practices and Games (Managers/Coaches/Umpires)**

* All games at all levels will be preceded by a field safety meeting in which the relative safety and conditions of the playing field shall be discussed (umpires, managers and league commissioners).
* All dugout entrances are fitted with a gate to prevent foul balls from striking players and coaches.

**Snack Bar Facilities**

* Snack Bar volunteers will be trained in safe food handling procedures. Training will include washing hands with warm water and soap regularly with signs posted (see examples in the Appendix).
* A Safety Information bulletin Board will be maintained at the Snack Bar. The Safety info board will feature an email address suggestion box.
* Training will cover safe use of the equipment. Team Mom’s and Team Parents will be provided with a copy of safe food preparation with-in the team packets.
* Cooking equipment will be inspected periodically and repaired or replaced if need be.
* Food that is not purchased by MLL to sell within the snack bar will not be cooked, prepared, or sold.
* Cleaning chemicals must be stored in a locked container.
* A certified Fire Extinguisher suitable for grease fires must be placed in plain sight at all times.
* All concession stand workers are to be instructed on the use of fire extinguishers.
* A fully stocked First Aid Kit will be placed in the Concession stand.

**Accident Reporting Procedures**

**Please report all accidents and injuries to Madison Little League as follows:**

1. If necessary, call 911
2. Report in person or call/text both
   1. Greg Montes, Safety Officer (602) 513-3469
   2. Andy Campbell, President (602) 284-6534
3. Help fill out an Accident Report form - copies are in each Coach binder and at the snack bar. An example is included in the Appendix. Accident report forms are also on our website.

**Accident Reports**

* What should be reported?
  + An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and / or first aid must be reported to the Safety Officer. This includes even passive treatments such as evaluation and diagnosis as to the extent of an injury, application of an ice pack, or the need for extra periods of rest.
* Near Misses should also be reported
* When should this be reported?
  + All such incidents described above must be reported to the Safety Officer within 24 hours of the incident.
* How is this information reported?
  + All accident reports are to be reported on the “injury reporting form” located in a folder in the snack bar. Procedures for completing the “injury report form” are located in the form section.

**Accident Reports need to be completed for any injury requiring first aid. It is through the compilation of the data in these reports that the league at both the local and the national levels can develop safety policies.**

**Use of Little League Data Center**

Madison Little League will load all player, manager and coach rosters onto the Little League Data Center for each season of play.

**Facility Survey and Appendix Forms Follow**