

**Litchfield
Tri-Town ASAP
Safety Plan
2015**



**BASEBALL...AS IN LIFE...COMES IN ALL
FORMS, ALL SHAPES, & IN ALL SIZES.**

TOGETHER WE MAKE.....

TRI TOWN LITTLE LEAGUE

LEAGUE # 207 06 09

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POLICY STATEMENT

Tri Town Youth Baseball, a Division of Little League Baseball, is a community run organization. We will make every effort to create a safe and caring environment for players to learn, practice, and play the sports of baseball and softball.

EMERGENCY PHONE NUMBERS

911 - EMERGENCY MEDICAL-FIRE-POLICE

KEY OFFICIALS PHONE NUMBERS

(800) 953-9949 All Towns, State Police Troop L

(800) 626-7900

Town of Litchfield

860 567-7550 First Selectman

860 567-7568 Fire Marshall

860 567-0147 Litchfield Fire Department

860 567-7584 Animal Control Officer

860 567-7569 Park & Recreation

Town of Morris

860 567-7433 Town Clerk

860 567-7433 Dog Warden

860 567-7436 Beach and Recreation

Town of Goshen

860 491-3647 Town Clerk

860 491-8633 Animal Control Officer

860 491-2249 Recreation Director

860 491-3367 Camp Cochipianee

Town of Bantam

860 567-8596 Town Police

860 567-5681 Dog Warden

Town of Warren

860 868-7881 Town Clerk

860 868-2870 Dog Warden

2015 TRI TOWN LITTLE LEAGUE BOARD OF DIRECTORS

| | | |
|------------------------|--------------------------|--------------|
| Brian Donohue | President | 860-417-8914 |
| Brian Coffey | Treasurer | 203-417-4557 |
| Shannon Collins | Safety Officer | 860-689-3646 |
| Conrad Collins | Concession Officer | 860-689-3811 |
| Christopher Stolarczyk | Secretary | 860-247-8150 |
| Steve Zappone | Vice President, Baseball | 203-206-3637 |
| Joe Zontak | Vice President, Softball | 203-819-6844 |
| Conrad Collins | Field Maintenance | 860-689-3811 |
| John Donavon | Majors Commissioner | 860-567-4160 |
| Steve Zappone | AAA Commissioner | 203-206-3637 |
| Jeff Reid | AA Commissioner | 860-309-2929 |
| Brian Mongeau | A Commissioner | 860-459-5230 |
| Bill Zappone | T-Ball Commissioner | 860-806-5248 |
| Dave LaPoint | Equipment Manager | 860-459-5948 |

LITTLE LEAGUE® DATA CENTER



MAIN MENU ▾

TRI-TOWN YOUTH BASEBALL LL

02070609 (settings) | LOGOUT

League Officers - TRI-TOWN YOUTH BASEBALL LL

Officers updated for 2015 by 02070609 on 2015-04-10 11:09:47

If you wish to change any District Administrator information, please send an email to DACHange@littleleague.org

Export all League Officers to Excel

| Type | Info | Name | Email | Day Phone | User? | Manage |
|---------------------------------|------|-----------------|--------------------------|--------------|-------|--------|
| League President | ? | Brian Donohue | 1985bjd2@optonline.net | 860 273 6820 | ✓ | Edit |
| League Information Officer | | | | | | Add |
| League Safety Officer | ? | Shannon Collins | shannonc13@optonline.net | 860-689-3646 | | Edit |
| League VP Baseball | ? | Steve Zappone | zappones@yahoo.com | 203 206-3637 | | Edit |
| League Softball Vice President | ? | Joe Zontak | jzontok@gmail.com | | | Edit |
| League Player Agent | | | | | | Add |
| Sponsorship/Fundraising Mgr | ? | Shannon Collins | shannonc13@optonline.net | 860 689-3646 | | Edit |
| League Umpire-in-Chief | | | | | | Add |
| League Concession Manager | ? | Conrad Collins | ccollins20@optonline.net | 860 689-3811 | | Edit |
| League Coaching Coordinator | | | | | | Add |
| League Secretary | ? | Chris Stolarcyk | c_stolarcyk@yahoo.com | 860 247-8150 | | Edit |
| League Treasurer | ? | Brian Coffey | brian@coffeydeancare.com | 203 417-4557 | | Edit |
| League Challenger V P | | | | | | Add |
| League Marketing and PR Manager | | | | | | Add |
| League Other Officer | | | | | | Add |

Add Other Officer

Tri Town Safety Manual Dispersal

The League Safety Officer will be responsible for dispersing the current season's safety manual to the following people: All Managers, coaches, concessions workers, field maintenance workers, board members, league commissioners, and volunteers directly involved with League operations. A copy of the Safety Manual will be in the supply room at the Community Field.

PROCEDURES FOR REPORTING INJURIES TO TRI TOWN YOUTH BASEBALL LEAGUE

- 1) The Team Manager or Team Safety Officer will be responsible for reporting all injuries for their team.
- 2) All Injuries will be reported to the Player Agent the day the accident occurred.
- 3) The Player Agent will notify the League Safety Officer the same day.
- 4) The Team Manager or Team Safety Officer will complete a Little League Accident Notification Form and hand over to the League Safety Officer within 24 hours after the accident occurred.
- 5) The League Safety Officer will complete the Little League Accident Notification Form and mail the completed form to Little League Baseball Inc.
- 6) In Event the Player Agent or the League Safety Officer is not available the League President will assume responsibility for them.
- 7) Little League Baseball Accident Notification Forms can be found in this Safety Manuel listed FORMS.

REPORTING INJURIES TO THE PARENT OR GUARDIAN

Minor Scrapes and Bruises

The Team Safety Officer or Team Manager shall inform the parent or guardian about the injury when the child gets picked up from the practice of the game.

If the child is riding with someone other than their parent or guardian the Team Safety Officer or Team Manager will notify the parent or guardian that day by telephone.

Injuries Requiring Emergency Treatment

Anytime an emergency medical situation occurs, such as a 911 call, the Team Safety Officer or Manager has to contact the parent or guardian of that child. If they are helping with the emergency and cannot leave the scene, ask someone to make a call to the parent of guardian.

IMPORTANT

Notification of a claim must be filed with the Little League International within 20 days of the incident for the current season.

EQUIPMENT SAFETY CHECK

All of the baseball equipment provided to the players and owned by Tri Town Youth Baseball League, shall be inspected each year before getting handed out to Team Managers. This will be performed by the Official League Equipment Manager.

Any damaged equipment will be rendered useless and discarded, so no one can attain it for further use.

Each Team Safety Officer will inspect their Team's equipment before each use. This includes player owned bats and gloves.

All damaged League equipment will be removed from the team immediately.

Player owned equipment that is damaged will not be allowed on the field. All damaged League equipment will be brought to the league equipment room and put in the container marked Damaged Equipment.

The league Equipment Manager will either take action for repair of the equipment or render the equipment useless and discard it.

The Team Safety Officer will keep a record of their team's equipment by using the Equipment Safety Check Form, found in the back of this manual. All new equipment will be purchased by our league Equipment Manager. All new equipment must conform to Official Little League, Junior League, Senior League Baseball Playing Rules as stated in the Little League, OFFICIAL REGULATIONS AND PLAYING RULES BOOK.

EQUIPMENT MANAGER

Dave LaPoint 860-459-5948

REQUIRED FIRST AID TRAINING FOR MANAGERS

All Managers without a current First Aid Card must attend the mandatory league First Aid Training class. Those managers with current First Aid Cards shall supply the league safety officer with a photo copy of his or hers card and need not attend the league class. A record of attendance is required and will be attained by use of a sign in sheet provided by the class instructor. The class instructor will hand the attendance sheet over the league safety officer. The League Safety officer will retain the attendance sheet as record for the season and for future reference. All attendees are required to sign the sign in sheet to receive credit for taking the class. Each Manager is required to take this class once in every three year period they are coaching in the Tri Town Youth Baseball League.

First Aid Class Dates

April 5, 2015 @ 7:00PM. This class is for Babe Ruth, Senior League, Little League and any other managers who have not attended a First Aid class in the past (3) years. Class will be held at the Litchfield Fire Department, Litchfield, CT.

First Aid Class Instructor

John Pudlinski

LVA

860-567-0127

Litchfield Ambulance EMS 5

Certified Instructor

FIRST AID KITS

Each team received a first aid kit in their team's equipment bag. Each first aid kit was checked by the Equipment Manager prior to handing them out.

The Equipment Manager has refills for any supplies that have been depleted in your first aid kit.

CHECKING THE FIELDS FOR HAZARDS

Before every game and practices the Managers, Coaches, and Umpires have to walk the field and check for hazards before each use.

They would be looking for rocks, glass, holes, tools, equipment, anything that would be considered a hazard.

They must take action to remove or repair any hazards before letting the players on the field.

Umpires are required to record that they have inspected the field. They are to record this in the umpires pitching record book. This will be done just by a notation stating the field inspection completed for that particular game.

See Safety Officers Responsibilities.

Rain Outs

Rain outs are called at the field and agreed to by both managers and umpire that conditions are unsafe and unplayable, unless it is obvious that fields are unplayable well in advance of game time.

2015 Volunteer Application Form

Volunteers are required to fill out an application and provide government photo (ex. Driver's License). See Addendum for 2015 Little League Volunteer Application.

All Little League Volunteers including Board of Directors, Managers, Coaches, Concession stand workers, Umpires and anyone who has repetitive access to or contact with children.

As a league we will conduct a search of appropriate governmental entity of the statewide sex offender registry.

The League Volunteer Manager will check all volunteer forms as required by Little League Baseball.

The League Volunteer Manager along with the Tri Town Youth Baseball Board of Directors will ensure that all volunteers have been checked.

Each season an updated list of volunteers will be drawn up and reviewed by the Board to ensure that the comprehensive list of volunteers exists and that each volunteer has been checked against the sex offender registry.

A Little League Volunteer Application form can be found in the back of this manual listed under FORMS.

VOLUNTEER APPLICATIONS MANAGER

Shannon Collins 860-689-3646

REQUIRED FUNDAMENTALS TRAINING FOR COACHES AND MANAGERS

Each season, Tri Town Youth Baseball League holds training clinics for Coaches and Managers, from T-Ball to Connie Mac.

These clinics are a mandatory requirement to coach or manage in the league. You are required to attend one clinic every three years. If you have not attended a clinic prior to the 2013 season, you are required to attend a clinic this season. The only exception would be written confirmation that you have attended another baseball clinic. This document would have to be presented to the League Safety Official at or before our League clinics have taken place.

The League encourages you to attend as many clinics as possible, not the minimum amount.

The League Safety Officer will conduct clinics during the months of March and April.

In addition, the League has purchased memberships for each coach to attend “Big Al Baseball” clinics and access to the Big Al Baseball Training and Coaching materials.

These clinics will be for all coaches and managers.

FOLLOWING LITTLE LEAGUE RULES

Be sure that the proper equipment is being worn all the time during practices and games.

Catchers warming up with the correct protective gear, cups, helmets, neck protectors, shin guards, and chest protectors.

Base coaches wearing helmets.

Rule 3.09, managers and coaches are not allowed to catch pitches, this includes standing at the backstop during batting practice.

Players cannot wear jewelry unless it identifies a medical problem.

Read the Rule Book and follow the rules.

Encourage your players to wear cups and mouth protectors.

Run safe practices and games.

No on Deck batters (all divisions)

Be sure that during the throwing drills, players are not back to back or in a position to get hit with an errant throw.

No rough house play will be allowed.

Be sure players are alert and paying attention at all times.

Be sure players get hydrated at least one hour before practices and games.

At no time should a child be left alone after practices or games. A Manager or coach will stay with all players until a parent or guardian arrives to pick up that player.

CONCESSION STAND TRAINING

All Concession stand cooks and workers will go through a safety training class. The safety class will be instructed by the concession stand manager.

The Concession stand manager will keep a record of who has been trained in concession stand safety. This record will be kept in the concession stand in plain view. Concession stand workers that have not had safety training will not be permitted to work in the concession stand.

VOLUNTEER APPLICATIONS MANAGER

Conrad Collins 860-689-3811

CONCESSION STAND SAFETY PROCEDURES

Sanitation

Wash hands when first entering the concession stand and each time you leave and then return.

Don't keep raw meats out for more than four hours.

Wash your hands after handling raw meat and before touching ready to eat foods.

Store meats at the bottom of fridge and make sure the temperature is 41 degrees or lower.

Always clean areas where raw meats have touched, with one part water, and a cup of bleach and soap.

Always keep flat top grill clean and fryolators clean.

Sweep, mop floors, and clean all counter tops daily.

Grease Fires

Use fire extinguisher for grease fires. Do not use water.

License

The Concession stand will only operate with an up to date Food Service License. This document is issued from the Torrington Area Health District and dated June 30th of that year.

A copy of the Torrington Area Health District Food Service License issued up to date can be found in this manual listed under FORMS. The new license will replace the previous year license and posted in the concession stand in plain view.

THE TEAM MANAGER'S RESPONSIBILITIES

The team manager will take on the role of the Team Safety Officers or they will appoint one of their assistant coaches as Team Safety Officer.

The Manager will inform his team who the Safety Officer is. The Manager will read the Tri Town Youth Baseball League Safety Manual in its entirety.

The Manager will follow the procedures documented in the Safety Manual. In the event the Safety Officer is not at a practice or a game, the Manager will be the Safety Officer for that game or practice.

At no time will a team be without an active Safety Officer.

The Manager will have with him or her the MEDICAL RELEASE FORMS for every player on their roster. AT ALL practices and games.

The Manager will review the medical release forms before the practice season starts. The Manager will inform the League Safety Officer of any uncompleted medical release forms or any missing medical release forms.

Make safety recommendations to the League Safety Officer. Recommendations should be made in written form.

Read and understand the Little League Baseball 2015 Official Regulations and Playing Rules book.

Attend at least one baseball fundamentals clinic every three years.

At the closing of every practice and game, the Manager will ask his team if anyone has gotten injured.

THE TEAM SAFETY OFFICERS RESPONSIBILITIES

The Team Safety Office will read the Safety Manual in its entirety. The Team Safety Officer will follow the procedures documented in the Safety Manual.

The Team Safety Officer will have the Safety Manual on hand for all practices and games.

Keep record of field inspections for games and practices. Forms are found in the back of this manual listed as, Field Inspection Report 2015 Season.

Make safety recommendations to the League Safety Officer. Recommendations should be in written form.

Make sure the first aid kit is fully stocked and ready for use at all times. Record accidents and near misses by using the A Safety Awareness Program's Incident/Injury Tracking Report form, found in the back of this manual listed under Forms.

Read and understand the Little League Baseball 2015 Official Regulations and Playing Rules book.

WARMING UP YOUR PLAYERS

Stretching for Sports. WHY? Better performance and fewer injuries. All players shall be required to do warm up drills at the beginning of practices and before games.

Players should warm up all their major muscle groups to help prevent injuries.

Coaches should first explain the exercise, and then demonstrate the exercise to be performed before the players doing the exercise. The coach should observe the players doing the exercises and critique their movements to be sure the exercises are being done correctly. Remember to explain to your players that the technique is most important in any athletic movement, not how fast you can get it done.

The following are some examples of exercises that can be done as warm ups.

- 1 An easy jog around the field is a good exercise to start the warm ups. This will increase the heart rate and get the blood flowing. Remember, this is not a race, it is a warm up exercise and should be performed at a slow pace.
- 2 20-30 jumping jacks. These movements will help increase blood flow and warm up the muscles.
- 3 Side to side lunges, with your feet spread apart, hands on your hips, with your back straight, head up, and looking forward, flexing the knees and moving side to side 20-25 repetitions. This will warm up the leg and thigh muscles.
- 4 Toe touches, with your feet spread apart, knees slightly bent, back straight, head looking forward, arms out from your side, horizontal to the ground. Begin by reaching to one foot with one opposite hand while bending at the waist. Repeat opposite side, 15-20 repetitions. This will warm up the mid-section.

- 5 Sitting on the ground with feet spread apart, sitting in an upright position, grasp your elbows over your head and pull to one side to stretch your altissimo dosi, chest, oblique, and side muscles. This can be done while standing also.

- 6 Sitting on the ground feet spread apart, extend one arm and grasp it above the elbow. Pull it toward your chest to stretch your shoulder and middle back muscles. This can be done while standing also.

These are some good examples of exercises that can be performed for warm ups. There are many other exercises that can be done to accomplish the same results. Be sure the exercises are being performed correctly. Explain to the team including the coaches that warming your muscles is a very important part of any athletic activity. Pick a player to lead the group during warm ups, make this a fun activity.

2015 LITTLE LEAGUE BASEBALL & SOFTBALL NATIONAL FACILITY SURVEY

Submitted on 4/10/15 on: www.facilitysurveyanusco.com

Each year the Annual Little League Facility Survey has to be completed.

The survey has to be included in the ASAP.

The survey contains a total of seven pages, for 2015.

The Annual Little League Facility Survey is attached under Addendum 2 in this manual.

ADDENDUM 1

FORMS

Tri Town Youth Baseball League FORMS:

- 1) Field Inspection Record 2015 Season
- 2) Good Procedures to Implement
- 3) Food Service License – Please refer to Snack Shack for displayed Licence

Little League Official FORMS:

- 1) Little League Volunteer Application
- 2) Little League Baseball & Softball Medical Release Form
- 3) A Safety Awareness Program's Incident/Injury Tracking Report – Activities/Reporting
- 4) General Liability Claim Form
- 5) Claim Form Instructions
- 6) Little League Baseball & Softball Accident Notification Form
- 7) 2015 Qualified Safety Program Registration

ADDENDUM 2

Little League – Baseball & Softball National Facility Survey