

WEST LAFAYETTE
LITTLE LEAGUE
BASEBALL-SOFTBALL

SAFETY PLAN

Play Hard – Play Safe

2011

Table of Contents

Policy Statement.....	3
Safety Manual and First Aid Kits.....	4
Emergency Phone Numbers.....	6
WLLL Phone Numbers	
WLLL Code of Conduct.....	7
WLLL Safety Code.....	9
Responsibility	17
Safety Officer.....	17
Communication Manager	20
Facilities Manager	21
Concession Manager	22
Equipment Manager	22
WLLL Members	22
Manager and Coaches	23
Pre-Season	24
Season Play	25
Pre-game and Practice.....	26
During Game	27
Post Game	28
Umpires	29
Concession Stand Safety.....	31
Accident Reporting Procedure	33
Accident Reporting Form.....	34
LL Volunteer Application Form.....	35

West Lafayette Little League Safety Plan

POLICY STATEMENT

West Lafayette Little League
Is a Non-profit Organization
Run By Volunteers
Whose Mission
Is To Provide An Opportunity
For Our Community's Children
To Learn The Game Of Baseball
In A Safe And Friendly Environment.

SAFETY MANUAL AND FIRST AID KITS

Each team manager will be provided a paper copy of the Safety Manual and will be directed to review the entire document. Prior to the first scheduled practice, managers will be notified where all First Aid Kits are located within the West Lafayette Little Complex. The manager of each team will acknowledge the receipt of Safety Manual by signing in the space provided below.

The concession stand and press boxes will have a First Aid Kit and copy of the Safety Manual in plain sight at all times. A total of (4) Safety Kits will be available.

All staff and coaches will be issued electronic copies of the Safety Manual.

EMERGENCY NUMBERS:

Ambulance911

WL Police Department 775-5200

WL Fire Department 775-5175

WL Water Department..... 775-5145

Arnett Urgent Care..... 448-8000

State Police..... 463-1515

Indiana Poison Center800-222-1222

WLLL President

Rob Kochon463-7195-H

427-8203-cell

WLLL Safety Officer

Ken Jacobs497-0311-H

404-5654-cell

WEST LAFAYETTE LITTLE LEAGUE CODE OF CONDUCT

SPEED LIMIT 5 MPH in roadways and parking lot while attending any West Lafayette Little League function. Watch for children around parked cars.

NO ALCOHOL ALLOWED in any parking lot, field, or common areas within WLLL complex.

NO PLAYING IN PARKING LOTS at any time.

NO PLAYING ON OR AROUND LAWN EQUIPMENT at any time.

NO PROFANITY PLEASE at any time.

NO SWINGING BATS OR THROWING BALLS at anytime within the walkways and common areas of WLLL complex.

NO THROWING ROCKS at any time.

NO HORSE PLAY around walkways and concession stand.

NO CLIMBING on fences and trees.

NO PETS ALLOWED on the playing fields at any time.

ONLY A PLAYER WHO IS AT BAT may swing a bat. Be alert around you when you do swing a bat.

OBSERVE ALL POSTED SIGNS Players and fans should be **Alert** at all times for **Foul Balls** and **Errant Throws**.

DURING GAMES only players and coaches are allowed in **DUGOUTS** and all players must remain in the dugout area in orderly fashion at all times.

NO RUNNING on bleachers at any time.

NO MOTORIZED BIKES of any size will be allowed off of the parking lot.

NO SMOKING in or around the playing fields, concession stand, bleachers.

NO CHILDREN UNDER AGE OF 14 will be allowed in the concession stand.

Safety is Everyone's Responsibility

WLLL SAFETY CODE

The Board of Directors of West Lafayette Little League has mandated the following *Safety Code*. All managers and coaches will read this *Safety Code* and then read it to the players on their team. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with the *Safety Code* .

Tear the signature sheet on the line and return to the WLLL Safety Officer.

The Board shall appoint a Board member to position of WLLL Safety Officer and report his/her name to LLB.

Each player, manager, designated coach, umpire shall use Proper reasoning and care to prevent injury to him/herself **And to others**.

Only league approved managers and/ or coaches are allowed To practice teams.

Only league approved managers and/ or coaches will supervise batting cages.

All managers, coaches and umpires will have mandatory training in First Aid.

First-aid kits are issued to each team manager during the pre-season and additional kits will be located at the concession stand and in press box.

No games or practices will be held when weather or field conditions are poor, particularly when lighting is poor.

Play area will be inspected by coaches and umpires before each game. Coaches will inspect play area before all practices. Hazards to look for include: holes, turf damage, stones, glass and other objects.

Team equipment should be stored within the team dugout or behind screens, and not in the area defined by rule as “in play”.

Only players, managers, coaches and umpires are permitted on the playing field, in the dugout during a game or practice.

Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team’s manager and coaches.

During practice and games, all players should be alert and watching the batter on each pitch.

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

All pre-game warm-ups should be done within the confines of the designated areas and not within areas that are frequented by spectators.

Equipment should be inspected before each use by coaches and umpires. Condition of the equipment as well as for proper fit should be examined.

Batters must wear Little League approved protective Helmets that bear the NOCSAE seal during all games And batting practices.

Except when a runner is returning to a base, head first slides, are not permitted.

During sliding practice, bases should not be strapped down or anchored.

At no time should “Horse Play” be permitted on the field.

Parents of players who wear glasses should be encouraged to provide “safety glasses” for their player.

On-deck batters are not permitted.

Once a ball has been discolored, it will be discarded.

All male players should wear athletic supporters or cups during games. Male catchers must wear a cup. Managers should encourage that cups be worn at practice.

Male catchers must wear the metal, fiber or plastic type cup and a long-model chest protector.

Female catchers must wear long or short chest protectors.

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.

All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up and games.
Note: Skullcaps are not permitted.

Shoes with metal spikes or cleats are not permitted. Shoes with molded cleats are permissible and should be worn.

Players will not wear watches, rings, pins, jewelry or other metallic items during practices and games. (Exception: jewelry that alerts medical personnel to

a specific condition is permissible and this must be taped in place.)

No food or drink, at any time in dugouts.
(Exception: bottled Water, Gatorade and water from own container.

Catchers may not catch, whether warming up a pitcher, in practice, or games without wearing full catcher's gear and athletic cup as described above.

Managers will never leave an unattended child at a practice or game.

No children under age 14 are permitted in the concession stand.

Never hesitate to report any present or potential safety hazard to the WLLL Safety Officer immediately.

Make arrangements to have a cell phone available when a Game or practice is at a facility that does not have a public phone.

Speed limit is 5 MPH in parking lot and drives.

No alcohol or drugs are allowed on premises at any time.

NO MEDICATION will be taken at the facility unless it is administered directly by the child's parent. This includes Tylenol and aspirin.

No playing in the parking lots.

No playing on or around lawn equipment at any time.

NO SMOKING in or around playing fields, bleachers or Concession stand.

No swinging bats or throwing balls at any time within walkways and common areas of the complex.

No throwing rocks.

No climbing on dugout roof.

No climbing in trees.

No pets are allowed on the playing fields at any time.

Observe all posted signs.

Players and spectators should be alert at all times for foul balls and errant throws.

All gates to the playing fields must remain closed at all times. After players have left the playing fields all gates must be closed and secured.

Bicycle helmets should be worn at all times when riding bicycles on the premises as well as to and from the park.

There is no running allowed in the bleachers.

Responsibility for safety procedures belong to every adult Member of West Lafayette League Program.

**I have read or been read the West Lafayette Little League Safety Code
And promise to adhere to its rules and regulations.**

Print name of manager

Team name

Signature of manager

Date

Coach # 1

Coach # 2

Coach # 3

Coach # 4

Player # 1

Player # 2

Player # 3

Player # 4

Player # 5

Player # 6

Player # 7

Player # 8

Player # 9

Player # 10

Player # 11

Player # 12

Player # 13

Player # 14

RESPONSIBILITY

The President

The **President** of WLLL is responsible for ensuring that the policies and regulations of the WLLL Safety Officer are carried out by the entire membership to the best of his abilities.

WLLL Safety Officer

The main responsibility of the WLLL Safety Officer is to develop and implement the League's safety program.

The WLLL Safety Officer is the link between the Board of Directors of West Lafayette Little League and its manager, coaches, umpires, players, spectators, and any other third parties on the complex in regards to safety matters, rules and regulations. The Safety Officer is a board member and is on file with Little League International.

The WLLL Safety Officer's responsibilities include:

Coordinating the individual team matters in order to provide the safest environment possible for all.

Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.

Explaining insurance benefits to the claimants and assisting them with filing the correct paperwork

Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which division, at what times, under what supervision.

Correlating and summarizing the data in the First Aid Log to determine proper accident prevention in the future.

Insuring that each team receives its Safety Manual.

Installing First-Aid Kits in the concession stand and press box, re-stocking the kits as needed.

Inspecting concession stand and checking the fire extinguishers.

Instructing concession stand workers on the use of fire extinguishers.

Checking fields with Field Manager and listing areas needing work.

Scheduling a First-Aid Clinic (required), AED training (optional), and CPR training (optional) class for all managers, coaches, umpires, player agents, during the pre-season. First-

Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.

Making spot checks at practices and games to make sure all managers have their First-Aid Kits and Safety Manuals.

Tracking all injuries and near misses in order to identify injury trends.

Visiting other leagues to allow a fresh perspective on safety.

Making sure that safety is a regular Board Meeting topic, and allow experienced people to share ideas on improving safety.

Report all accidents to the District Safety Officer by District Policy.

WLLL COMMUNICATION MANAGER

THE WLLL COMMUNICATION MANAGER'S RESPONSIBILITIES INCLUDE:

Insure that all West Lafayette Little League volunteers complete a

LLB Volunteer Application Form and check for child abuse. Secure a photo copy of a government-issued photo identification of volunteers for ID verification.

Post important phone numbers on the WLLL information Board.

Post Safety information, important dates and other league information on the WLLL info board.

**WLL FACILITIES MANAGER
THE WLL FACILITIES MANAGER'S
RESPONSIBILITIES:**

Keep the playing field in good condition as possible.

Schedule work and clean up days at the park.

Maintain the structures in good condition.

Keep supplies in stock needed to ready the fields for play.

Ensure there are enough tools to keep fields in playing condition.

WLLL CONCESSION MANAGER
THE WLLL CONCESSION MANAGER'S
RESPONSIBILITIES:

The WLLL Concession Manager is responsible to ensure the workers are trained in the safety procedures set forth in this manual.

WLLL EQUIPMENT MANAGER
THE WLLL EQUIPMENT MANAGER'S
RESPONSIBILITIES:

Issue all needed equipment to the teams.

Get damaged equipment repaired or replaced as reported in a manner.

Exchange equipment that doesn't fit properly.

Collect equipment at end of season.

THE WLLL MEMBERS
THE WLLL MEMBERS' RESPONSIBILITIES:

The WLLL Members will adhere to and carry out the policies as set forth in the WLLL Safety Manual.

MANAGERS AND COACHES

The Manager is a person appointed by the Board of WLLL to be responsible for the team's actions on the field. Also, they should represent the team in communications with the umpires and the opposing team.

- (a) **The Manager** shall always be responsible for the team's conduct, observance of the official rules and deference with umpires.
- (b) **The Manager** is also responsible for the safety of his players. He/She is also ultimately responsible for the actions of his designated coaches.
- (c) If a **Manager** leaves the field, that **Manager** shall designate a Coach as a substitute and such substitute Manager shall have the duties and responsibilities of the Manager

Pre-Season

Mangers Will:

Take possession of this Safety Manual and First-Aid Kit supplied by WLLL.

Attend a **mandatory training session on First Aid** given by WLLL with his/her designated coaches.

Cover the basics of *safe play* with his/her team before starting the first practice.

Return the signed WLLL *Code of Conduct* and the WLLL *Safety Code* to the WLLL Safety Officer.

Teach the players the fundamentals of the game while **Advocating safety**. At least one coach or manager must attend scheduled fundamentals training.

Teach players how to *SLIDE* before the season starts. A board representative will be available to teach these fundamentals if manager or coach do not know them.

Encourage players to bring water bottles to practice and games.

Encourage players to wear mouth protection and face guards.

Season Play

Work closely with Equipment Manager to make sure equipment is in good condition.

Make sure that telephone access is available at all activities including practices.

Not expect more from their players than what players are capable of.

Teach the *fundamentals* of the game to players

Catching fly balls

Sliding correctly

Proper fielding of ground balls

Simple throwing and pitching motions.

Be open to ideas, suggestions or help.

Enforce that prevention is the key to reducing accidents.

Always have First-Aid Kit and Safety Manual.

Use common sense.

Pre-game and practice

Make sure that all players are healthy, rested and alert.

Make sure that players returning from being injured have a medical release signed by the doctor. Otherwise they can't play.

Make sure players are wearing the proper equipment and Uniform, and catchers are wearing a cup. Inspect equipment prior to use.

Make sure the players warm up properly.

Walk the field before game looking for hazards, obstructions.

During the game

Make sure that players take care of their equipment and keep it in the dugout when at bat.

Keep all players ***alert***.

Maintain ***discipline*** at all times.

Be ***organized***, make sure that at least one adult is in the dugout with the players at all times.

Keep players and substitutes on the bench or in the dugout unless participating in the game or preparing to enter game.

Make sure catchers are wearing the ***proper equipment***.

Encourage everyone to think ***Safety First***.

Observe the “no on-deck” rule for batters and keep players behind the screens at all times. No player shall handle a bat in the dugout at any time.

Do not play children that are ill or injured.

Attend to children that become ill or injured during game.

Not lose focus by engaging in conversation with parents or passerby’s during game.

Post Game

Not leave the field until every team member has been picked up by a known family member or designated driver.

Notify parents if their child has been injured no matter how small or insignificant the injury is.

Discuss any safety concern with the WLLL Safety Officer that occurred during or after the game.

If there was an injury, make sure an accident report was filled out and given to the WLLL Safety Officer.

If a manager knowingly disregards safety, he or she will come before the WLLL Board of Directors to explain his or her conduct.

UMPIRES

Pre Game

Check equipment in the dugouts of both teams, equipment that does not meet specifications must be removed from the game.

Make sure catchers are wearing helmets when warming up pitchers.

Check bats for cracks and flat spots.

Make sure there are foam inserts in helmets and that helmets meet Little League **NOCSAE** specifications.

Check helmets for cracks.

Walk the field before game looking for hazards, obstructions.

Check players for wearing of jewelry.

Secure official WLLL balls for play.

During Game

Govern the game as mandated by Little League rule Book.

Act as sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or unfit condition of playing field.

Make sure the catchers are wearing the proper equipment.

Continue to monitor the field and players for safety and playability.

Report any unsafe situations to the WLLL Safety Officer .

Concession Stand Safety

No person under the age of 14 will be allowed to work in the Concession Stand.

People working in the concession stand will be trained in safe food preparation. Training will cover safe use of the equipment. The training will be provided by the Concession Stand Manager.

Cooking equipment will be inspected periodically and repaired or replaced.

Carbon Dioxide tanks will be secured with chains so they stand upright and can't fall over. Report damaged tanks or valves to the supplier and discontinue use.

Cleaning supplies must be stored away from food.

A Certified Fire Extinguisher suitable for grease fires must be placed in sight at all times.

All concession stand workers are to be instructed on proper use of the fire extinguishers.

All concessions stand workers will attend a training session on **The Heimlich Maneuver**.

A fully stocked First Aid Kit will be placed in concession Stand.

The Concession Stand main entrance door will not be locked or blocked while people are inside.

ACCIDENT REPORTING PROCEDURE

What to report

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the WLLL Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the injury.

When to report

All such incidents described above must be reported to the WLLL Safety Officer within 24 hours of the incident. The WLLL Safety Officer Ken Jacobs, can be reached at the following:

Day Phone: 765-404-5654

Evenings: 765-497-0311

Email kpjacobs@purdue.edu

**Address: 612 Northridge Drive
West Lafayette, 47906**

The WLLL Safety Officer's contact information will be posted at all times on the information board.

Please identify all "near-misses" so we can be proactive in identifying potential injuries.

How to make a report

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

The name and phone number of the individual involved.

The date, time, and location of the incident.

As detailed a description of the incident as possible.

The preliminary estimation of the extent of any injuries.

The name and phone of person reporting the incident

WLLL Safety Officer's Responsibilities

Within 24 hours of receiving the WLLL Accident Form, the Safety Officer will contact the party or party's parents and:

Verify the information received.

Obtain any other information deemed necessary.

Check the status of the injured party.

In the event the injured required other medical treatment he/she will advise the parent or guardian of the WLLL's insurance coverage and the provision for submitting any claims.

If the extent of the injuries are more than minor in nature, the WLLL Safety Officer shall periodically call the injured party to:

Check on the status of any injuries, and Check if any assistance is necessary in areas such as submission of Insurance forms etc,

Report all incidents to the District Safety Officer per District Policy.