

# Table Of Contents

## 2008 Qualified Safety Program Registration

### Preface

Introduction.....	1
Role of the Safety Officer.....	1
Glocester Little League Safety Plan Mission Statement.....	1
Board of Directors and Contact Information.....	2
911 Emergency Reporting Guidelines.....	3
Accident Reporting Procedures.....	4
Glocester Little League Code of Conduct.....	6
Parents Code of Conduct.....	7
Players Code of Conduct.....	7
Volunteers Code of Conduct.....	8
Glocester Little League Safety Code.....	9
Background Checks.....	12
Pre Season Clinics and Training Dates.....	13
Injury Prevention Guidelines.....	15
Weather Preparation.....	18
Bat Size Guidelines.....	19
Pitch Count.....	20
First Aid Kits.....	21
Automatic External Defibrillator.....	22
AED Use.....	23
First Aid Do's and Don'ts.....	24
Communicable Disease Procedures.....	25
Bicycle Safety.....	26
Facilities.....	27
What parents should know about LL Insurance.....	29
District 4 requirements.....	31
Glocester Little League Website.....	32

## APPENDIX

1. 2008 Facilities Survey
2. Facilities Locations
3. Pitch Count Frequently Asked Questions

## FORMS

2008 Volunteer Application

Glocester Little League Accident Reporting Form

Little League Baseball Medical Release

ASAP Incident/Injury Tracking Form

General Liability Claim Form

Claim Form Instructions

Little League Baseball Accident Notification Form

# Safety Improvements

## 2007

- Purchased break away bases for all fields
- Discarded old storage trailer and replaced with new unit
- Added 300 feet of outfield fence to Leja Field
- Sponsored training clinics at the Baseball Institute in Warwick, RI



### **Soft Touch Bases by AFP purchased by Glocester Little League**

Progressive release bases are designed to flex and absorb energy as a player slides into the base. In the case of a short slide, the "progressive release" action allows the base to flex until enough force is applied to "pop" the base free from its mount. Molded from a durable cut-resistant polyurethane. Molded 7" stem fits into a ground mount.

## 2008 Planned Improvements

- Purchase and make mandatory use of face guards on helmets for T ball and A Divisions
- Purchase through donations an Automated External Defibrillator for Acotes Field
- Train all volunteers in the use of the AED
- Purchase and update catchers equipment
- Offer softball pitching and training clinics
- Begin major field landscaping program
- Work with State Department of Transportation and the Town of Glocester to paint a crosswalk on Rt. 44 at Acotes Field
- Add safety plan to website

## Preface



## **Introduction**

In 1995, Little League Incorporated introduced ASAP (A Safety Awareness Program) to create awareness, through education and information, to provide a safer environment for kids and all participants of Little League and with the goal of re-emphasizing the primary importance of safety to our local Little League Program. For the Gloucester Little League to be ASAP compliant, we must file an approved Safety Plan that meets certain criteria with Williamsport at the start of each season. All managers will receive a copy of the safety manual. Managers and coaches should follow this Safety Plan. A copy of the 2008 Safety Plan will be made available to all parents to view at the concessions stand.

## **The Role of the Little League Safety Officer**

The League Safety Officer is an elected Member of the Gloucester Little League Board of Directors. This person acts as the main contact for any and all safety issues and is responsible to review, change and communicate the League's Safety Plan each year. The plan is presented to the Board each year for approval. It is then submitted to Williamsport and is on file with Little League Headquarters.

The League President and Safety Officer have primary responsibility to insure the entire League complies with the Safety Plan. However, the entire Gloucester Little League Board of Directors shares the responsibility to promote the awareness and compliance as well.

For the 2008 little league season, our safety officer is Robert Shields. His phone numbers and e-mail address is listed further in this manual. Robert is the League's primary contact for any safety related issues.

## **Gloucester Little League Safety Plan Mission Statement**

The members of the Gloucester Little League are committed to providing a safe environment for our managers, coaches, and more importantly our players. The purpose of the Gloucester Little League Safety Plan is to introduce and enforce guidelines for a safe playing environment. This is achieved through educating and informing. Using a team approach of board members, managers, and parents' safety issues can be identified and corrected to prevent injuries. Gloucester Little League also commits itself to providing the necessary organizational structure and focus to develop such a plan.

**Glocester Little league**  
**2008 Board of Directors**  
**Current Positions and Contact Info**

<i>Name</i>	<i>Position</i>	<i>Phone</i>	<i>Email</i>
Steven Porter	President	949-5299	<a href="mailto:SteveP@GlocesterLL.com">SteveP@GlocesterLL.com</a>
Anthony Milia	Treasurer	934-1766	<a href="mailto:AnthonyM@GlocesterLL.com">AnthonyM@GlocesterLL.com</a>
Mike Martone	Secretary	568-1589	<a href="mailto:MikeM@GlocesterLL.com">MikeM@GlocesterLL.com</a>
Al Miller	VP Jr./Sr. Baseball	568-4915	<a href="mailto:ALM@GlocesterLL.com">ALM@GlocesterLL.com</a>
Michelle McGuire	VP Softball	568-5103	<a href="mailto:MichellM@GlocesterLL.com">MichellM@GlocesterLL.com</a>
Joe Impagliazzo	Mangers Rep.	568-5701	<a href="mailto:JoeI@GlocesterLL.com">JoeI@GlocesterLL.com</a>
Rob Riccitelli	Sponsors Coordinator	567-8897	<a href="mailto:RobR@GlocesterLL.com">RobR@GlocesterLL.com</a>
Keith Dearden	Equipment Manager	992-9006	<a href="mailto:KeithD@GlocesterLL.com">KeithD@GlocesterLL.com</a>
Robert Shields	Safety Officer	578-5909	<a href="mailto:BobS@GlocesterLL.com">BobS@GlocesterLL.com</a>
Dewey Uriati	Concessions Director	568-8948	<a href="mailto:DeweyU@GlocesterLL.com">DeweyU@GlocesterLL.com</a>
Dave Faria	Fields and Grounds Director	568-0304	<a href="mailto:DaveF@GlocesterLL.com">DaveF@GlocesterLL.com</a>
Greg Meinertz	Representative at Large	568-2612	<a href="mailto:GregM@GlocesterLL.com">GregM@GlocesterLL.com</a>
Steve Sabatos	Umpire In Chief		<a href="mailto:SteveS@GlocesterLL.com">SteveS@GlocesterLL.com</a>

## **911 Emergency Reporting Guidelines:**

The most important help you can provide to a victim who is seriously injured is to call for professional medical assistance.

All GLL Board members, managers, coaches, parents, umpires and volunteers should use the following procedures for reporting emergencies:

### **1) Dial 9-1-1 FROM CLOSEST AVAILABLE PHONE**

#### **RI E911 Cellular Phone Recommendations**

- (1) Know the location of the incident you are reporting and communicate that location clearly. If you are unsure of the location, be prepared to give a street name or a landmark that will help.
- (2) Let the telecommunicator know your callback number in case you are disconnected.
- (3) Speak slowly and distinctly.
- (4) If you are asked to repeat, please do so. Reception quality is sometimes poor due to topographical or atmospheric conditions that interfere with your transmission.

**2) Give the dispatcher the necessary information.** Answer any questions that he or she might ask.

Most dispatchers will ask:

- **The exact location or address of the emergency.**
- **The telephone number from which the call is being made?**
- **The caller's name?**
- **What happened** — i.e., a baseball-related accident, bicycle accident, fire, fall, etc.?
- **How many people are involved?**
- **The condition of the injured person** — i.e., unconscious, chest pains, or severe bleeding?
- **What help is being given** (first aid, CPR, etc.)?

**3) Do not hang up until the dispatcher instructs you to hang up.**

The dispatcher may be able to tell you how to best care for the victim.

**4) Continue to care for the victim until professional help arrives.**

**5) Appoint someone to go to the street and look for the ambulance or fire engine and flag them down if necessary.**

In the event of a medical emergency on the playing field, please clear the field of all non-essential people. Players should go to their respective dugouts and remain there until the situation is cleared. **There is to be absolutely no playing or practicing while an injured player is being attended to.**

Non Emergency number for Gloucester Police: 568-2535



## Accident Reporting Procedures

### What To Report

Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid. This includes professional medical evaluation and diagnosis, treatments, or periods of rest.

### When To Report

All incidents must be reported to the Safety Officer *within 48 hours* of the incident. The 2008 Safety Officer is Robert Shields and can be reached at the following:

CELL: 401-578-5909  
HOME: 401-568-9512  
EMAIL: [BobS@GlocesterLL.com](mailto:BobS@GlocesterLL.com)

The President for 2008 is Steven Porter and can be reached at the following:

HOME: 401-949-5299  
EMAIL: [SteveP@GlocesterLL.com](mailto:SteveP@GlocesterLL.com)

***DIAL 911 FOR ALL EMERGENCIES REQUIRING PROFESSIONAL MEDICAL ASSISTANCE!***

### How To Report An Incident

Reporting an incident can be accomplished in a variety of ways. Most typically, they are by phone conversations. At a minimum, the following information must be provided:

- The name and phone number of individual involved
- The date, time, and location of the incident
- A detailed description of the incident
- The preliminary estimation of the extent of any injuries
- The name and phone number of person reporting the incident

## **Accident Reporting Procedures (continued)**

### **Safety Officers Responsibility**

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the injured party's parents to obtain the following:

- Verify all information received
- Obtain any further information that is deemed necessary
- Check the status of the injured party
- If the party required an Emergency Room or Doctor visit, the individual or individual's parents will be advised of the Gloucester Little League's insurance coverage and the procedure for submitting claims

If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to check the status of any injury and to offer further assistance as necessary with the submission of insurance forms until such a time the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating within the league again).

# Glocester Little League

## Codes and Rules

### Code Of Conduct

This document is to be issued to each parent or guardian.

- No smoking allowed at any of the Glocester Little League playing, parking, or common areas
- No alcohol allowed at any time in any of the Glocester Little Leagues playing, parking, or common areas
- No playing in parking areas at any time
- Mandatory 5mph speed limit when operating vehicles in and around parking areas, be aware of small children
- Park vehicles to allow emergency vehicles the right of way
- Use crosswalks when crossing roadways. Always be alert for traffic.
- The use of profanity or violent behavior is prohibited
- No swinging of bats or throwing baseballs at any time within the walkways and common areas of the Glocester ball fields
- No throwing balls against dugouts, backstops, or fences
- No throwing rocks or other objects
- No horseplay at any time in walkways or common areas
- No climbing fences
- Pets are not permitted at any Glocester Little League games or practices
- For ages 5-12, only the batter on the field at bat is allowed to swing, no on deck batters allowed. Juniors (age 13) on the field at bat or on deck may swing a bat. Batters must be alert of the area around them when swinging the bat while on deck.
- Players and spectators should be alert at all times for foul balls or errant throws
- During games, players must remain in the dugout area and in an orderly fashion at all times
- After the game, each team is responsible for cleaning up any trash or debris in the dugout and around the playing area
- Gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured
- No one under the age of 12 are to be permitted in the concession stands
- Managers, coaches and umpires are to insure a safe playing area. Before every game and or practice they should walk the field
- Failure to comply with the above may result in expulsion from the Glocester Little League

## **Parents Code of Conduct**

One of the many challenging aspects of coaching is to play the part of role model to our players. Behavior of our players on the field, for the most part, is extremely favorable. In the heat of the game, it isn't hard to get emotional. Nevertheless, we have an obligation to our players to reinforce teamwork and good sportsmanship. Sometimes behavior of individuals off the field raises eyebrows. Like coaches, parents also must be the role models for our children and set positive examples.

These guidelines will help provide an enjoyable experience for our players and other spectators.

- Set an example for sportsmanship for our children to follow
- Retain perspective, there are no major league scouts in the stands
- Do not criticize the umpires and always treat them with respect
- Do not criticize an opposing team, it's players, coaches or fans by words or gestures
- Do not be a "Grand Stand Manager"
- Remember that Coaches, Managers and League Officials are unpaid volunteers
- Do not promote slanderous or hurtful gossip

## **Players Code of Conduct**

The following guidelines will provide an environment that is sure to create an enjoyable experience for all our players, coaches and parents.

- Any player using foul or abusive language or gestures to any other player, coach or umpire can be ejected from a game
- Fighting is an automatic ejection from a game
- All players are to treat their co-players, coaches, umpires and fans with respect
- Players will not taunt, yell at or in any way try to distract players on the opposing team
- Players will shake hands with the opposing team after the game

**We must all remember in order to get respect we must first give respect. We take pride in the Gloucester Little League. Therefore, let us, both children and adults set the example to one another.**

## **Volunteer Code Of Conduct**

No board member, manager, coach, player or spectator shall at any time:

- Lay a hand upon, push, shove, strike, or threaten to strike anyone at any time
- Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment
- Be guilty of objectionable demonstration of dissent at an official's decision by throwing gloves, helmets, hats, bats, balls, or any other forceful un-sportsman like action
- Be guilty of using unnecessary rough tactics in the play of a game against the body of an opposing player
- Be guilty of physical attack upon any board member, official manager, coach, player, or spectator
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time
- Be guilty of gambling upon any play or outcome of any game with anyone at any time
- Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game
- As a manager or coach, be guilty of mingling with or fraternizing with spectators during the course of the game
- Speak disrespectfully to any manager, coach, official, or representative of the league
- Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures
- Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to and including expulsion from the game

The board of directors will review all infractions or complaints. Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league.

## **Safety Code**

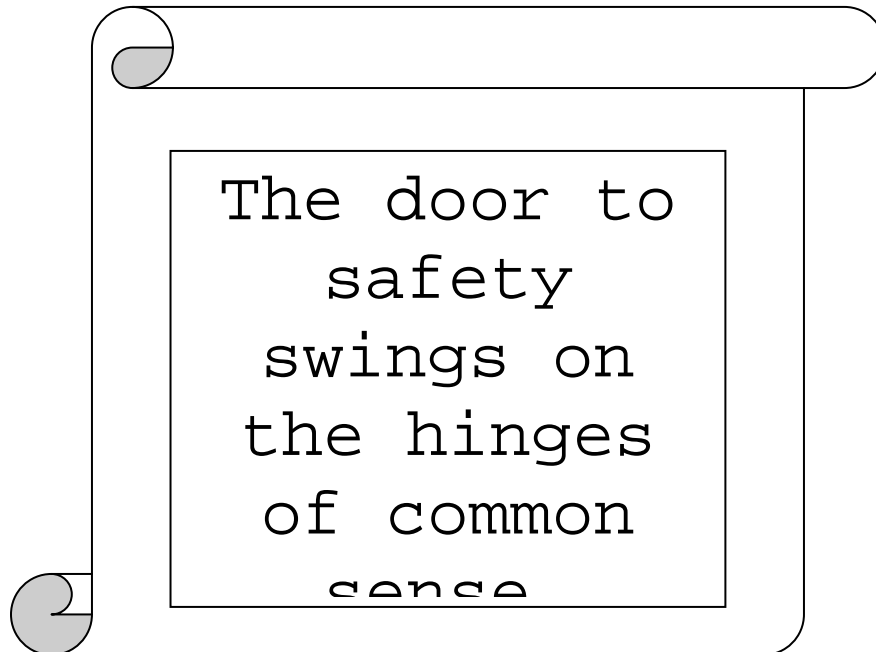
The Board of Directors has approved the following Safety Code. All participants, league officers, volunteers and members are required to abide by this code. It will be mandatory during all practices and games that team managers and umpires take the necessary actions to comply with this code. The League Safety Officer will monitor compliance and make revisions as needed. This Code will be reviewed each season. You, as a League, are welcome to suggest ways in which we can make our baseball program safer.

- All managers should have current Little League Rule Books
- All Board members, managers, coaches, and volunteers must have filled out the background check forms. This insures that the children that are placed in our care will be in safe hands. Forms are available from the Managers Representative.
- All managers and coaches are required to attend the annual managers meeting.
- All teams should have access to a cellular phone in the event emergency medical personal are needed. It is explained further in this manual how to contact Police or Fire.
- Equipment must be in good shape and be inspected regularly & kept in the equipment cage attached to each dugout outside the gate.
- Breakaway bases shall be used on all fields.
- All low level fences will have a protective cap installed to protect fielders.
- Batters at all levels of play must wear Little League approved batting helmets. Youth base coaches must also wear helmets
- All equipment should remain off of the fields during practices and games
- During warm ups, utilize the entire playing field. Maintain ample space between players to avoid being struck by errant throws or missed catches.

- Catchers must wear Little League approved protective equipment at all times during practices and games. This includes catchers helmet, mask **with dangling type throat guard**, long chest protector, shin guards and protective cup with athletic supporter (male). **NO EXCEPTIONS.** All other players are encouraged to wear protective cups, supporters and mouth guards for practices and games as well.
- Catchers must wear catchers helmet and mask with a throat guard while warming up pitchers. This applies between innings and in the bullpen during all games and practices
- Managers and coaches may not warm up pitchers before or during a game
- Headfirst slides are not permitted while advancing to a base. Runner will be called out.
- Players who wear glasses are encouraged to wear “safety/sport glasses”
- There is to be no jewelry worn during games (except medic alert bracelet)
- It is recommended that coaches or parents provide ample nourishment during games and practices
- During practices and games, all players and coaches should be alert and watch the batter on each pitch.
- All bats and equipment should be secure and out of the way. It is recommended that the amount of bats brought to game be kept at a minimum.
- No games or practices will be held when weather, inadequate light or poor field conditions will pose a safety risk for the players.
- Pre-game warm-ups should be confined to the playing field. There will be no throwing, catching or swinging bats in areas that are frequented by, and thus, endangering spectators.
- First aid kits will be provided in each field equipment box. Contact the Safety Officer if additional supplies are needed. There is always an ample supply of ice packs in the concession stand as well as a stocked first aid kit.
- All Board members, managers, coaches, umpires, and any interested volunteers must attend the annual First Aid/CPR class. This insures that all persons who represent the Gloucester Little league will be able to deal with any injuries that may occur during the season.

- Managers and umpires should walk the fields prior to each game to inspect for potential safety hazards i.e. holes, rocks, broken glass and other foreign objects. Report any hazards or unsafe conditions to the Fields and Grounds Director Dave Faria at 568-0304 or [DaveF@GlocesterLL.com](mailto:DaveF@GlocesterLL.com) or any board member.
- Printed copies of this Safety Plan will be distributed to all volunteers. A copy will be available at the concession stand as reference.
- This safety manual will be enforced at all league activities.

Safety is everyone's job. Prevention is the key to reducing and eliminating accidents. Report all hazardous conditions to the Safety Officer or any board member. Do not play on a field that is not safe or use unsafe equipment. Be sure, prior to the start of games/practices, that all players are fully equipped at all times and all equipment is in working order, especially catchers equipment and batting helmets.



# Background Checks

Glocester Little league will conduct an annual background check on all personnel that are required to complete a “Little League Volunteer Application” prior to the applicant assuming his/her duties for the current season. If Glocester Little League learns of an individual that has been convicted of, or plead guilty to a crime involving or against a minor, then Glocester Little League will prohibit that individual from participating within the league in any manner. **NO EXCEPTIONS!**

The Glocester Little League will conduct a nationwide search utilizing Choicepoint, which will scan through all applicable government sex registry and criminal data and identify individuals who could potentially pose a problem.

See the forms section for the 2008 volunteer application.



# **Pre Season Clinics**

## **Managers Meeting**

Required attendance for all managers in all divisions. Mr. Joe Impagliazzo, former pro baseball player, Mr. Steven Porter League President, and coaches from the high school baseball team, will conduct training. Training tips and an overview of the league rules and regulations will be discussed.

## **Umpire Clinic**

Attendance is mandatory for all umpires for all divisions. Sessions will include both classroom and on field training. Mr. Craig Miranda and Mr. Ted Gilpatrick will conduct the 2008 session; both are registered umpires with many years experience.

## **First Aid/CPR**

Mandatory training for all managers and board members, recommended for all volunteers. Mr. Robert Shields will conduct the 2008 session. Mr. Shields is a Nationally Registered Paramedic and a RI EMS Instructor/Coordinator. Basic first aid topics, adult and child CPR, and AED use will be covered.



# **2008 Pre Season Clinics and Training Schedule**

## **Mandatory Umpire Meeting and Clinic**

March 26, 2008, Chepachet Fire Station, 6pm-9pm

April 15, 2008 Acotes Field, 9am-12pm

Both sessions are required.

## **Managers/Coaches Meeting**

March 27, 2008, Fogarty Elementary School 6pm-8pm

## **First Aid Training**

March 29, 2007 Chepachet Fire Station, 9am-2pm

## **Fields Inspection, Upgrade and Repair**

April 5, 2007 8am-?

# Injury Prevention

## How to Prevent or Reduce Baseball Injuries

To reduce the risks that your child will be injured playing Little League Baseball, the American Academy of Pediatrics, Centers for Disease Control and Prevention (CDC), Consumer Product Safety Commission, American Academy of Orthopedic Surgeons, and other sports and health organizations recommend the following:

### Medical Release Form

Part of keeping a player safe from injury or worsening an injury that is sustained is having the past & present medical history and related social history of the player. These important medical conditions that he/she may have (such as ADD/ADHD, asthma, diabetes, drug, environmental, food or insect allergies etc.) will help the managers & coaches deal with each situation properly. If the parent(s)/guardian(s) are not around when an incident occurs, help the managers & coaches may be the only person around to give potentially life saving information. **A copy of this form is in the forms section in the back of this book.**

\*\*\*Due to Federal HIPPA Regulations, the parents do have the right to withhold this information\*\*\*

## **Pre-season Player Training & Conditioning Program**

Make sure children are in proper physical condition to play baseball.

Conditioning-related injuries occur most often at the beginning of a season when kids are most likely to be out of shape.

Many injuries can be prevented if your child follows a regular conditioning program before the season starts that incorporates exercises designed specifically for baseball, and for the position he plays (for instance, catchers, because they have to squat continuously, should do exercises, such as leg extensions, leg curls, and toe raisers, that develop strength and flexibility of the muscles around the knees, especially those of the thighs and calves).

Encourage your child to train to get ready to play baseball, rather than expecting to get in shape simply by playing and practicing. A month before the season begins, they should run or engage in some kind of physical exercise one or twice a week. He should gradually increase the number of workouts to three or four times a week by the time team practices begins.

All players, but especially pitchers, should incorporate conditioning and stretching exercises for the shoulder into an overall conditioning program. The muscles in the front of the arm are naturally stronger. Because many shoulder injuries result from weaker muscles in the back of the arm that are used to stop the pitching motion, the conditioning program should emphasize building those muscles.

## **Teach proper throwing mechanics**

If your child is a pitcher, make sure he learns how to properly position his throwing arm during all phases of the pitching motion. According to Dr. Gill, researchers found that "pitcher's arm movements during different phases of the pitching motion, if performed incorrectly, can cause injury." They identified four problem areas:

- Maximum shoulder rotation: A pitcher needs to rotate his body more to avoid placing too much stress on the arm and shoulder which occurs when his arm is positioned too far behind his body.
- Improper elbow angle: The pitcher's arm needs to be away from his body when the ball is released; the closer the arm is to the body, the more potential for injury.
- Arm lagging behind the body. When a pitcher gets tired, his arm tends to lag behind his body, placing undue stress on the shoulder.
- Excessive ball speed. Trying to throw too hard can be harmful, especially for young players.

## **Recommend mouth guards and make sure they wear them**

Mouth guards not only protect the teeth, but also the lips, cheeks, and tongue and reduce the risk of head and neck injuries such as concussions and jaw fractures.

## **Pre-Practices and Pre-Games Training & Conditioning Program**

Make sure your players always take time to warm up and stretch. Research shows that cold muscles are more injury prone. While a proper warm-up is important for all youth athletes, it is particularly critical during a growth spurt, when your children's muscles and tendons are tight. Experts, including the American Academy of Orthopedic Surgeons, recommend that your children warm up by:

- Doing jumping jacks, jogging or walking in place for 3 to 5 minutes to get the blood moving through the muscles and ligaments.
- Then slowly and gently stretching, holding each stretch for 30 seconds. Have your children do stretches for the position they plays: for instance, pitchers should concentrate on stretching their arms, shoulders, neck and wrists, in addition to stretching their legs; catchers should concentrate on stretching their legs, knees, feet and back.

## Practices and Games

### **Make sure all players wear all required safety gear every time he or she plays and practices.**

Protective equipment is one of the most important factors in minimizing the risk of injury in baseball. According to a June 1996 study by the Consumer Product Safety Commission (CPSC), baseball protective equipment currently on the market may prevent, reduce, or lessen the severity of more than 58,000 injuries, or almost 36% of the estimated 162,100 baseball-related injuries requiring emergency-room treatment each year. Because most organized sports-related injuries (62%) occur during practices rather than games, children need to take the same safety precautions during practices as they do during games.

### **Checklist Before Taking the Field:**

**Inspect the playing field.** The playing field can pose a risk of injury. Before every game or practice, a manager, coach, an umpire and/or parent should check for holes, ruts, glass, or any other unsafe conditions. Protective fence tops where equipped must be on proper condition. Players should be reminded to bring any holes that they encounter on the field to the attention of the coach or umpire.

**Baseballs.** T-Ball, Instructional are to use soft reduced impact balls only. All teams are to use little league approved balls only!

**Baseball Bat's.** No cracks or chips in bats & hand grip is in place & not damaged.

**Catcher's gear.** When catching, your child must always use a catcher's mitt and wear a helmet, facemask, throat guard, long-model chest protector, protective supporter, and shin guards.

**Glove & Mitt.** Make sure that your player's check their baseball gloves or mitts prior to taking the field for a practice or game. Ensure that all stitching & webbing are in good condition and not in danger of breaking and possibly causing injury.

**Helmet.** A player should wear a properly fitted, certified helmet when batting, waiting to bat, and running the base.

**Protective eyewear.** For kids who wear glasses, you should obtain protective eyewear from an eye-care professional who is aware of sports-safety standards.

**Shoes with molded cleats.** Little League prohibits the use of shoes with steel spikes. Instead, wear molded cleat baseball shoes. Make sure the shoes fit properly. Poorly fitted shoes, particularly those that allow movement side-to-side, are a major cause of injuries to the feet, knees, and ankles. Avoid hand-me downs, which are likely to fit poorly, and may have worn down cleats. Check the laces frequently for wear.



## Weather Preparation

- The Safety Officer, due to inclement weather, may call off games up to one hour prior to game time
- If the Safety Officer does not call off the game, the umpire has sole discretion to exercise the proper judgment should the weather worsen
- At any time during a game, if the weather starts to threaten or skies darken due to inclement weather, the umpire has the authority to remove the teams from the playing field
- Players should follow the recommendations below on lightning, heat, and cold safety
- After said weather incident has passed, the umpire along with the managers shall decide if the field is still playable and the game may resume.
- On days when it is raining, every effort will be made to post cancellations on the [www.glocesterll.com](http://www.glocesterll.com) as soon as a decision is reached. In addition, a recorded message is left on the league answering machine at **568-7876**. If there is no message posted on this site, and there is no message on the league machine, assume the **GAME IS ON!**

### Heat

- **Make sure players drink enough fluids.** As parent or coach, you are responsible for taking precautions to prevent heat illnesses in exercising children and making sure they drink enough fluids
- **Sunscreen:** Apply an SPF level 15 sunscreen on a child's face, neck and arms before going outside and reapply if he/she is sweating.

### Cool & Damp Weather

Games may be played in cool, damp weather as well as in light rain as long as it is deemed OK by the Safety Officer, umpires, and managers. Watch your local weather forecast so you can be prepared to dress properly. During these conditions we suggest:

- **Sweatshirts or Underarmor** may be worn under uniforms to keep players warm.
- **Windbreaker type coats or Rain Slickers** for between innings or if the weather worsens.

### Lightning

- Stop games and practices immediately
- Stay away from metal fencing and dugouts
- Do not hold metal bats
- Do not seek shelter under trees
- Walk, do not run to a car or the concession stand building and wait for a decision on to continue the game or practice

# Bat Size Guidelines

The following charts should be used to determine which bat is correct for each player.

Determine Your Bat Length by Weight and Height										
	Your height (inches)									
Your weight (pounds)	36-40	41-44	45-48	49-52	53-56	57-60	61-64	65-68	69-72	73+
	Bat length									
less than 60	26"	27"	28"	29"	29"					
61-70	27"	27"	28"	29"	30"	30"				
71-80		28"	28"	29"	30"	30"	31"			
81-90		28"	29"	29"	30"	30"	31"	32"		
91-100		28"	29"	30"	30"	31"	31"	32"		
101-110		29"	29"	30"	30"	31"	31"	32"		
111-120		29"	29"	30"	30"	31"	31"	32"		
121-130		29"	29"	30"	30"	31"	32"	33"	33"	
131-140		29"	30"	30"	31"	31"	32"	33"	33"	
141-150			30"	30"	31"	31"	32"	33"	33"	
151-160			30"	31"	31"	32"	32"	33"	33"	33"
161-170				31"	31"	32"	32"	33"	33"	34"
171-180						32"	33"	33"	34"	34"
180+							33"	33"		

## Determining the Bat Weight

- Most baseball bats are also weighted in ounces
- Bats have a weight-to-length ratio, usually shown as -3, -4, -6, etc. For example, a bat is 34 inches long with a -6 ratio. It's weight-to-length ratio is therefore 28 ounces.
- Selecting the proper weight depends on two factors - your strength and hitting style.
- Choose the heaviest bat you can swing while sacrificing little speed.

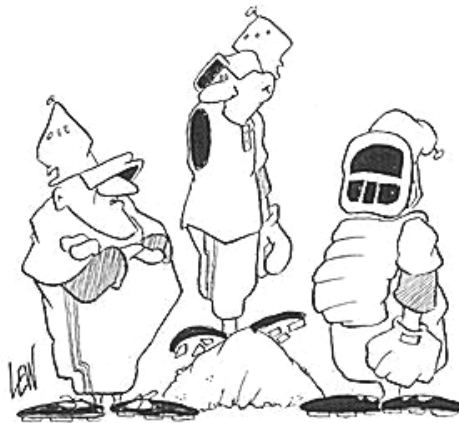
## Pitch Count

To decrease shoulder and elbow problems from excessive pitching, pitchers will have a specific limit for balls pitched in each game based on their age. The number of pitches delivered in a game will determine the amount of rest the player must have before pitching again.

This institution of limited pitch count represents a positive step towards ensuring that the game of baseball is safer both in the present and future careers of our young little league pitchers.

A manager, coach, or league official will monitor pitch counts. A pitch is any ball thrown towards home plate from the pitchers mound that an umpire defines as a pitch.

Please refer to Appendix 3 to review Little Leagues frequently asked questions about pitch count.



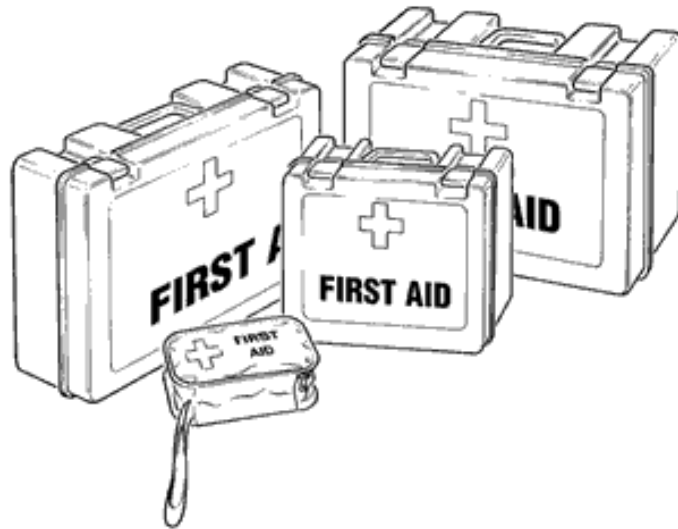
"Got'ta take ya' out kid...seems you've thrown your arm out again."

# **First Aid Kits**

Stocked first aid kits will be available in each field's equipment box as well as the concession stands. A minimum equipment list will be included in each kit. If any items are used or are low, please contact the Safety Officer for re-supply. The Safety Officer, as well as board members, managers, and coaches will periodically check the first aid kits to ensure all supplies are present. There will also be an ample amount of ice packs available at the concession stand.

## **Minimum Equipment List Per Kit**

- 2- Ice Packs
- 4- 4x4 Sterile Dressings
- 4- 2x2 Sterile Dressings
- 8- Band Aid Strips
- 4- Large Band Aids
- 2 Rolls 4" Roller Gauze
- 1- Roll 1" tape
- 1- 1 gallon biohazard disposal bags
- 1-CPR Mouth Shield
- 1- Bottle Hand Cleaner
- 4- pairs non latex gloves, size large



# Automatic External Defibrillator

## Proposal

The Gloucester Little League is currently planning on purchasing an Automatic External Defibrillator to be placed in the concessions stand at Acotes field. The plan is to solicit funds from the town's three fire districts and police department. The following guideline will be instituted after the AED is purchased and all volunteers are trained.

## AED Guideline

1. All managers, board members, and interested volunteers should receive AED training.
2. The AED will be located in the concessions stand at Acotes Field.
3. If the AED is needed:
  - a. Identify someone to call 911
  - b. Identify someone to retrieve the AED
  - c. Start CPR
  - d. Once AED arrives, follow prompts
4. If the AED is used or requires service, contact the Safety Officer.
5. Please review the following instructions for the use of the AED



# Basic Steps For Using The Lifepak CR Plus Defibrillator

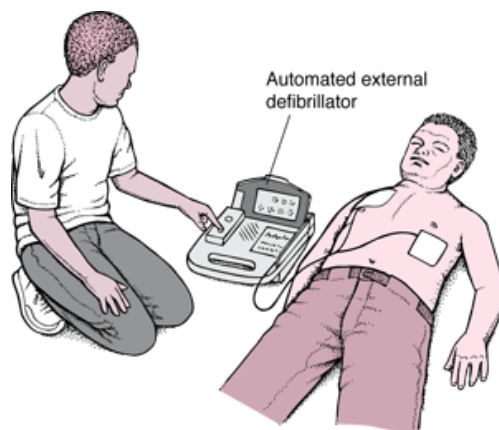
## Responding To A Victim In Cardiac Arrest

If not treated, cardiac arrest will cause death. In a cardiac arrest situation, it is important to remember to immediately call for help and activate the emergency response system.

## Basic Steps For Using The Lifepak CR Plus AED

1. Establish that the victim is in cardiac arrest, as instructed in CPR training. Place the AED near the victim and press the Lid Release/On-Off button to open the lid and turn on the unit. The voice prompt sequence begins, guiding you through the response steps.
2. Expose the victims' chest. If the victims' chest is excessively hairy, shave the hair with the provided razor. If the chest is dirty or wet, wipe clean and dry.
3. Hold down the left side of the electrode packet with one hand and pull the red electrode packet handle down with the other. The electrode packet will tear open. Completely open the packet and remove the electrode pads. A small piece of the packet will remain attached to the unit.
4. Remove the electrode pads one at a time from the blue plastic.
5. Apply the electrode pads to the victims exposed chest, as shown.
6. Listen to the voice prompts and do not touch the victim unless instructed to do so.
7. Always check to be sure that no one is touching the victim and that nothing is in contact with the victim before pressing the SHOCK button when instructed (semiautomatic mode), or whenever the AED indicates it is preparing to shock (automatic mode).
8. If the victim starts moving or breathing, keep the pads on the patient and connected to the defibrillator. Place the victim in the recovery position, if possible, as instructed in the CPR training clinic.

The AED has voice prompts for each of the steps. This simplifies its use during a stressful time.



# First Aid Do's and Don'ts

**First-Aid** is the first care given to a victim of accident or illness. It is usually performed by the first person on the scene and continued until professional medical help arrives (EMTs).

Managers, coaches, board members, and some volunteers are CPR and First Aid certified. You should never administer care beyond your capabilities. **Always know your limits.**

The average response time on **9-1-1** calls is 5-7 minutes. Perform whatever First Aid you can and wait for the EMTs to arrive. You should never attempt to transport a victim unless the injury is minor. EMS providers have specialized training in immobilization to reduce further injury and make transport more tolerable.

## DO...

- Reassure children who are injured, frightened, or lost
- Provide, or assist in obtaining, medical attention for those who require it
- Know your limitations
- Carry a first aid kit to all games and practices
- Have your players medical clearance forms with you at all games and practices
- Make sure there is a cellular phone nearby at all games and practices
- When administering aid to the sick or injured:
  - Look for signs of injury
  - Listen to the description of what happened, calm or soothe as needed
  - Feel the injured area carefully and gently

## DON'T...

- Administer any medications
- Provide food or beverages, water only for heat injuries
- Be afraid to ask for help if you are not sure of proper procedures
- Hesitate in giving aid when needed
- Transport individuals for medical aid
- Leave an unattended child at a practice or game
- Hesitate to report any present or potential safety hazard to the Safety Officer or board members

# **Communicable Disease and Bloodborne Pathogens**

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other bloodborne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood and other body fluids. Hepatitis B can survive outside the body in dried material for up to two weeks. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. If bleeding is present, it must be controlled and the open wound covered. If there is an excessive amount of blood on the uniform it must be changed before the athlete resumes play.
2. Latex free gloves or other precautions must be used to prevent skin and or mucous membrane exposure when contact with blood or body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or body fluids. Wash hands immediately after removing gloves. Alcohol based hand cleaner is an acceptable alternative to soap and water.
4. Clean all contaminated surfaces and equipment with an appropriate disinfectant before play resumes. A cleanup kit will be available at the concession stand.
5. Practice proper disposal procedures to prevent injuries caused by needles and other sharp contaminated devices.
6. CPR barrier devices must be used when performing artificial respirations.
7. Managers, coaches, or volunteers with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated materials such as dressings, towels, or other items contaminated with blood or body fluids shall be disposed in red biohazard bags. Contact the safety Officer for disposal of biohazard bags.

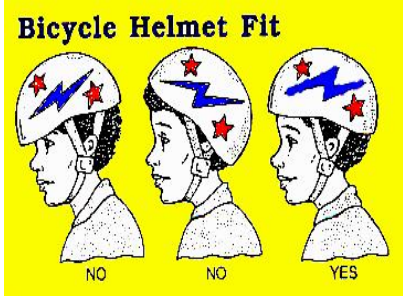


# Bicycle Safety

The Rhode Island District 4 Little League staff would like to remind all its leagues, managers, coaches, and players to use safe judgment if you choose to reach the fields by bicycle.

Please consider the following guidelines:

1. Always wear a proper fitting bicycle helmet
2. Observe all traffic regulations, stop lights, and street signs
3. Keep to the right, ride in a straight line
4. Have a white light on the front and a reflector on the rear of the bicycle for night riding
5. Always use proper hand signals for turning and stopping
6. Always give pedestrians the right of way, avoid using sidewalks
7. Look out for cars pulling into traffic
8. Never hitch onto moving vehicles
9. Never carry other riders
10. Be sure your brakes are functioning properly
11. Slow down at all intersections, be prepared to stop
12. Don't weave in and out of traffic



**BIKE  
SMART**



**WEAR A HELMET**

# **Facilities**

## **Facility Survey**

The Safety Officer will conduct a facility survey annually with assistance from the Fields and Grounds Manager. It will be submitted along with the annual Gloucester Little league Safety Plan. The 2008 Facility Survey is located in Appendix 2 of this manual.

## **Equipment**

Inspections of all equipment and facilities will be conducted before, during, and after the season. It is the responsibility of *all* volunteers to report problems. Any worn or broken equipment will be repaired or replaced. Any equipment used by players fits properly, is worn correctly, and is used for its intended purpose.

Manufacturers of baseball equipment make improvements every year. Much of this equipment is approved by Little League and is the only equipment that is allowed for use. Be it batting helmets with face or chin protection, improved catchers gear, fence caps, or breakaway bases. Safety should be considered a work in progress, never wait for an incident to happen to a player or our league.

## **Concession Stand**

The Gloucester Little League concession stand is licensed by the Town of Gloucester and regulated by the Rhode Island Department of Health.

### **Concession Stand Rules**

1. No one under the age of 12 is permitted to work in the concession stand
2. The operating license granted by the Town of Gloucester prohibits the use of grills or deep frying within the concession stand
3. There should be two workers in the stand at all times. This allows for a safe working environment and fast customer service
4. All concession operators must follow proper food preparation procedures( gloves for food handling, hand washing with antibacterial soap)
5. Foods requiring refrigeration shall be maintained at a temperature less than 41 degrees Fahrenheit. Allowing food to remain un-refrigerated for long periods of time is the number one cause of foodborne illnesses.
6. All concession stand operators must attend the provided first aid class
7. At the end of every event, the stand must be cleaned and prepared for the next event. Trash emptied, utensils washed, and counters cleaned.

## Storage Shed

The following applies to all of the storage sheds and field boxes used by the Gloucester Little league and to all individuals who are issued keys for its use:

1. All individuals issued keys to the Gloucester Little League storage sheds or field boxes are aware of their responsibilities for the orderly and safe storage of bases, bats, helmets, and field maintenance tools.
2. All chemicals or organic materials stored shall be properly labeled as to its contents
3. All chemicals or organic materials stored within the sheds will be separated from areas used to store gardening equipment to minimize the risk of puncturing storage containers
4. Any witnessed “loose” chemicals or organic materials within these sheds must be cleaned up and disposed of as soon as possible to prevent accidental poisoning
5. Under no circumstances should team equipment(bats, helmets, first aid kits) be stored in the sheds.

## Bleachers

All bleachers are to be of aluminum construction and grounded via copper or aluminum wire.

All taller bleachers are to have back and side guardrails.

## Bulletin Boards

Bulletin boards will be provided at each concession stand to provide safety messages, safety tips, league news, and contact information.



## ***WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE INSURANCE***

**WARNING:** Protective equipment cannot prevent all injuries a player might receive while participating in Baseball / Softball.

The Little League Insurance Program is designed to afford protection to all participants at the most economical cost to the local league. The Little League Player Accident Policy is an excess coverage, accident only plan, to be used as a supplement to other insurance carried under a family policy or insurance provided by parent's employer. If there is no primary coverage, Little League insurance will provide benefits for eligible charges, up to Usual and Customary allowances for your area, after a \$50.00 deductible per claim, up to the maximum stated benefits. This plan makes it possible to offer exceptional, affordable protection with assurance to parents that adequate coverage is in force for all chartered and insured Little League approved programs and events.

If your child sustains a covered injury while taking part in a scheduled Little League Baseball or Softball game or practice, here is how the insurance works:

1. The Little League Baseball accident notification form must be completed by parents (if the claimant is under 19 years of age) and a league official and forwarded directly to Little League Headquarters within 20 days after the accident. A photocopy of the form should be made and kept by the parent/claimant. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to a claim for benefits are to be provided within 90 days after the accident. In no event shall such proof be furnished later than 12 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/ Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. Limited deferred medical/dental benefits may be available for necessary treatment after the 52-week time limit when:
  - (a) Deferred medical benefits apply when necessary treatment requiring the removal of a pin /plate, applied to transfix a bone in the year of injury, or scar tissue removal, after the 52-week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one Insured. However, in no event will any benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.
  - (b) If the Insured incurs Injury, to sound, natural teeth and Necessary Treatment requires treatment for that Injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of:

1. A maximum of \$1,500 or 2. Reasonable Expenses incurred for the deferred dental treatment. Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on or before the Insured's 23rd birthday. Reasonable Expenses incurred for deferred root canal therapy are only covered if they are incurred within 104 weeks after the date the Injury occurs. No payment will be made for deferred treatment unless the Physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons.

Benefits are payable subject to the Excess Coverage and the Exclusions provisions of the Policy.

We hope this brief summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

## **District 4 Requirements**

All leagues must perform on a yearly basis the National Little League Facility Survey. This survey must be included when submitting the safety program. The survey should include all fields that the Gloucester Little League uses for play and practice.

District 4 requires all its leagues to submit copies of their safety program and facility survey to the District 4 Administrator.

District 4 also requires that a Light Safety Audit be completed on a yearly basis. All leagues that have lighted fields must perform this audit. All audits must be turned in to the District Administrator before any practices or games are held.

Any league that does not perform a light audit on its lighted fields will lose hosting privileges for special games and tournaments since these fields have not been deemed safe for play under lighted conditions.

District 4 urges all its leagues to take whatever steps it sees necessary to provide safe areas in their recreational facilities, parking lots, street crossings, and walkways. Use local police to provide patrols during the season. Have your local city or town paint crosswalks, install speed limit signs and speed bumps in parking areas.

**[WWW.GLOCESTERLL.COM](http://WWW.GLOCESTERLL.COM)**

**The official website of the Gloucester Little League**

**The following pages preview the Gloucester Little League website.**

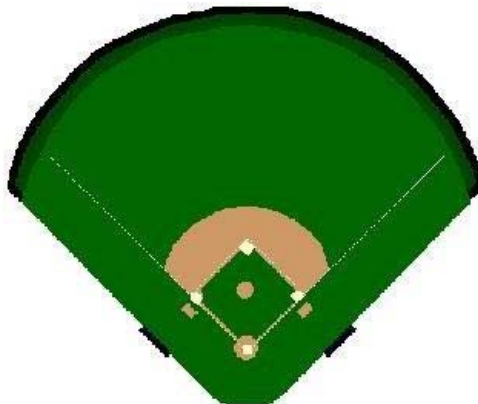
**The website also includes an area to signup for email notifications. There are over 450 members on the email list.**

# APPENDIX



# Glocester Little League Facilities Locations

Field#	Name	Location
1	Acotes Major	Putnam Pike, Rt. 44
2	Acotes AA	Putnam Pike, Rt. 44
3	Acotes T Ball	Putnam Pike, Rt. 44
4	Ponaganset High School Softball	137 Anan Wade Rd.
5	Acotes AAA(Mack Field)	Putnam Pike, Rt. 44
6	Softball Major/Junior	Glocester Memorial Park
7	Leja Junior	Glocester Memorial Park
8	Windsor Field	Windsor Rd., Harmony
9	Softball Minor	Glocester memorial Park
11	Ponaganset High School Baseball	137 Anan Wade Rd.



# FORMS



# Glocester Little League Accident Reporting Form

**ID#: 239-04-01**

**Date of Accident:** \_\_\_\_\_ **Date Form Filed:** \_\_\_\_\_

**Location Of Accident:** \_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

## Situation of Injury

No treatment needed  First Aid at Field

Transported for treatment: YES  NO

If transported, by whom and where: \_\_\_\_\_

## Division In Which Accident Occurred

Tee Ball  Minor  Little League  Juniors  Seniors  Softball

## Type of Accident

**Struck By:**

Pitched Ball   
Batted Ball   
Thrown Ball   
Bat

**Collision With:**

Other Player   
Fence   
Backstop

**Other:**

Tripped   
Fell   
Over exertion   
Sliding

**Glocester Little League Accident Reporting Form**  
**Page 2**

Accident Causes

**Unsafe Conditions**

1. Uneven field surfaces such as holes, humps, etc.
2. Foreign objects such as glass, rakes, stones, etc.
3. Congestion during practice or games
4. Weather conditions such as rain, heat, cold, darkness, etc.
5. Lack of, or poor fitting protective equipment

**Unsafe Acts**

	<b>YES</b>	<b>NO</b>
1. Mishandled ball	<input type="checkbox"/>	<input type="checkbox"/>
2. Mishandled bat	<input type="checkbox"/>	<input type="checkbox"/>
3. Poor evasive action	<input type="checkbox"/>	<input type="checkbox"/>
4. Incorrect sliding form	<input type="checkbox"/>	<input type="checkbox"/>
5. Not watching ball	<input type="checkbox"/>	<input type="checkbox"/>
6. Awkward position	<input type="checkbox"/>	<input type="checkbox"/>
7. Player out of position	<input type="checkbox"/>	<input type="checkbox"/>
8. Poor grip on bat	<input type="checkbox"/>	<input type="checkbox"/>
9. Poor running form	<input type="checkbox"/>	<input type="checkbox"/>
10. Wild pitch	<input type="checkbox"/>	<input type="checkbox"/>
11. Wild throw	<input type="checkbox"/>	<input type="checkbox"/>
12. Wild swing of bat	<input type="checkbox"/>	<input type="checkbox"/>
13. Distracted	<input type="checkbox"/>	<input type="checkbox"/>
14. Lack of attention	<input type="checkbox"/>	<input type="checkbox"/>
15. Horseplay	<input type="checkbox"/>	<input type="checkbox"/>
16. Other	<input type="checkbox"/>	<input type="checkbox"/>

**Brief description of event:**

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This form is for Glocester Little League purposes only. When an accident happens, obtain as much information as possible. Give form to the Safety Officer when complete. This form is used for tracking injuries within our league. It will be used to help identify areas for improvement in safety, training, and instruction on proper techniques.