

# ASAP Safety Plan

## Amesbury Little League

### Managers and Coaches Plan

Per ASAP Safety Plan (**Requirement 5**), managers & coaches are required to attend fundamentals training provided for by the League.

4 stations teaching the basics of baseball will be set up for fielding, throwing, pitching, sliding & hitting.

Managers & coaches are required to attend every three years, with at least one coach/manager attending each year. A.L.L. encourages all managers/coaches to attend annually to refresh & learn & help teach others. Attendance will be taken to ensure compliance.

**Requirement 6** of the Plan provides that managers/coaches attend First Aid training, with at least one member from a team attending annually. Again the training is good for 3 years. And again, A.L.L. strongly recommends attendance every year to keep fresh & up to date on. That training will be held the same day, April 6<sup>th</sup>.

A board member who is an R.N. will run the clinic & cover baseball-related injuries and illnesses.

**Requirement 12** requires a first aid kit at each game and practice. The kits will be given out to each team in conjunction with the first aid training, so that they will have it wherever the team gathers. A larger first aid kit will be at the concession stand.

**Requirement 7** of the Plan will be addressed at this gathering, also. It is about performing a field inspection by walking it & making sure it is safe & game ready. Both teams are responsible for doing this. Several Little League handouts pertaining to this will be distributed & reviewed.

**Requirement 11** falls right into line with the other training being given.

Managers/coaches will be instructed in the safety guidelines & reporting of unsafe situations via the ASAP Incident/Injury Tracking Report. The safety Officer will review any incidents reported & see that they are addressed immediately. The forms will be available at the concession stand for anyone to fill out, along with Accident Notification Forms.

**Requirement 13** includes enforcing Little League rules & proper equipment.

The Safety Officer /Umpire-in Chief will go over the safety rules pertaining to the rule book, pointing out oft-seen violations & the proper way of doing things. The catcher's equipment will be discussed, including when they have to wear the gear when not behind the plate in a game. Make managers/coaches aware that they are the enforcers of safety whenever they are together.

**Requirement 10** addresses the inspection & replacement of equipment. The equipment officers have gone through all the equipment & placed them in team bags for distribution at the meeting. They will address the managers/coaches as to proper use & care of the equipment & the procedure of removing & replacing any piece that becomes damaged or worn. The equipment officers will gather the damaged items & dispose of them & provide the necessary replacements so they can keep track of what gets damaged & any tendencies that may arise from a certain product and also keep inventory control.

# **AMESBURY LITTLE LEAGUE MANAGER SAFETY PROGRAM**

Team Managers & Coaches are instrumental in the safety of the players. Your actions concerning your teams dictate the message of fun, learning & playing it safely.

Be aggressive when it comes to safety.

Let your team know what is expected of them.

Be a leader. Don't wait for something to happen before you step in.

## **Safety Rules:**

- 1) Catchers must be fully equipped with catcher's helmet, mask, dangling throat guard, shin pads, long chest protector & cup. When warming up or at practice, helmet/mask & throat guard **MUST** be worn.
- 2) All equipment must be Little League approved. All league supplied equipment will be such. A player using his/her own equipment must be checked by manager & any non-conforming items be removed.
- 3) First aid kits are supplied to each team & there is a kit at the concession stand, along with ice packs. At least one manager/coach will attend first aid class offered prior to season.
- 4) In the event of an accident, notify safety officer & complete accident form to be turned in within 48 hours. For a near-miss incident, fill out the appropriate form & notify the safety officer.
- 5) No one is allowed in the dugout or on the field other than the players & the three adult coaches.
- 6) Managers must walk the field prior to practices & games to check for and correct any unsafe conditions.
- 7) Absolutely no swinging of bats allowed other than the batter at the plate.

Have a safe & successful season.

Any questions or suggestions, please contact the Safety Officer.

Jeff Chaisson 978-388-8586

## **AMESBURY LITTLE LEAGUE EQUIPMENT PROCEDURE**

Safety is the first order of business when it comes to equipping the players with the items necessary to compete on the field.

The Equipment Officer(s) on the Board shall:

Prior to the start of the upcoming season:

- Check each equipment bag & its contents for wear & tear on each piece of equipment that would render it unusable or unsafe for the season.

- Replace any equipment either worn or broken & note such changes on the team equipment inventory form.

- Educate managers about proper equipment care & signs to look for on equipment that may be damaged.

- Provide contact information to all the managers so any equipment issue that may arise during the season can be addressed in a quick manner.

- Keep commonly used items, such as straps, catchers gear, helmets, etc. in stock so that they can be replaced in a timely manner.

- Ensure bases, helmet bags, rakes & any other field equipment is properly stored away at the end of the season.

- Collect team bags from managers at the end of season for inventory & inspection & ready them for the next season.

- Collect uniform shirts from managers to inventory & inspect.

- Present to the Board a budgetary request for items that need to be addressed for the upcoming season.

# **FIELD MAINTENANCE SAFETY PROCEDURE**

The Field Maintenance Officer on the Board is responsible for training personnel on the proper use of equipment & maintenance of the fields.

-Field maintenance crews will be formed for weekly sessions & supervised by the FMO. He will go over the safety rules with all volunteers.

-Use of the riding mower for mowing & dragging is for trained users only.

-Mower operators must ensure no children are around the machine when using it. A spotter should be used to keep a path clear of people.

-No riders on the mower other than the operator. Safety glasses should be worn.

-Mower must be shut off to perform any adjustments or cleaning or re-fueling.

-Mower must be refueled outside the garage from an approved gas container.

-Managers & other volunteers need to be trained before grooming the fields in the proper use of equipment & technique as specified by the FMO.

-All equipment must be returned to its proper place after use to prevent accidents from unattended equipment lying around.

-All chemical treatments of the fields will be conducted by licensed personnel only with Board approval.

# AMESBURY

## SAFETY & TRACKING PROCEDURE

To all people associated with Amesbury Little League

If you see a safety issue or concern that you would like to report to A.L.L.:

- 1) Ask for an **Incident Tracking Report** located in the concession stand in the wall rack next to the door.
- 2) Please fill it out right away as it is fresh in your mind (it'll only take a minute) & return it to the shack.

The Safety Officer will review & track all incidents & take steps to alleviate the issue(s) raised.

The only way things can be done to improve safety is to know about them. Telling someone about it doesn't guarantee word will get back to the proper people. **Writing it up ensures official notification to the League.**

Remember, no safety issue is too small or inconsequential when it comes to our kids.

Any one can file a report; parent, coach, volunteer, umpire, player, grandpa, etc...

Thank you,

Jeff Chaisson  
League Safety Officer

# Activities/Reporting

# A Safety Awareness Program's Incident/Injury Tracking Report

League Name: \_\_\_\_\_ League ID: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Incident Date: \_\_\_\_\_

Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Parents' Address (If Different): \_\_\_\_\_ City \_\_\_\_\_

### Incident occurred while participating in:

- A.)  Baseball  Softball  Challenger  TAD  
B.)  Challenger  T-Ball (5-8)  Minor (7-12)  Major (9-12)  Junior (13-14)  
 Senior (14-16)  Big League (16-18)  
C.)  Tryout  Practice  Game  Tournament  Special Event  
 Travel to  Travel from  Other (Describe): \_\_\_\_\_

### Position/Role of person(s) involved in incident:

- D.)  Batter  Baserunner  Pitcher  Catcher  First Base  Second  
 Third  Short Stop  Left Field  Center Field  Right Field  Dugout  
 Umpire  Coach/Manager  Spectator  Volunteer  Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Was first aid required?  Yes  No If yes, what: \_\_\_\_\_

Was professional medical treatment required?  Yes  No If yes, what: \_\_\_\_\_  
(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

### Type of incident and location:

- A.) On Primary Playing Field  
 Base Path:  Running or  Sliding  
 Hit by Ball:  Pitched or  Thrown or  Batted  
 Collision with:  Player or  Structure  
 Grounds Defect  
 Other: \_\_\_\_\_
- B.) Adjacent to Playing Field  
 Seating Area  
 Parking Area  
C.) Concession Area  
 Volunteer Worker  
 Customer/Bystander
- D.) Off Ball Field  
 Travel:  
 Car or  Bike or  
 Walking  
 League Activity  
 Other: \_\_\_\_\_

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

