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WINDSOR LITTLE  
LEAGUE

**2018 Safety  
Manual**

League ID #207-08-13

*For Managers, Coaches, and Volunteers*

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# Safety Plan/League Requirements

1. The Safety Officer will complete the Little League Facility Survey and submit a Safety Manual to Little League International (LLI) prior to the deadline issued by LLI.
2. Copies of the Safety Manual will be distributed to Managers and the Concession Supervisor at the annual coaches meeting. Managers will have manuals available at all practices and games. One hard copy of the Safety Manual will reside at each concession stand at all times. The Safety Manual will be available to concession volunteers per individual request.
3. All board members, Managers, Coaches, Umpires (age 16 and over), concession supervisors and any others who have repetitive contact with players, will be required to complete a web-based Little League Volunteer Application Form through a link provided by the background check provider JD Palantine and provide a government issued photo identification card. A criminal background check and a check against the National Sex Offender Registry will be performed for each applicant and a background screening report will be prepared by JD Palantine.
4. Only those who are regular members of Windsor Little League (WLL) in good standing (as defined by Article III, Section 2B of the WLL Constitution) shall be eligible for appointment to a Manager position in the Major League.
5. League meetings are held monthly, as scheduled. Managers, coaches, and board members are strongly encouraged to attend.
6. League player registration data along with coach and manager data is to be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org). (This is a mandatory requirement for an approved ASAP plan in 2014.)

# Park Rules

1. Alcohol is not allowed anywhere in either park (John Fitch and Welch Park). Open containers are not allowed in the parking lot.
2. Vehicle traffic will be limited to parking areas. The paved area between the concession stand and the Bradley shed at Welch Park is for handicapped parking and concession stand supervisors only. Do not park in spaces labeled for John Fitch apartments. Unauthorized cars in this area will be towed.
3. John Fitch and Welch Park speed limit is 5 MPH; extra caution should be exercised in the parking areas as children and adults are walking to and from their vehicles.
4. Bicycle, scooter riding, skateboarding is not allowed.
5. Children should not be allowed to play in or around the parking areas.

# Buildings and Grounds

1. Practices or games should not be held when lighting or field conditions are poor.
2. Managers, coaches, umpires will inspect the play area prior to all practices and games for holes, debris, or any other unsafe field conditions. Conditions that cannot be immediately remedied will be reported to the Safety Officer or any member of the league board, as soon as possible.
3. Permanent/semi-permanent structures such as dugouts, fencing, protective fence tops, bleachers and press boxes/storage buildings should also be inspected periodically for damage that may pose a safety risk.
4. Only managers and coaches are permitted in storage buildings and press boxes. Players will be allowed only when accompanied by an adult.
5. Only coaching staff and authorized adult volunteers will be allowed to use power equipment. No riders are allowed on motorized field equipment.
6. Only managers, coaches, umpires, and authorized volunteers are permitted in the dugouts and on the field during practices or games.
7. No one under the age of 18 will be allowed in the batting cage without adult supervision. **Only one batter at a time is allowed in the cage, all batter are required to wear a little league approved helmet at all times.**
8. While not in use, all storage buildings should be kept closed during practices and games.
9. Handicapped parking spaces must be designated and made available for Challenger games.
10. Managers and coaches must verify that all field lighting has been turned off, restrooms have been locked and that all buildings have been locked, prior to leaving the park.
11. Only managers and coaches will operate field lighting. Do not use the circuit breaker panels. Fields 1 and 2 lights at Welch Park are turned on with a labeled wall switch located on the wall in the back room of the Field 1 storage shed. The scoreboards are turned on with a labeled wall switch in the front room of the storage shed. When playing games at night, turn on the two sets of smaller lights at least five minutes before the field light are turned off. These smaller lights are on sixty minute timers. There are two locations for these light switches: in the Field 1 storage shed next to the circuit breaker panel and in the concession stand next to the entrance door above the interior light switch.

# Weather

1. Practices or games should not be held when weather conditions are severe.
2. The lightening/storm detection unit is located in each concession stand. The unit will detect lightening up to 8 miles away. Lightening detection overrules any umpire's decision to continue play.
3. If the lightening detector alarms, personnel in the concession stand will sound two long blasts on an air horn. This signals that all play should be suspended and the fields evacuated at once. Players and coaching personnel will evacuate the field and proceed to vehicles. There must be a 20 minute time lapse between lightening detection and resumption of play. Concession personnel will sound one long blast from the air horn which will signal that play can resume. If lightening is heard, seen, or felt play will stop immediately regardless of whether the storm detector alarms or not.

## CLOUDS AND RAIN

DO NOT HAVE TO BE OVERHEAD

FOR LIGHTENING TO STRIKE

# Health Forms/First Aid

1. Health forms, to be filled out by a player's parent and or guardians, contain important emergency contact information and health considerations. A player will not be allowed to practice until the manager has received their completed health form. Managers must make note of medical conditions that may require treatment, such as asthma or allergies.
2. Managers will be provided with blank Incident Report Form (Found at <http://www.windsorll.com>)
3. Managers will have all health forms with them at all practices and games. They are confidential documents and should be stored so that they are not readily accessible to others.
4. Requirement for First Aid Training; training qualifies volunteer for three years, but one team representative still needed each year. This year's training will be held on Thursday, April 19 at the Union Street Tavern Meeting room at 7:00 p.m.
5. The Safety Officer will provide each Manager with a stocked first aid kit. Kits will be distributed at the safety training meeting. Kits must be brought to all practices and games. Managers/Coaches are responsible for contacting the Safety Officer if their first aid supplies need to be replaced. The first aid kits are stocked to administer basic first aid. If additional medical attention is necessary, the Manager and or Coach will contact EMS or the player's parents/guardian as appropriate. The coach/manager will handle the incident per WLL First Aid Training protocol.
6. Additional first aid supplies are located behind the door in the concession stand.
7. Additional ice packs are located in the field press boxes. Ice packs located in the concession stand should be reserved for emergencies only. If the ice pack inventory is low, please contact the safety officer.
8. Managers/Coaches will have a cell phone available for all practices and games.

# Player Safety/Equipment

1. Equipment managers will inspect and approve all equipment prior to the start of each season to ensure compliance with Little League requirements.
2. Equipment condition should be inspected regularly by Managers and Coaches. Equipment in need of repair or replacement should be brought to the attention of the Equipment Mangers.
3. All equipment not in use should be kept in the dugout.
4. Break away bases will be used on all fields.
5. Batters must wear Little League approved protective helmets when batting or running the bases.
6. Helmets with face guards should be used whenever possible.
7. Helmets must not be altered in any way, including painting or placing decals without the written approval of the manufacturer. Any Umpire or League Official who notices that a helmet has been altered may not allow the use of that helmet in a practice or game.
8. Helmets must be worn during sliding practice.
9. Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, and shin guards for all practices and games.
10. Coaching staff may not catch for pitchers. Players warming up pitchers during practices, games, and in the bullpen must wear a catcher's helmet with a mask and throat guard.
11. Head first slides are not permitted, except when a runner is returning to a base.
12. All male players should be encouraged to wear protective cups for practices and games.
13. For those players who wear eye glasses, safety glass is recommended.



# Player Safety/Equipment *continued*

14. Players should be encouraged to wear mouth guards, available by contacting the player's dentist or orthodontist.
15. All pre-game warm-ups should be performed within the confines of the playing field and not within areas frequented by spectators.
16. Players may not swing bats other than when at an official at-bat or, while under adult supervision during practice. **On-deck swinging of bats is not permitted.**
17. Players should be spaced during warm-ups and drills so as to avoid being hit by wild throws or swung bats.
18. Players may not wear watches or jewelry during practices or games, with the exception of medical alert chains or bracelets. Studs placed in newly pierced ears may be protected by covering them with a Band-Aid, with the gauze pad covering the post behind the ear. Absolutely no dangling earrings or hoops may be worn. Whenever possible earrings should be removed.
19. "Horse play" is not allowed on the field or in the dugout, including fence climbing, standing on benches, etc. One coach should be in the dugout at all times when players are in the dugout.
20. No practice swings are to be taken at any time in the caged area adjacent to the dugout.
21. No gum or food allowed for players in dugout or on playing field.
22. All players must have a parent or guardian present at all practices and/or games. In the case of a single parent, who is unable to be present, it is the parent's responsibility to discuss alternate arrangements with the team's manager.

# Coaching Staff

## Responsibilities and Requirements

1. Managers and Coaches are encouraged to become a member of the National Youth Sports Coaches Association (NYSCA) Certified. Certification courses are offered annually.
2. All Managers will be issued official Little League Rule Books at the annual coaches meeting and should become familiar with the rules of their game.
3. Managers and Coaches are required to attend the WLL sponsored first aid training at least once every three years. First Aid training will be offered during the annual coaches meeting. This year's training will be held on Thursday, April 19 at the Union Street Tavern Meeting room at 7:00 p.m.
4. At least one manager/coach per team will attend fundamentals training offered by the league prior to the start of the season.
5. Coaching staff are required to have the following available at all practices and games: Completed Player Health Forms/Emergency contact information, Safety Manual, First aid kit, Cell phone.
6. At least one coach or manager is required to be in the dugout to supervise players at all times during a game.
7. Coaching staff should inspect field, dugout and fences and prior to game to ensure a safe playing environment. Any issues should be reported to the League Safety Officer.
7. Coaching staff are to have their players dispose of their trash prior to leaving the playing area/park.
8. Coaching staff will ensure all players have arrangements to be picked up before leaving the park.

# Incident Reporting Procedure

1. A reportable incident is any incident in which a player, Manager, Coach, Umpire, or authorized volunteer requires medical treatment and/or first aid, other than the simple use of a Band-Aid or ice pack on an area without visible swelling, discoloration or excessive pain.
2. Incident Reports may be obtained from the league website.
3. **Incident must be reported to the Safety Officer within 24 hours of the incident and a completed Incident Report to be submitted 24 to 48 hours after incident.**
4. Within 24 hours of receiving the Incident Report the Safety Officer will contact the injured party to check on his/her status, verify information received, and share information about WLL insurance coverage if necessary. Periodic follow ups will be conducted as appropriate.
5. If patterns of injury are occurring, the Safety Officer will report to the league board to discuss strategies to prevent similar injuries in the future.
6. A Qualified Safety Plan Registration Plan and Windsor ASAP plan was filed with Little League International, 539 U.S. Route 15 Hwy. So. Williamsport, PA 17702

# Concession Stand Guide Lines

1. The Concession Stand Director must maintain a current Food Service License by attending a Food Service class. The Director will then be responsible for training the Concession Managers in safe food handling, preparation, and storage.
2. Written guidelines for safe and sanitary food handling procedures will be available to all volunteers, in the concession stand.
3. Under no circumstances will food be allowed from an individual's home.
4. Frequent and thorough hand washing remains the first line of defense in preventing food-borne illnesses.
5. Concession stand workers must wash hands upon entering and leaving the stand.
6. Hands must be washed after handling unprepared food, money or trash.
7. Ideally food handlers and money handlers should not co-mingle responsibilities.
8. Most food-borne illnesses can be traced back to lapses in temperature control. Refrigerator temperature will be checked each time the concession stand is opened to ensure proper storage of food. Food that has not been stored at the proper temperature must be discarded.
9. Refrigerated foods should be kept at 41 degrees F. Foods that require refrigeration must be cooled to 41 degrees F as quickly as possible and held at that temperature until ready to serve. Ground beef should be cooked to an internal temperature of 155 degrees F and poultry cooked to 165 degrees F. Cooked foods should be kept warm to at least 140 degrees F.
10. Do not re-heat foods.
11. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring in the product frequently or, place the food in a shallow pan no more than 4 inches in depth and refrigerate. Pans should not be stored one on top of the other and lids should be off or ajar until the food is completely cooled.
12. Keep foods covered to protect from insects.

# Concession Stand Guide Lines *continued*

13. Store foods at least six inches off the floor.
14. Anyone showing signs or symptoms of disease (nausea, fever, vomiting, diarrhea, etc.) or, those who have open wounds on the hands should not be allowed into the Concession area.
15. Workers will wear clean clothing and will not smoke in the concession area.
16. Food Handlers should use utensils provided to handle all food; do not use hands.
17. Food Handlers should never use the same utensils for handling raw foods and cooked foods.
18. Only disposable dishware will be use. Do not re-use dishware.
19. Wash cooking utensils in a four-step process: Wash in hot, soapy water, Rinse in clean water, chemical or heat sanitize, air dry.
20. Use only paper towels to wipe surfaces, not cloths, or sponges.
21. Clean hard surfaces with disinfectant solution.
22. Discard cooked unused food.
23. Wash floor with hot water and bleach.
24. Place trash in refuse container with a tight-fitting lid. When closing concession stand for the day, put trash in dumpster.
25. No one under the age of 14 is allowed in the concession stand. Those, age 14 to 18 are only allowed to help at the candy counter or front window.
26. No one under the age of 18 is allowed to work in the cooking area of the concession stand.
27. Each scheduled home team playing at either Fitch or Welch Park shall have an adult assigned to work in the concession stand on the date of the game. If an adult is not present to work in the concession stand, the game shall not be started and may be subject to forfeit.

# League Officers

<b>Board of Directors, *</b> <b>Allowed to vote on league business</b>			
*President	Andrew Lattimer	<a href="mailto:aglattimer@comcast.net">aglattimer@comcast.net</a>	860-687-1438
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*Director Buildings & Grounds	Paul Kula	<a href="mailto:paulkula1@comcast.net">paulkula1@comcast.net</a>	860-688-4199
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Director, Fall Baseball	Craig Lombardo	<a href="mailto:craiglom@comcast.net">craiglom@comcast.net</a>	
Director, Fall Softball	Kris & Erik Lachinet	<a href="mailto:klachniet@comcast.net">klachniet@comcast.net</a>	

All forms are available at

<http://www.windsorll.com/forms.htm>