



2022 Saco Little League Safety Manual

Table of Contents

<i>Saco/Dayton League Officers & Contact Information</i>	2
<i>Saco/Dayton CODE OF CONDUCT</i>	3
<i>DISPLINARY PROCEDURES</i>	4
<i>Coaching Requirements</i>	4
<i>Coaches Corner Tips for coaches and managers for practices, games, and the season</i>	5
<i>PARENT ROLES and RESPONSIBILITIES</i>	6
<i>Competition</i>	8
<i>Equipment Notes:</i>	8
<i>Saco Little League Safety Code</i>	10
<i>General Safety</i>	10
<i>Safety in Parking Lot and Common Walkways</i>	11
<i>Player Safety Rules</i>	11
<i>Catcher and Pitcher Safety Rules:</i>	11
<i>Managers, Coaches, Umpires</i>	12
<i>Manager and Coaches - Summary of Activities and Reminders</i>	15
<i>Umpire - Summary of Activities and Reminders</i>	17
<i>Safety Officer Responsibilities</i>	18
<i>Communicable Disease Procedures</i>	18
<i>Lightning Facts and Safety Procedures</i>	19
<i>MEDICAL EMERGENCIES, ACCIDENTS, INJURIES</i>	20
<i>LEAGUE INSURANCE</i>	20
<i>Insurance Claim process</i>	21
<i>Concession Stand Rules and Policies</i>	21
<i>Keep It Clean: Concession Stand Tips</i>	23
<i>Saco/Dayton L.L. Safety Accomplishments</i>	24
<i>COVID-19 Return to Play Guidelines</i>	25
<i>Safety Plan Recap</i>	27

Saco/Dayton Little League 2022 Handbook & Safety Manual

Emergency Number: 911

Saco/Dayton Little League Board & Contact Information

Title/Position	Name		Email
President	Holly LeBlanc		Holly-LeBlanc@idexx.com
VP - Majors Division	Dena Cross		dcross@pecofct.com
VP - Minors Division	Dave Brown		daveabrown5@gmail.com
VP - Development Division	Mike Cummons		michael.cummons@gmail.com
Treasurer	Warren Cheney		warren1177@hotmail.com
Secretary	Jenn Straetz		jessicacook87@yahoo.com
Player Agent - Majors	Kevin Brady		kjb@theportlandgroup.com
Player Agent - Minors	John Mercier		johnmercier88@yahoo.com
Player Agent - Development	Travis Roy		trr55@icloud.com
Coaching Director	Andy Tripp		andy@thomasandlord.com
Field Director	Les Tripp		mtripp@maine.rr.com
Equipment Director	Justin Huth		huthjustin@gmail.com
Uniforms Director	Jess Cook		jessicacook87@yahoo.com
Fund Raising Director	Carrie Lawler		clawler1008@gmail.com
Concessions Director	Kara Mercier		mercier.kara@yahoo.com
	Alana Trottier		alanatrottier@yahoo.com
Safety Manager	Holly LeBlanc		Holly-LeBlanc@idexx.com

Saco/Dayton Little League CODE OF CONDUCT

The board of directors of Saco/Dayton Little League has mandated the following Code of Conduct. All players, parents or guardians, managers, coaches, fans, and board members will read and agree to comply with this Code of Conduct.

Saco/Dayton Little League Code of Conduct:

All Players, Parents, Managers, Coaches, Spectators, Board Members, Volunteers and Umpires

SHALL:

- Respect all Saco/Dayton and Little League Baseball, Inc. rules, regulations, policies, and procedures.
- Respect all individuals.
- Respect all calls made by the Umpire.
- Respect all Managers and Coaches decisions regarding game play.
- Observe all Posted Signs & Safety regulations and policies, including the League's Safety Plan.
- Demonstrate and Promote Sportsmanship and Fair Play.
- Make a commitment to participate and attend games and practices.

SHALL NOT:

- Argue with or speak disrespectfully to other players, coaches, parents or fans at any Saco/Dayton L.L. practice, game, or function.
- **ARGUE ANY JUDGEMENT CALL MADE BY THE UMPIRE.** Any complaints regarding the game or how it was umpired should be directed to the League Vice President or Player Agent at the conclusion of the game. Only managers with permission from the umpire may approach an umpire during a game to calmly discuss a rules infraction. Do not be guilty of arguing or debating calls with other fans. Don't fuel the fire. Umpires are the sole authority on the field for game play, rules and conduct of participants. Umpires and League Officials may act to control unruly conduct by spectators attending the game.
- Physically demonstrate objections or dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, water bottles or any other forceful un-sportsmanlike action.
- Physically abuse, push, shove, strike, attack or threaten, or verbally abuse, another player, manager, coach, spectator, umpire, or league official. **Saco/Dayton Little League HAS A ZERO TOLERANCE POLICY ON THIS SUBJECT**
- Engage in any unnecessarily rough tactics in the play of a game against the body of an opposing player.
- Use profanity, any obscene gesture, or vulgar language in any manner at any time while attending a league game (home or away), practice, facility, or event.
- Appear on the field of play, in stands, or anywhere on the Saco/Dayton Little League complex while intoxicated at any time. No Alcohol is allowed in any parking lot, field, or common area within a Saco/Dayton Little League Field or Facility.
- Gamble real money or other, on any play or outcome of any Saco/Dayton Little League game with anyone at any time.
- Be guilty of tampering or manipulation of any league rosters, schedules, draft positions or selections, official score books, rankings, financial records, or procedures.
- Endanger the well-being of any child for any reason.

DISCIPLINARY PROCEDURES:

The umpire, in addition to sanctions stipulated under Little League rules, may invoke any of the following disciplinary actions on a player, manager, coach, spectator, or fan who does not abide by the rules of the game and/or Saco/Dayton Little League Code of Conduct during games.

1. Stop the game until the offending party, or parties, desist.
2. If the offending party is a Manager, Coach, or Player, and they persist in their behavior, the Umpire will remove that person from the game. If the Manager or Coach fails to desist the Umpire will award the game to the opposing team as a matter of forfeiture.

3. If the offending person is a fan or spectator and refuses to desist, the Umpire, Managers, Coaches, or League Official (League Officers, Board Members and League Agents) present during the game, will instruct the offending person to leave the facility or complex.
4. If the offending person refuses to leave the facility, the Umpire, or Saco/Dayton L.L. Board Member, may call local police to request assistance in removing that person or persons from the facility.

Umpires may solicit help from League Officials, or Coaches, while attempting to restore order, and/or enforce disciplinary action. With non-adult umpires then League Officials will intervene to restore order and/or enforce disciplinary procedures as described above.

The Executive Board of Directors will review all infractions of the Saco/Dayton Little League Code of Conduct or convene a disciplinary committee to review infractions. Depending on the seriousness or frequency, the board may assess additional disciplinary action, inclusive of game suspensions, expulsion from the league for the remainder of the season, and if necessary, the subsequent season. For repeat offenders the penalty may be as severe as permanent expulsion from the league and all league facilities during a Saco/Dayton Little League event.

Please note that the President of the League has the right to invoke disciplinary action upon any member violating our code of conduct, without convening a disciplinary committee.

Saco/Dayton Little League Coaching and Volunteer Requirements:

1. All Little League Volunteers must sign and return the **2022 Volunteer Application Form**. Anyone refusing to sign this form cannot participate or volunteer in any capacity. This is a Little League Baseball, Inc. rule and a requirement of our charter with Little League Baseball. The local league will conduct background checks using the Federal available resources, i.e., ME sex offender registry, and if necessary, conduct a nationwide background check.
2. All Managers must complete an approved coach's certification course, such as Big Al's Clinic or other district approved coaching clinic.
3. All managers and coaches must agree to and abide by our League's Code of Conduct – posted above.
4. All managers and coaches, or a minimum of one representative from each team, will be required to attend a First Aid Safety Course, refresher course, or First Aid Assessment course prior to the season. The league recommends all coaches and managers attend these courses. This does not apply to licensed medical practitioners: Doctors, Nurses or trained/certified EMT, First Responders or anyone already holding a current First Aid certification from an approved agency such as the Red Cross (note: License or Certification must be current and valid in the State of Maine).
5. Coaches and Managers must be a minimum of 18 years of age.
6. All Managers and Coaches agree to abide by Little League rules as well as the rules of our local league.
7. All Managers will agree to receive and return all league issued equipment that has been distributed for use by their team.
8. All Managers and Coaches will strive to create an atmosphere of learning, fun and teamwork for the players, and agree that competition is a secondary consideration. Teaching a winning attitude and striving to win is an admirable quality but needs to be in balance with the primary objectives.
9. Managers and Coaches are to support Saco/Dayton L.L. Board of Directors requests and requirements, as well as volunteer to participate in additional league activities scheduled in direct support of our League and Programs: These events include but are not limited to: Clinics, Fundraising efforts, volunteering to assist in projects/clean-up efforts at fields and facilities, communicating league requirements to players and parents, etc.

Although we are a volunteer organization there are specific activities needed to run this organization that require direct support of our Managers and Coaches. Those who do not support requests from the league authorities may jeopardize their status as a manager or coach in future seasons. Please note that the league is extremely appreciative of the time and effort given to coaching teams, but also keep in mind that League Agents, League Directors, and the President of the League will take into consideration all volunteer activity and willingness to participate in league events/activities, as part of their selection criteria.

COACHES' CORNER:

1. **MAKE IT FUN:** This is a learning experience for all involved with the Little League. If you can make the learning process fun and interesting, players will learn quicker and remember more. Think of some fun activities or drills to do with your team that also teach fundamentals. Ask other coaches and league members for some ideas or share your ideas with other coaches and the league.
2. **TEACH AND PRACTICE the FUNDAMENTALS** of baseball. Spend at least 20 to 30 minutes each practice covering drills that focus on fundamentals and mechanics. Rotate drills from practice to practice.
3. Always plan your practices. Unplanned practices often deteriorate into the same old "favorite" drill. Break the practice into several drills that stress repetition of specific tasks: Ground Balls, Fly Balls, etc., focusing on executing the play using proper techniques. Make the drills fun, turn them into a game or competition.
4. Setting clear expectations in "Team Rules" will help maintain order and discipline. Team rules cannot conflict with Little League rules.
5. Use mistakes as positive opportunities to learn and reinforce fundamentals. Don't focus on the negative. Start with pointing what was done correctly, then tackle the mistake and provide instruction to correct or improve, but always finish with positive praise and reinforcement. Constructive feedback and respect for the player is the key. Players usually feel bad enough when they fail to perform well, they don't need to be made to feel as if they let the team down or that you were disappointed in their performance.
6. Have each player set an individual goal for him or herself to achieve during the practice and set overall goals for the entire season. Make these goals realistic and achievable.
7. Try to make sure you give praise to each individual child during a practice or game.
8. Get to know each player's likes and dislikes. You can then base your praise and reinforcement to their individual needs.
9. Always be open to learn more about coaching. Many organizations have created video and online resources for coaches.
10. Always end practices on a positive note.
11. Chart or note individual improvements made by each player throughout the season. Make certain you praise the player on his or her accomplishments.
12. Learning, participation, and making Little League fun are the primary objectives. It's acceptable to teach a winning attitude, and teams should want to win, but as the coach it is your job to make certain the desire to win remains in balance with the primary objectives.
13. Players should be encouraged to participate in practices. Those that attend practices on a regular basis should be rewarded with additional playing time or by earning a starting position. Enthusiasm for the game and willingness to participate is not demonstrated by pure ability. Do not send a message to a player that he or she can miss practices and continue to be an integral part of the team. We suggest setting a **team rule** that players with unexcused absences from practices not be placed on the starting line-up. Coaches should use their discretion in applying all team rules.
14. Teach players who are interested how to use the scorebook.
15. Enlist support of Team Parents or fans to assist during games: Get help with the scorebook (regular season only) or ensuring that the players stay in the dugout or designated warm up areas. When playing at other facilities assign a designated Person to escort players to the restroom for each game. Never allow players to go to rest rooms unattended. The Manager, Coach, Team Parent, or child's parent must accompany the player when they leave the dugout or playing field. You, as the Manager or Coach are responsible for the children's safety and well-being at all times during practices and games until a parent or guardian picks them up.
16. Praise an outstanding play. Congratulate the player; let them know how impressed you are with their performance. Acknowledgement of a task well done goes a long way in the building of self-confidence for each player.
17. Track outstanding plays and write them down or circle them with notations in the scorebook.

PARENT ROLES AND RESPONSIBILITIES

Parents and Guardians of Little League Players:

Now that the season is here, let's take a few minutes to go over some general guidelines that the league expects all participants to observe.

1. Players must attend practices and be on time. Players who miss practices may lose their starting position for games. If a player consistently misses practices and/or games the manager may petition the board of directors to have that player replaced on their roster.
2. Do make certain your child or children are prepared for practice and games. They should have:
 - Baseball Glove (see notes regarding equipment).
 - Hat – must be worn during all games, and is recommended for all practices
 - Proper attire for practice (shorts should not be worn if children will be sliding)
 - Uniforms must be worn for all regular season and tournament games
 - Water bottle (maybe even two during hot days) – Children should drink 8 oz. of water before practice or a game during hot weather and have plenty of water available during practices or games.
 - Baseball cleats - NO METAL SPIKES ALLOWED for children in Major League or lower divisions. Also, see equipment guidelines in this manual and within Little League Rule Books.
 - Children can bring and use their own equipment only if it is **Little League Approved**. Helmets must be **NOCSAE** approved. This approval is usually found on the equipment. * If not approved, and deemed illegal, the coach and umpire cannot allow use of the equipment during games or practices.

The league will supply bats, balls, uniforms, catcher's gear including helmet and glove. Batting helmets must be worn while batting, while on base, or when acting as a base coach. All catchers must wear throat guards. Protective Eye Wear is permitted and encouraged.

3. Don't leave, or drop-off, your child at a field without confirming that the Manager or Coach is present
4. Respect the Coaches and Managers and don't treat them as babysitters. If you cannot stay for practice or games, please pick up your children on time. Please advise the coaches if another parent will be picking up your child.
5. Do not allow children to walk, or ride bikes, to and from practices or games without a guardian or supervision. Children should never arrive or depart from a field alone. Coaches may require the child to have an adult with them before leaving the field. If a child does ride their bike to a field, they must have full protective equipment, including bicycle helmet.
6. **PLEASE NOTE: COACHES AND MANAGERS CANNOT ADMINISTER MEDICATION TO CHILDREN** (including aspirin, treatment for anaphylactic shock (bee sting reactions), etc. If your child requires special medication, it is your responsibility to remain at games and practices to administer any and all medication. Coaches have basic First Aid assessment training and are only permitted to apply bandages or ice.
7. During games, parents must respect the authority of the managers, coaches, and UMPIRES.
8. Non-coaching parents are not permitted in the dugouts or on the fields, unless attending to a hurt or injured child. During Games, Players are strongly discouraged from leaving the playing field or designated player areas (dug-out or bullpen) unless going to/from the rest room after notifying the coach and with proper supervision. Please do not encourage your child to come by the bleachers or spectator areas during games, and under no circumstances should the players be running to and from the concession stand during a game.
9. Do not argue, question, or "boo" the umpires. The umpire's rulings are exactly that, the umpire's rulings. A pitch that was a ball yesterday, and will probably be called a ball tomorrow, may be called a strike today. It's as simple as that. It is a judgment call, not an exact science. Managers and Coaches may question the umpire over a rule's infraction, but no one, repeat no one, may argue a judgment call. Judgment calls include Called balls or strikes; fair or foul balls; balks, calls of safe or out, or where interpretation of a rule requires a judgment decision. We don't want to lose volunteer umpires, as we have in the past because parents and coaches couldn't control their opinions.

10. Umpires, as well as League Officials, have the authority to have coaches, managers, parents, or fans, ejected from the game and removed from the ball field if they are not conducting themselves in accordance with Little League rules or Saco L.L. Code of Conduct. Encourage your children to accept the umpires call on that play and move on.
11. Always encourage your child. Do not criticize. The rule-of-thumb to follow is Praise what was done well; Correct what was done wrong; Finish with more praise. Nothing makes a child feel worse than to have their parent criticize their performance. Focus on the positive.
12. After a child is hurt or injured during a game or practice, and with your permission, wants to continue to play, it will be up to the manager or coach if the player is ready to return. However, the final decision rests with the umpire. The umpire can seek a medical opinion, if available, before allowing an injured player to return to the game.
13. If a child has sustained a serious injury, has a medical condition, or has been recuperating from illness, injury or surgery, a doctor's note will be required before the child can return to practice and/or games.
14. While at home, practice with your child. Reinforce what they have learned from the coaches. Please try not to contradict the coaches' teaching techniques. Enhance or improve upon their techniques. If the child receives too many sets of instructions on how to perform a given task it will hinder their ability to learn and improve. Keep Little League rules in mind when teaching any fundamental or technique.
15. Along with your child, set some realistic goals for them to achieve: During practices, for each game, and for the whole season. Track your child's progress towards these goals.
16. Please remind your children that no jewelry can be worn during practices and games. Medical Alert jewelry may be worn but should be taped in place with first aid or athletic tape or bandage. See Safety Manual for more information. Earrings that cannot be removed must be taped.
17. Do volunteer to help as a team parent, or to assist the coaches during practices and games by supervising children when the need to go to the rest room, or with supervising children who are not participating in the practice.
18. Do volunteer to assist the league; serving on a committee; working in the concession stand; as an umpire; by becoming a board member, or league volunteer to chair an activity. We have very few volunteers outside of coaching. A few hours a week makes a big difference in the quality of the program offered to your children. ***If you have professional skills or licenses in areas concerning Little League: Construction, Landscaping/Maintenance, Medical, Safety, Coaching, etc., or can donate time and equipment to improve fields and facilities, your help would be most appreciated.***
19. If possible don't plan family vacations until after the season ends, which is usually mid-June. If your child is asked to participate in all-stars, do not commit them to the team if they will not be able to attend, or will miss several practices and/or games. Tournament rosters are submitted to Little League and cannot be altered. We may submit a short list of alternate players but are not permitted to randomly change players once the final roster is submitted. Tournament teams can play the entire summer if they keep winning. District, Regional, State, Eastern Region and World Series Tournaments run through mid-August.
20. If you do not feel your child is being treated fairly or properly by managers, coaches, or other players, please feel free to approach the Manager of the team to calmly discuss your concerns. You may also contact the appropriate Division Player Agent, Division Vice President, or the President of the League. Management of each division of baseball is a matter between the League President, League V.P., League Player Agent(s) and the respective Manager. If this matter concerns the safety of the player or team, please contact the League Safety Officer immediately.

Competition

The underlying goal of Little League Baseball is to promote teamwork, sportsmanship, and fair play, to teach children the fundamentals of the sport, and create an enjoyable-learning experience. Even with these noble objectives we must understand that competition will be part of the experience and will intensify as the children move up to each new division.

Major and Minor divisions can become extremely competitive. Although competition is a secondary concern to our league, managers, coaches, and players do want to win. This balance between Little League objectives and the motivation to win may result in players with greater ability, or ability in specific situations, to remain in games or be put into a game to help the team. Individual sacrifices will be required from time to time to benefit the entire team. However, this does not relieve the Manager or Coach of Little League minimum requirements that provide for any player who comes to the game in uniform and prepared, play a minimum of 6 defensive outs with 1 time at bat (3 defensive outs and 1 at bat for tournament play, or regular season teams with rosters greater than 15 players).

Managers and coaches strive to balance the entire Little League experience as best they can, but they are only human and will make mistakes, as we all do. Please respect the manager's strategy during the game. If you have questions or concerns bring them up before or after games or during practices.

DON'T LET THE SITUATION GET OUT OF HAND. If not satisfied with the manager, or coach, or a particular situation that is occurring please contact the Division Player Agent to voice your concerns. The Player Agent will discuss your concerns with the manager and coach. If necessary, the situation should be escalated to the Division Vice President and/or the League President and the Board of Directors. If you have a specific comment to make regarding the actions of any Saco Little League member, please feel free to communicate that message to the league at the numbers, address, or emails listed herein.

Equipment Notes:

Selecting the right equipment for your child:

Bats: Selecting the right size bat. Don't let your child select a bat that is too large, too long, or too heavy for them. The handle of the bat, when placed at the child's side, with the barrel on the ground, should not come higher than their hip or above the palm of their hand when the arm is held straight down to the hip. Little League rules on bat length, size and condition of the bat are enforced. Check the Official Little League Manual for these rules. Each team manager is provided a current year Little League Rulebook. Each rulebook contains rules for all divisions of that sport. Note: the official rulebook supersedes any rule listed here.

The bat must be a baseball bat which meets the USA Baseball Bat standard (USABat) as adopted by Little League. It shall be a smooth, rounded stick, and made of wood or of material and color tested and proved acceptable to the USA Baseball Bat standard (USABat).

Beginning with the 2018 season, non-wood and laminated bats used in the Little League (Majors) and below, Intermediate (50-70) Division, Junior League divisions, and Challenger division shall bear the USA Baseball logo signifying that the bat meets the USABat – USA Baseball's Youth Bat Performance Standard. All BPF – 1.15 bats will be prohibited beginning with the 2018 season. Additionally, starting in 2018, the bat diameter shall not exceed 2 $\frac{5}{8}$ inches for these divisions of play.

Glove Size: We see so often that the minor league and some major league players are using the same smaller glove they had when they started playing in the league at T-ball and Bantam levels. We also see some of the younger children using an older sibling, or even their parent's, glove, which are way too large.

Extrapolation from the Rule Book for Baseball: For all leagues above T-Ball and Bantam, Little League requires the glove be no larger than 14" long and 8" wide across the palm. First base glove is also 14" long and but can be 8" wide across the palm. Webbing should not exceed 5 $\frac{3}{4}$ ". For Minor League and higher divisions, we suggest the glove be between 11" and 12" in length and up to 7 $\frac{3}{4}$ " wide for all positions other than catcher and first base. As children grow and advance to higher divisions a 10" glove will be too small.

The umpire, as listed in the Little League Rule book, may remove any equipment from the game that is not within Little League requirements or approved, including gloves exceeding the maximum size.

We also recommend “breaking in” new gloves to make it easier for the player. The glove should be soft enough so the child can manipulate the glove with their fingers and catching hand. A glove that is properly “broken-in” will make catching the ball a less difficult task. Use glove oil, foam, conditioner, or leather softeners as recommended by the manufacturer of the baseball glove. Apply the softener as directed. Next, place a baseball or softball in the pocket of the glove and wrap the glove tight with string, cloth, or a manufactured glove wrap and let the glove sit for at least two days (follow the directions on the bottle of glove oil or conditioner). After completing these steps, the best way to “break-in” the glove is to use it. Keep slapping a ball into the glove or play catch as often as possible, even if just throwing the ball up in the air and catching it yourself. You should condition gloves before each season.

Cleats: It is recommended that children above 8 years of age use baseball cleats (**no metal spikes are permitted**). Sneakers and Running Shoes do not provide the traction needed for running on grass, or clay when turning the bases, or even while at bat. Buy a shoe that fits and is comfortable. If the shoe is too tight, too large, or too loose it can cause blisters on the toes and heel and may also contribute to sprained ankles. Brand new cleats should be broken in before used in games. New shoes are not as flexible and may cause severe injury while sliding.

Baseball cleats are designed differently from Soccer cleats. The cleat is usually square or rectangular in design, and unlike Soccer Cleats, there is the additional cleat near the toe of the shoe. There is an advantage of wearing Baseball cleats over Soccer cleats.

Protective Equipment:

The batter, all base runners, and all players acting as base coaches must wear batting helmets. All helmets must meet NOCSAE specifications and standards.

All male catchers must wear the metal, fiber, or plastic type cup. All catchers must wear chest protector, dangling throat guard, shin guards and catcher’s helmet. All of which must meet Little League standards. Catcher’s helmet must meet NOCSAE specifications and standards. All catchers must wear a mask, “dangling” type throat protector and catcher’s helmet during infield/outfield practice, pitcher warm-up and games. Note: Skullcaps are not permitted.

If there are any questions regarding equipment that you are uncertain about, please refer to the Little League Rule book for the current year or contact a Player Agent or League Official for clarification. We don’t want to see you spending money on equipment that can’t be used.

Saco/Dayton Little League Safety Code

Saco/Dayton Little League 2022 Safety Information

Holly Leblanc
Phone 207-286-6806
Email : hleblanc2012@gmail.com

The Board of Directors of Saco/Dayton 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. Copies of this manual are to be distributed during the annual Coaches meetings and to each concession stand and all board members and committee heads. An electronic version of this entire manual is available at <http://www.sacolittleleague.com> under the section labeled Safety – ASAP Safety Plan.

Never hesitate to immediately report any present or potential safety hazard to the Umpire or Saco/Dayton Little League Safety Officer.

General Safety

1. Responsibility for safety procedures belongs to every adult member of Saco/Dayton Little League (This includes, Board Members, Approved Managers and Coaches, Umpires, Team Parents, and all other League Volunteers).
2. Only league approved, certified managers and coaches are allowed to conduct and participate in practices with team members.
3. Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
4. No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate. Vice Presidents and Umpires are responsible for canceling games; Managers and Coaches are responsible for canceling practices.
5. Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
6. No children under the age of 13 are permitted in the Concession Stands without parental supervision.
7. No alcohol or non-prescription drugs allowed at any Saco/Dayton Little League facility at any time. Parents must notify a coach when their child is taking prescription medication. The Parent should seek medical counsel as to whether the child should be allowed to play while on medication. Coaches should use extreme care in allowing children on medication to participate in games or practices.
8. No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin and other over the counter medication, such as Tylenol, allergy medicine, etc.
9. Observe all posted safety signs.
10. Spectators should be always alert for foul balls and errant throws.
11. All gates or entrances onto the fields must always remain closed. After players have entered or left the playing field, gates should be closed and secured (latch or hook, etc.).
12. No one is allowed on fields, warm-up, or practice areas, with an open wound at any time. Wounds should be treated and properly bandaged.
13. There is no running, climbing, or playing allowed on, around, or under the bleachers.

14. All Players who have missed practices or games due to injury, or who have been ill, and under a physician's care, must provide his/her coach with a medical release from their physician before they will be permitted to return as an active player.
15. Smoking is strictly prohibited at any Saco/Dayton Little League facility (includes cigarettes, cigars, pipes, and e-cigarettes). Managers, Coaches, Parents and Spectators, must observe all Local and State laws regarding Smoking in Public areas.

Safety in Parking Lot and Common Walkways

- Observe all posted Speed Limits. If not posted, please keep the speed between 5 and 10 MPH miles per hour in parking areas. Watch for small children around parked cars. Use caution when driving near fields.
- No Playing in parking lots at any time.
- Use Cross Walks when crossing roadways. Always be alert for traffic.

Player Safety Rules

- Bats can only be held by the player at-bat.
- On-deck batters are not permitted.
- Helmets, NOCSAE Approved, must be worn by players while batting, while on base, or when acting as a base coach
- Players should be always alert for foul balls and errant throws. During practice and games, players should be alert and watching the batter on each pitch.
- During games, players must always remain in the dugout area in an orderly fashion.
- After each game, each team must clean up trash in the dugout and around the stands.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.
- It is recommended that all male players wear the metal, fiber, or plastic type cup. Catcher's must wear protective cup.
- Shoes with metal spikes or cleats are not permitted. Shoes with molded cleats are permissible.
- Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible and this must be taped in place.) If any other piece of jewelry must be worn, for medical reasons, it shall also be taped in place, including earrings. First Aid or Athletic Tape is recommended, Adhesive strips may also be used for this purpose.
- Headfirst sliding is not permitted at Major League levels and lower, except when a runner is returning to a base.
- Fans and spectators are not permitted to throw balls, baseball or other, at any time within the walkways and common areas of the complex. Only players in designated areas may throw baseballs.
- No throwing rocks.
- No climbing fences or throwing or hitting balls into the fences surrounding the fields.
- No swinging on or climbing on dugout beams or roofs.

Catcher and Pitcher Safety Rules:

- Catcher must wear catcher's helmet, mask, dangling type throat guard and shin guards during practices, games, and pre-inning warm-ups. If another player is warming up the pitcher, they must wear the catcher's helmet with mask and dangling type throat protector. Note: Skullcaps are not permitted. Male Catchers must wear metal, fiber, or plastic type protective cup with athletic supporter always (males) for all practices and games. NO EXCEPTIONS.
- Baseball catchers must wear a catcher's mitt. A first baseman's mitt or fielder's glove cannot be used. The catcher's glove can be any size, shape, size, or weight consistent with protecting the hand.
- When warming up pitchers on the sidelines of the playing field the pitcher shall warm-up throwing towards the outfield fence. A player, with glove, shall be assigned to stand behind the pitcher and face the infield to protect the pitcher from errant throws or batted balls.
- Little League, effective 2007, has implemented a pitch count for Baseball that must be adhered to. Please see the Rule Book for all rules concerning pitch count. In general, baseball must use the following:

The manager must remove the pitcher when said pitcher reaches the limit for his/her age group as noted below, but the pitcher may remain in the game at another position:

League Age	11-12 years old - 85 pitches per day
	9 -10 years old - 75 pitches per day
	7 - 8 years old - 50 pitches per day

Each league must designate the scorekeeper or another game official as the official pitch count recorder. Please check the Rule book for additional information, requirements, and exceptions.

- If a pitcher complains of any pain in their arm or shoulder remove them from the game. If they are in pain, ice can be applied. Players should seek medical advice or treatment for severe or persistent pain. Be cautious about using ice when there is no pain or swelling as the arm may become accustomed to being iced down and could eventually lead to more frequent injury.
- If catchers experience any pain in their knees or back, or are over heated, they should also be removed from the game. Follow the advice above when there is severe or persistent pain. When overheated have them remove their catchers gear, sit in a shaded area, and drink plenty of water. If dizziness or nausea occurs, or the player is unresponsive, the player may be suffering from dehydration, heat exhaustion, or a more severe condition - contact emergency response units immediately.
- With Pitchers, be observant – look for signs that their arm is tired. These signs should include any departure from the pitcher's normal routine, control, speed of pitch, arm angle, pitch delivery and follow through. Call time-out and approach the player to get an idea of their condition. If the pitcher does not improve, remove him/her from the game.
- Any player, who has played the position of catcher in more than three innings in a game, is not eligible to pitch on that calendar day.

Please consider that overuse of a pitching arm, especially at a young age, can develop into more serious physiological problems for that child when they reach their mid to late-teens or early adulthood.

Managers, Coaches, Umpires

General Safety Procedures:

1. Create an emergency medical procedures plan to follow and communicate this plan to coaches, players, and parents. Your plan should include answers to the following questions:
 - a. Is there a cell phone handy to call 911;
 - b. Where is the nearest land line in the event of no cell phone or poor cell service;
 - c. Who will go out to the road or entrance way to direct emergency services to the injured person;
 - d. Who will accompany the injured person to the emergency room; and who will remain with the other children? If parents do not remain with their child during practices and games, you should have a letter from the parents authorizing that they have given consent for medical professionals to begin emergency medical treatment.
2. Know which players on your team have allergies and medical conditions. Discuss with the player's parents all procedures when attacks or symptoms arise. These steps should be incorporated into your emergency medical plans and made known to all players so they too can be alert for the symptoms to notify you so you can initiate proper steps, alerting parents, calling 911, or even to provide the older children with their medication that they can self-administer. It is always a good practice to check with children before a practice or game to ask where they keep or store any medical device, such as inhalers or epi-pens that they are allowed to self-administer.

IMPORTANT -- Coaches are not permitted to dispense medication of any kind to players. If a child may potentially need medication, a parent or guardian must remain during practices and games to administer the medication, inclusive of treatment for anaphylactic shock*. Coaches should only administer basic first aid and call 911 for medical assistance. Older children may be able to self-administer required medication, but this must be discussed pre-season with the child's parents or guardians.

This does not apply to licensed or board-certified medical care providers in the State of Maine: Doctors, Nurses, and Emergency Medical Personnel, who have the parents' permission and have agreed to administer such medication to their children.

3. Plan to have a cellular phone available when a game or practice is at a facility that does not have public phones.

4. Have a First-Aid Kit at all practices and games.

If you do not have a First-Aid kit they are available at all concession stands, or lock boxes located at each field. Supplies for these First Aid kits should be requested at the concession stand or made directly to the Safety Officer. Additionally, each coach or manager should bring a first aid kit to each practice and game.

5. Bring ice to each practice and game. Chemical ice packs may be used if they are sealed properly. If any tears or leaks are found, please discard the ice pack as directed in the instructions. Additionally, chemical ice packs only last about 10 minutes.

Tip – use small Dixie™ cups to freeze water. The paper on the cup can be torn away a little at a time when applying ice to an injury (do not apply ice to severe burns or open wounds).

6. Get to practice and games early to inspect the field, player areas and dugouts for unsafe conditions.
7. Check for and remove rocks, broken glass, or any refuse. Walk the perimeter and inspect the fences to determine if there could be a potential risk factor. Make all necessary repairs and/or report damage to fields and fences to the League Agent and or Field Managers.
8. In hot weather make certain players stop for water breaks every ten to fifteen minutes, including long innings on the field when it is hot. Players should drink 8 oz. of water prior to the game or practice.
9. Do not leave children unattended or unsupervised. This includes escorting children to bathrooms. Ask or assign a parent to be a designated escort for players needing to use the restroom at games.
10. We recommend that you never be the only adult at a practice. If another coach is not available, ask a parent if they can stay and assist with supervising the children. If for some reason, you are the only adult at a practice and a child needs medical assistance, call 911 have emergency services take the child but you should remain with the other children in your care. Contact the injured child's parent(s) and advise of the situation. If not available, get another adult to supervise your team while you accompany the injured player to emergency medical facilities.
11. Always conduct Warm-up exercises and drills before starting a practice or game. ***“Warm up to throw, don’t throw to warm-up.”***
12. Make certain all players are made aware of any safety concerns or hazards that cannot be removed from the field or playing area.
13. Review the rules and safety issues for pitchers and catchers warming up in designated “Bull-Pen Areas” that are not enclosed and/or near pedestrians and fans or common areas. Make certain no one stands behind the catcher, or that pitchers are not throwing toward areas occupied by fans.
14. Players are not allowed to stand “at bat” while a pitcher is warming up.
15. Coaches or Managers are not permitted to “Warm-up” pitchers during games, whether on the field or in the designated bullpen area. Assign a player to act as backup catcher for warm-ups. Warm-up catcher must wear the catcher’s helmet, mask, and throat guard. **NO EXCEPTIONS.** The long model chest protector is also recommended. (Borrow the other team’s equipment if necessary but don’t forget to return it).
16. Only Umpires, Players, certified Manager and two (2) certified Coaches are permitted in dugouts, dugout areas, playing/warm-up areas, and playing field during games.
17. Games and Practices must end at dusk. Do not continue to throw or hit balls to players or hold batting practice after dusk. During games, an inning should not start after dusk. Please adhere to local division rules regarding starting and completing a game.
18. Make certain players have been picked up by a parent or guardian before you leave a game or practice field. A child should never be the last person at the field. Children should not leave a practice or game unaccompanied unless you have received the parent’s consent for them to do so.
19. Managers will only use the official Little League balls supplied by Saco/Dayton Little League. Once a ball has become discolored, scarred, or cut it will be discarded.

20. Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play".
21. Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. Any equipment that is damaged must be replaced or repaired. Please contact the Equipment Manager or League Agent. Irreparable equipment should be destroyed to prevent any further injuries.
22. Batters and Player Base Coaches must wear Little League approved protective helmets that bear the NOCSAE approved seal during batting practice and games. It is recommended that Adult base coaches also wear protective helmets.
23. Foul balls batted out of play shall be returned to the area outside or near the dugouts in between innings and not thrown back into the field of play while the game is in progress.
24. When practicing sliding, we recommend that you use portable bases for this technique.
25. At no time should "horse play" or "rough-housing" be permitted on the playing field or player areas.
26. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by spectators, e.g., playing catch, pepper, swinging bats etc.
27. Report all injuries sustained during a Saco/Dayton L.L. game, practice or event that requires medical attention, or causes the player to be removed from practices or games to the Safety Officer. Document the facts regarding the injury and forward that information to your League Agent or directly to the Safety Officer.
28. Managers are to document the time, place, circumstances, and nature of the injury. Submit the injury report promptly (within 24 hours) to the League Player Agent who will in turn submit to the Safety Officer. If by email, submit to both at the same time.

After a child has been injured and treated, please follow-up with the parents to check on the well-being of the player. Please make note of any new developments, and if warranted contact the Safety Officer.

Manager and Coaches - Summary of Activities and Reminders

(Print this out to keep with you at games and practices)

Pre-Season:

Managers will:

- If you have not completed a **Coaches Certification** class, you must attend one prior to practicing with your team. The league will sponsor one class pre-season, but these courses are available in other leagues and at community hospitals. Contact the Safety Officer for schedules.
- **Take possession of this Safety Manual** supplied by Saco/Dayton Little League.
- Attend a **training session on first aid or first aid assessment** with your designated coaches. Saco/Dayton Little League will coordinate a class, or post information about classes available at local hospitals or provided by service organizations such as the Kiwanis.
- Meet with all parents to discuss Little League philosophy; Distribute and collect Medical Release / Authorization forms from each parent/guardian; and cover topics in the **Safety Manual**.
- Cover the basics of *safe play* with the team before starting the first practice.
- **Teach players the fundamentals** of the game while advocating safety.
- Notify parents that if a child is injured or ill causing them to miss games or be removed from games, he or she cannot return to practice unless they have a note from their doctor. There **are no exceptions to this rule**.
- Encourage players to bring *water bottles* to practices and games.
- Tell parents to bring **sunscreen** for themselves and their child.
- Encourage your players to wear **mouth protection**

Season Play:

Managers will:

- Make sure *equipment* is in first-rate working order. If not, contact the League Equipment Manager or your League Agent for replacements.
- Make sure that *telephone access* is available at all activities including practices. It is suggested that a *cellular phone* always be on hand.
- Always have First-Aid Kit and Safety Manual on hand.
- Do not expect more from the players than what the players are capable of performing.
- Teach the **fundamentals** of the game to players: Catching, Throwing, Fielding, and Batting, etc. Cover proper techniques for: Sliding, catching fly balls, bunting. Stress the idea of balance and motion.
- Be open to ideas, suggestions or help from other sources.
- Use common sense.

Pre-Game and Practice:

Managers will:

- Make sure that players are healthy, rested and alert.
- Make sure that players returning from being injured have a medical release form signed by their doctor. Otherwise, they can't play. (Pertains to injuries that caused the player to leave a game, miss a game or miss practices).
- Make sure players are wearing the proper uniform and safety equipment for their position.
- Make sure that the equipment is in good working order and is safe.
- Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the Umpire, Board member, or a duly delegated representative shall make the determination.
- Have players properly warm-up before each practice or game. Have them perform stretches for:

1.Calf muscles	4.Groin	7.Elbow/forearm
2.Hamstrings	5.Back	8.Arms
3.Quadriceps	6.Shoulders	9. Neck
- Have players do a light jog around the field before starting warm-ups. Have them throw for 5 to 10 minutes to loosen their arms. Conduct fielding drills, and batting practice, if time permits.

During the Game

Managers will:

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep player's alert
- Maintain discipline at all times.
- Be organized

- Keep players and substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game. Enforce that no one other than players and coaches should be in the dugout.
- If a child leaves the dugout during a game for any reason other than to go to the rest room (under proper supervision) or to report to a designated warm-up area (pitchers and catchers only) that they have abandoned the game and the Umpire will consider them no longer eligible for that game. This includes going to the concession stand, or even walking to spectator areas, bleachers, etc.
- Make sure catchers are wearing the proper equipment.
- Encourage everyone to think Safety First
- Observe the "no on-deck" rule for batters (Majors and lower divisions) and always keep players behind the screens. No player should handle a bat in the dugout or warm-up areas at any time.
- Keep players off fences.
- Get players to drink water often so they do not dehydrate. Sports drinks are not recommended, as they tend to promote more frequent trips to the rest room.
- Do not allow children who have been injured or who are ill to play in games.
- Attend to children that become injured in a game.
- Not lose focus by engaging in conversation with parents or spectators.

Post-Game

Managers will:

- Have the players performed "cool down" exercises? Light jog or stretching.
- 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. There are no exceptions to this rule. This protects you, Little League Baseball, and Saco/Dayton Little League.
- Discuss any safety problems that occurred before, during, or after the game with the Division Vice President or Safety Officer
- If there was an injury, make sure an accident report was filled out and given to the Safety Officer.
- Clean up the dugout area and return the field to its pre-game condition, per Saco/Dayton Little League policy.

If a manager knowingly disregards safety, he or she will come before the Saco/Dayton Little League Board of Directors to explain his or her conduct.

Umpire - Summary of Activities and Reminders

(Print this out to keep with you at games and practices)

Umpires:

Pre-Game

- Before a game starts, the umpire shall:
- Check equipment in 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.
- Run hands along bats to make sure there are no splinters.
- Make sure that non-wooden bats have grips.
- Make sure there are foam inserts in helmets and that helmets meet Little League **NOCSAE** specifications and bear Little League's seal of approval.
- Inspect helmets for cracks.
- Walk the field for hazards and obstructions (e.g., rocks and glass).
- Check players to see if they are wearing jewelry.
- Check players to see if they are wearing metal cleats.
- Secure official Little League balls for play from both teams.
- If foul lines have not clearly been marked, make certain that managers, coaches, and players are made aware of the foul line, and of batter's box.

During the Game:

The umpire shall:

- Govern the game as mandated by Little League rules and regulations.
- Check the game balls for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.
- Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.
- Enforce the rule that no spectators shall be allowed on the field during the game.
- Make sure catchers are wearing the proper equipment.
- Continue to monitor the field for safety and playability.
- Make the calls loud and clear, signaling each call properly.
- Make sure players and spectators keep their fingers out of the fencing.

Post-Game

After a game, the umpire shall:

- Check with the managers of both teams regarding safety violations.
- Report any unsafe situations to the Saco/Dayton Little League Safety Officer by telephone and in writing.

Safety Officer Responsibilities

- Completing the annual Safety Manual and Facility Survey and send to Little League by May 1. If submitted by April 1, the District will also receive a discount.
- Assisting parents and individuals with insurance claims.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Coordinating with individual League Agents in order to provide the safest environment possible for all.
- Keeping the First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which divisions (senior, major, minor, development) at what times, under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Ensuring that each team receives its Safety Manual at the beginning of the season.
- Installing First-Aid Kits in all concession stands and field lock boxes and re-stocking the kits as needed.
- Make Little League's "NO TOLERANCE WITH CHILD ABUSE" clear to all.
- Inspecting concession stands and checking fire extinguishers.
- Instructing concession stand workers on the use of fire extinguishers.
- Checking fields with the Field Managers and listing areas needing attention.
- Scheduling a First Aid Clinic, CPR training, or First Aid assessment class for all managers, designated coaches, umpires, and League Agents during the pre-season.
- Maintaining safety signs posted at Saco/Dayton Little League complex.
- Acting expeditiously 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 a First-Aid Kit and Safety Manual.
- 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 monthly Board Meeting topic and allowing experienced people to share ideas on improving safety.

Communicable Disease Procedures

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated.
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact with players and team members until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards, and other articles containing body fluids.

Acceptable Guidelines for disposal of medical applicators, bandages, garments, etc. containing body fluids: Any such material should be placed in bio-hazard bags and disposed of at either a nearby hospital. DO NOT DISPOSE OF IN REGULAR TRASH RECEPTACLES. Any item containing blood or bodily fluid that is larger than bandages or gauze pads falls into this category.

Lightning Facts and Safety Procedures

Consider the following facts:

- The average lightning stroke is 6 - 8 miles long.
- The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's overhanging anvil cloud
- On the average, thunder can only be heard over 3 - 4 miles, depending on humidity, terrain, and other factors.

This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

“Flash-Bang” Method

One way of determining how close a recent lightning strike is to you is called the “flash-bang” method. With the “flash-bang” method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

Rule of Thumb

The ultimate truth about lightning is that it is unpredictable and cannot be prevented. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety. When in doubt, the following rule of thumb should be applied:

WHEN YOU HEAR IT - CLEAR IT WHEN YOU SEE IT - FLEE IT

Lightening and Evacuation Procedures:

- At the first sign of lightning or at the sound of thunder within a 10 to 15 second count or less, all players, coaches and managers are required to immediately leave the field and seek shelter.
- Umpires should postpone games until the storm has left the area and no sign of lightening for a minimum of 20 minutes, 30 minutes if time permits. At the conclusion of the storm umpires must assess the condition of the field to determine if playable.

Note: Games canceled due to inclement weather follow all Little League Rules as to whether the game is considered complete or incomplete. Managers - consult the Rule Book for your league to determine if a complete game or if a make-up game will be required and contact your Division V.P. to reschedule the field and umpires.

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large, enclosed shelters (Substantially constructed buildings) are the safest (like the concession stand). For the majority of participants, the best area for them to seek shelter is in a fully enclosed vehicle (where no metal is touching the ground) with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

Where NOT to Go!! And What NOT to do

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water. Do not stand or sit on, or stand near, aluminum bleachers or metal fencing. Do not hold metal objects, including catcher's equipment, aluminum bats or umbrellas.

First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. Additionally, a Lightning Strike Victim may seem coherent but may not be able to speak or move or even recall what happened to them. In addition to calling 911, the rescuer should consider the following:

- The first tenet of emergency care is “make no more casualties”. If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary – in contrast to the popular myth, lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.
- If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well. Once CPR has been started it must continue until the victim is resuscitated, or the Emergency Medical Response Team relieves the administrator(s).

MEDICAL EMERGENCIES, ACCIDENTS, INJURIES

Parents should sign and return the Medical Release Form and return to the Division Player Agent. This signed form allows the emergency medical personnel to begin medical treatment on their child when they are not present.

Although our coaches have received basic first aid training the Saco/Dayton L.L. volunteer members are not typically trained to administer emergency medical assistance.

An injured or ill player should be given basic first-aid treatment, and published procedures should be followed if bodily fluids are present. (Rulebooks – Communicable Disease Procedure.)

Call 911 to have emergency medical assistance brought directly to the injured player.

Coaches/Parents should remain calm and with the injured player until Emergency Medical Assistance has arrived. The circumstances of the injury must be documented and communicated to the Safety Officer and/or League President within 24 – 48 hours of the injury.

If the injury or illness occurs during a game, the umpire may require an opinion from a medical person before allowing the player to re-enter the game.

Following the injury or illness, the League Agent should become involved with determining how long the player will be unable to play and if a substitute player can be added to the roster.

When a player is ready to return to play, after suffering an injury that required days or weeks to recover, the parent or guardian must provide the Manager or League Agent with a note from the player's doctor that the player is ready to resume their season.

LEAGUE INSURANCE

WHAT PARENTS SHOULD KNOW ABOUT LITTLE LEAGUE® INSURANCE

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 and Softball 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 summary has been helpful in a better understanding of an important aspect of the operation of the Little League endorsed insurance program.

Insurance Claim process

If you have already filed a claim under your family medical plan and have additional costs that were not covered, including deductibles, or if you do not have family medical coverage and wish to submit a claim to our AIG Little League Insurance, please follow these guidelines:

- Ask your coach or manager to supply an AIG Accident Form (also available at the back of this manual).
- Use the instructions document to assist in preparing the form.
- After completing all sections required by the parent forward the form, or have the manager send the form to the League Safety Officer.
- If you have primary medical coverage any claim submitted to AIG Little League Insurance must be accompanied with a copy of your Insurance Company statement of benefits clearly indicating what has been covered by your primary insurance.

The League Safety Officer will complete the League information sections as well as complete a General Liability Claim Form. All forms will be forwarded to the League President then filed with Little League. The Claim form is included in the handouts section at the end of this file.

Concession Stand Rules and Policies

No one under the age of 13 is permitted in the concession stands without parental supervision. Supervised children under 13 should not handle sharp instruments or work with heated equipment (ovens, warming trays, steam tables etc.)

All concession stand workers and volunteers must wash their hands:

- Before they begin working with food
- After going to the restroom
- Before and after handling unwrapped, uncovered foods, or uncooked meat
- After handling money then returning to working with food.
- After using cleaning products or materials that contain toxic or non-digestive chemical compounds (bleach, ammonia, etc.)
- After handling trash or refuse.

Each concession stand shall be equipped with:

- Fire extinguisher. Fire extinguishers shall be regularly inspected.
- Poster or other displaying procedures for performing the Heimlich maneuver
- Copy of this Safety Manual
- First Aid Kit(s)
- Ice – for keeping cold food items left on display at proper temperatures, and to provide to managers and coaches when needed for player injuries.

It is required that all concession stand workers use food preparation gloves when handling unwrapped food.

Preparation areas must be cleaned and sterilized with the proper instruments and cleaning devices. Anti-bacterial soap and/or cleanser with mild bleach formula must be used.

All preparation and food display areas are to be thoroughly rinsed and dried before any food items are placed upon them. This is especially important after handling uncooked meat, poultry, or fish.

All cooking utensils, forks, knives, spoons, serving utensils etc., must be washed in hot soapy water then thoroughly rinsed before use.

Be careful when handling hot food or cooking devices. Use appropriate protective equipment, such as potholders or oven mitts.

Cleaning material shall be stored away from food and away from heat sources.

Any maintenance problems shall be promptly reported to League Officials

Concession stand may remain open for 30 minutes after the conclusion of games.

Closing instruction - All food items shall be properly stored. All containers, refrigerators, freezers, doors, and windows shall be closed and locked each night at the conclusion of the day's events. All food preparation areas must be thoroughly cleaned and sanitized.

Concession Stand Chairperson shall conduct or oversee inventory of stock items and shall be responsible for maintaining and replenishing inventory.

All money collected shall be promptly turned into to the Concession Stand Chairperson and/or League Treasurer.

Keep It Clean: Concession Stand Tips

‘Steps to Safe and Sanitary Food Service Events’

1. **Menu.** Keep the menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

2. **Cooking.** Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F; poultry parts should be cooked to 165° F. Most food borne illnesses from temporary events can be traced back to lapses in temperature control.

3. **Reheating.** Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

4. **Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain un-refrigerated for too long has been the number ONE cause of food borne illness.

5. **Hand Washing.** Frequent and thorough hand washing remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

6. **Health and Hygiene.** Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

7. **Food Handling.** Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.

8. **Dishwashing.** Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process: 1. Washing in hot soapy water; 2. Rinsing in clean water; 3. Chemical or heat sanitizing; and 4. Air-drying.

9. **Ice.** Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause food-borne illness.

10. **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well-sanitized work surfaces prevent cross-contamination and discourage flies.

11. **Insect Control and Waste.** Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. **Food Storage and Cleanliness.** Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area, and discard unusable food.

SAFETY ACCOMPLISHMENTS:

- Prior to this season, we will be repairing fences at our Maremont facility. This will include reinforcement and repairs identified in the risk review and facility survey.
- We have developed a great working relationship with SMHC to provide Managers and Coaches CPR/AED/First Aid training at a reasonable cost. This year's training is scheduled for **April 17th, 2022, at 9:00 am.**
- Saco/Dayton Little League arranged for a Train the Trainer session conducted by the High School Varsity Coach and local Travel Baseball Directors. At least one member of the coaching staff of each team should attend a similar session hosted by our league Coaching Coordinators prior to the season. All coaches and managers are required to attend the coaching clinic that will be scheduled by the president.
- All team first aid kits have been cleaned, re-stocked and distributed to the managers for upcoming practices and games. Cleaning and re-stocking is done annually before being issued to managers, dugouts, and snack shacks.
- Each snack shack and dugout has been equipped with re-stocked first aid kits.
- We have purchased additional equipment this year to include catchers' mitts and catcher's equipment including knee savers. All equipment has been inspected and organized according to size and distributed to team managers.
- We require each team to keep the injury waiver for each player in their safety kit so emergency personnel can administer first aid to an injured player.
- We have signs around the bleacher areas stating, "Danger Foul Ball Area" and have roped off areas to prevent kids from distracting players and obstructing the view of people in the stands.
- We have screened fences and/or privacy slats around the dugouts to keep players from being disrupted by people passing by. These screens are inspected and reinforced to ensure they stay in place.
- We have fully enclosed batting cages that provide more than sufficient room for the batters and pitching machines and have clean buildings (free from hazards) to house all the equipment. We replaced the netting at Maremont field in 2018.
- All of the fencing on our fields has protective capping to prevent injury to the fielders.
- The Maremont fields have outfield warning track to increase outfielders' awareness their proximity to the fence.
- The league adopted the mandatory pitch count in 2009 at all levels to protect pitcher's arms from injury due to overuse. This practice remains in effect and is closely watched by the board and umpires.
- All volunteers are required to submit a volunteer form to allow the league to perform background checks.
- We have purchased new gas grills and other food service equipment for cooking to ensure proper safety and sanitation for our snack shacks.
- Children's increased access to the snack shacks were noticed last season, which postings and notifications are being made to limit access unless approved by board members. Children under the age of 18 years old working the snack shack cannot operate cooking equipment.

SAFETY AWARENESS:

The Safety Officer's report is a standing agenda item at each board meeting to voice concerns and remind board members and coaches of safety issues. Parents will be notified of our actions via handouts and reminded in our board meeting minutes and, on our website, as well as the message boards at the field locations. Fan awareness is elevated by an array of messages and signs installed around the fields and at the concession stands. Before each game, the announcer encourages fans to remain alert to foul balls and overthrows which may enter the stands and parking lot. We stress hand washing and keeping counters and utensils as clean as possible with warm soapy water and antibacterial agent. Reminder signs are posted in the concession stands and bathrooms to remind workers of these key issues.

Saco/Dayton Little League – COVID-19 Policy

ATHLETES

- Do not share water bottles or other food or drink
- Stay home if you are not feeling well
- When possible do not share equipment. The league will provide, for season-long loan helmet, bat and/or catcher's gear to avoid such cases.

CONFIRMED CASES

- Immediately isolate and seek medical care for any individual who develops symptoms.
- Contact the local health district about suspected cases or exposure.
- Each team should maintain a complete list of coaches and players present at each event.
- Players who test positive for the coronavirus must not return to the field of play for 7 days from onset of symptoms or from date of positive test.
- We strongly recommend players get tested if a member on their team tests positive for the coronavirus.

Key phone numbers and email information:

EMERGENCY: 911

League President: Holly Leblanc 207-286-6806

Equipment Manager: Justin Huth 207-205-3687

Field Manager: Les Tripp 207-229-2970

Concession Manager: Kara Mercier

ACTION:

If the Safety Officer becomes aware of an unsafe action or violation of Little League rules (regarding safety) by a manager, coach, umpire or volunteer, the Safety Officer will investigate the incident and speak to the appropriate parties as necessary. The individual will be told of the risks of such unsafe behavior and if it reoccurs, the Safety Officer will report the incident to the League President for disciplinary action.

IN CASE OF INJURY:

1. Stabilize the child.
2. Provide emergency first aid as applicable.
3. Call 911 if necessary.
4. Contact the child's parents or legal guardian.
5. Contact the Safety Officer and/or President.
6. Complete an Accident Form and forward it to the Safety Officer within 48 hours (mandatory).

CONCLUSION:

A well thought out and properly monitored safety program will provide a safe environment for all participants in our league so they may have a memorable baseball experience that will last a lifetime.

DISTRIBUTION OF PLAN:

A copy of this manual will be provided to all managers, umpires, Board of Directors, and other appropriate parties by April 30, 2022.