

ASAP SAFETY MANUAL

2026

Rockford Little League
Rockford, Michigan

The safety manual is posted online on our website, www.RockfordLL.com

It is available to all players, coaches, parents, league officers, umpires, concession workers, maintenance crew, and other RLL volunteers. It can be viewed online and downloaded as needed.

EMERGENCY CONTACT INFORMATION

DIAL 9-1-1 FOR ALL MEDICAL, FIRE, KENT COUNTY SHERIFF'S DEPT, AND HAZARDOUS EXPOSURE EMERGENCIES

East Rockford Middle School field address - 8615 9 Mile Rd, Rockford

River Valley Field address is 350 N. Main, Rockford

Rockford Public Schools **616-863-6320**

INJURIES

Please report all injuries within 24-48 hours to either

Safety Officer rockfordllvpbaseball@gmail.com

President rockfordllpresident@gmail.com

The Little League Player Accident Policy, underwritten by National Union Fire Insurance Company (a member company of AIG), 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 an employer. The links below lead to more information and the forms.

What parents should know about Little League insurance -

<https://www.littleleague.org/downloads/parents-know-ll-insurance/>

Accident Claim Form instructions -

<https://www.littleleague.org/downloads/accident-claim-form/>

Accident Claim Form -

<https://www.littleleague.org/downloads/accident-claim-form/>

RLL (not the parent) will complete a **tracking form** for each reported injury -

<https://www.littleleague.org/downloads/incident-injury-tracking-form/>

RLL 2026 Volunteer Application

- Managers, coaches, board members, and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to or contact with players or teams must fill out the 2026 application form as well as provide a government-issued photo identification card for ID verification. RLL will check name spellings and numbers for accuracy.
- Anyone refusing to fill out a Volunteer Application is ineligible to be a league member.
- RLL will conduct a nationwide background check utilizing JDP or a provider comparable to JDP in accessing background check records for sex offender registry data and other criminal records.

More information regarding the volunteer application process can be found here:

[What You Need to Know About the Little League® Volunteer Application Process - Little League](#)

FUNDAMENTALS TRAINING

The Rockford Little League will conduct instructional clinics for coaches on March 16, 2026. All coaches are encouraged to attend. One team representative must attend.

All coaches are encouraged to make full use of the Little League University resources available online at <https://www.littleleague.org/university/resources/coaches/>

Please contact your coaching coordinator for questions and more information on running practices and effective drills. There is a coaching handbook on our website at rockfordll.com that includes division rules and practice plans. It can be downloaded and printed.

FIRST AID TRAINING

A mandatory first aid clinic and safety meeting will be conducted for all coaches on or at draft nights for our drafted division coaches. This will lead by our coaching coordinator. Topics to be covered include on-field first aid, severe weather and tornado alerts, lightning policy, baseball pitch counts and arm health, heat illness, injury reporting, child abuse awareness and background checks. Coaches are encouraged to ask questions. The first aid presentation will be posted online for general viewing.

FIELD CONDITIONS

Both home and visiting coaches are responsible for safe field conditions before each practice and game. They are asked to:

- Walk the field checking for debris and foreign objects
- Inspect bats, helmets, and catching gear
- Check conditions of fences, dugouts, warning track, backstop, bases, and pitching mound

Umpires are required to think of safety first.

Before the game meeting with coaches –

- Discuss pitch counts

- Clarify calling game for darkness or weather
- No headfirst slides
- No on deck batters
- Inspect equipment

During the game –

- Catchers wearing proper equipment
- Monitor playing field safety
- Pitchers warming up must have spotter and catcher both with proper equipment
- Pitchers cannot be warmed up by a coach. Their warm-up catcher must wear a mask.

Concession Stand Safety

Posted Safety Rules

- All workers must be trained by concession manager or designated previously trained workers
- All workers must wash hands thoroughly and often
- Workers handling food must wear gloves
- Workers operating machinery or cooking must be 16 years old.
- Potentially hazardous foods as determined by concession manager need to be kept hot at 141 degrees or above or store cold at less than 41 degrees; meat must be cooked to 165 degrees
- Follow procedure when washing utensils and dishes – 1) wash in hot, soapy water; 2) rinse in clean water; 3) heat sanitize; 4) air dry
- No pets or animals in the stand!
- Do not work in stand if sick
- Sanitize counters and cooking surfaces with dilute bleach solution
- Cover trash/garbage, dispose of properly

Equipment Check

Coaches are responsible for checking equipment regularly. Make sure bats are LL approved and not damaged. Catching equipment must fit well and be in good condition. Catching helmets/mask must have throat guards. Batters' helmets must not be cracked and must have all appropriate padding.

Repair or replace damaged equipment. RLL will replace any broken or damaged equipment. Please contact our equipment manager for equipment needs. Any damaged equipment that cannot be repaired must be destroyed and thrown out.

Players must remove jewelry whenever warming up, practicing, or playing ball.

First Aid Kits

There is a large well-stocked first aid kit located in the concession stand in the middle of the baseball quad at ERMS. It is easily accessible to anybody at these four baseball fields. There is also an Automatic External Defibrillator (AED) in the concession stand.

A second large first aid kit is in the storage shed by the three softball fields on the upper level. This is also easily accessible for fields #8 and #9.

All TBall teams will have 1 first aid kit per coach bag. If any supplies are missing in any first aid kit, please notify the safety officer or president so that they may be restocked as soon as possible. Please tell us if use a kit and items need replenishing.

Any team that plays away games during the season or travels for post-season tournaments will be given a small team first aid kit to take with them.

Enforce Little League Rules

Little League rules were created as a foundation for safety above all. It is important that they be followed and enforced during practice and games. *If you see something, say something.*

These are only some examples –

Ensure players always have required equipment including catchers warming up on the field.

Make sure all fields have bases that disengage their anchor (“breakaway”). We have purchased these bases, and they should be on every field for every practice or game. We store them in the dugout bins and in the storage shed by the upper fields.

Coaches and managers are not allowed to catch/warm-up pitchers (Rule 3.09); this includes standing at the backstop during practice as an informal catcher for batting practice.

Anyone may access Little League rules, and are encouraged to do so, through the free Little League App.

No riding skateboards, skates, bicycles, or other moving devices on the walkways or seating areas of our complex. There is too great a risk of collisions and injury.

No smoking, vaping, or alcohol consumption anywhere at the ERMS complex or at River Valley. This is a school rule and a Rockford LL rule.

Dogs are not allowed at ANY RLL Fields.