

Danvers American Little League

Established in 1953

2026 Safety Manual for Managers, Coaches, and League Officials

League ID Number 2211504

Revised January 20, 2026

Danvers American Little League in 2026

Founded in 1953, Danvers American Little League (DALL) is a District 15 Massachusetts Little League organization. As one of the oldest organizations in the area, we take a great deal of pride in providing a fun, safe and exciting baseball experience each year for our little leaguers.

The Danvers American Board worked hard during 2025 to maintain our safety plan and protocols based on Little League guidelines. As a result, Danvers American Little League was able to have successful spring, summer and fall baseball seasons. The work and planning also allowed the league to field postseason teams, at multiple age levels, who participated in multi-game, playoff style competitions.

Our focus each year is to provide a baseball program that will leave positive, long-lasting memories for the players and parents involved. To do that, we need to plan, prepare and prevent risks. Establishing safety measures and procedures is critical so every volunteer is prepared in the event something unfortunate happens. This manual is created to establish guidelines and serve as a tool to help our volunteers be the best baseball coach, manager and volunteer for our players and community.

This 2025 Safety Manual is also intended to meet the requirements of Little League's Qualified Safety Plan. This plan is submitted to Little League International along with an online completed safety plan registration.

Field Location

Plains Park
55 Conant Street
Danvers, MA

Safety Policy Statement

The Danvers American Little League (DALL) administration and management personnel are dedicated to making our league safer and more enjoyable activity. We understand how fundamentals of safety can be applied to various assignments in the organization. Safety practices should become routine activities when we are "safety minded". By utilizing this manual, our coaches, managers, umpires, administration and league officers will assist our organization to improve safety this season.

Volunteer-run program

Danvers American is a volunteer run organization and depends on the time and dedication of others to ensure our league is successful and fun for our players. Danvers American welcomes all volunteers and encourages parents to become involved in the league whether it is a coaching position, a member of the board or helping at one of our events.

To be a volunteer, please reach out to anyone on the Board or register during the regular season registration process. Then you must complete the necessary forms for the background checks required by law and Little League baseball.

Background Checks

DALL will conduct a criminal background check in accordance with the laws and regulations of Little League International and with the Commonwealth of Massachusetts as a volunteer organization catering to children.

Before assuming any volunteer duties, all managers, coaches, board of director members and any other person who provides regular service to Danvers American Little League or has repetitive access to or contact with players must complete a volunteer application for the JDP National Little League Background Check, and in addition, all volunteer applicants must submit a Criminal Offender Record Information (CORI) Acknowledgement Form to the League. The League Safety Officer will receive the results, the League President and designated league officials will assist the Safety Officer as needed. By law, the CORI results are confidential, and only authorized recipients can view and discuss the results.

Little League Baseball prohibits anyone convicted, or with an open pending case, involving or against a minor, from volunteering. Any further prohibitions are left to the individual leagues to decide.

However, since the adult volunteers involved with Little League Baseball are serving as teachers and role models to the children involved in the program, the DALL will evaluate each applicant and their situation, on a case-by-case basis. In a situation where an applicant has any other criminal convictions and/or pending cases, the previously identified League Officials will determine whether an applicant is suitable to volunteer for the DALL and bring it to the Board of Directors for review. Factors the League Officials may consider include, but are not limited to, severity and nature of the offense, when the incident occurred, and the status of the case.

If an applicant is prohibited as a result of their background check, the applicant will be contacted directly and confidentially by one of the designated League Officers. All results will be kept confidential, and the results will not affect a child's eligibility to play Little League Baseball.

First Aid Training

Danvers American Little League and District 15 will provide mandatory first aid training for coaches and volunteers. At least one representative from each team is required to attend before the start of each season, and each coach and manager is required to attend a Danvers American or District 15 training at least once every three years.

District 15 will be holding first aid and coaches training on April 13, 2026. DALL will encourage all managers and coaches to attend; however, one must attend if a coach is in their first year or has not attended in the past 2 years.

In addition, DALL is planning to conduct a league coaching clinic and first aid training for the managers and coaches for the 2026 season. The league is still in the planning process for this event and waiting to determine if this event will be in person or remote. The date for this training is April 13, 2026.

The program is designed to provide coaches with tools that will allow them to keep players engaged, learning and having fun. The program will also emphasize proper form for fielding, throwing and hitting to prevent injuries. Managers and coaches will pay attention to players' health and well-being while on the field. Managers and coaches must be aware of swinging bats, fly balls and players colliding with one other. If an injury occurs, please refer to the accident reporting procedures.

Rosters and Teams

All team rosters, including Players, Managers, and Coaches, will be submitted to Little League Baseball via Sports Connect.

First Aid Equipment

At the start of each season, the Equipment Officer will provide each team's manager a first aid kit in the equipment bag. There will also be first aid supplies in the snack bar and equipment closet.

Defibrillators

There will be a defibrillator in the Snack Bar in the event one is needed. We will provide training by a local fire fighter to volunteers prior to the season.

Lightning Policy

Managers and coaches should be aware of the weather forecast before a game or practice, especially in the summer months. Lightning and strong storms may appear rapidly and leave very little time to react. Managers and coaches must take precautionary steps to ensure the safety of the players and parents before all baseball related events. The League will provide managers and coaches further guidance if necessary, or in the event of incoming weather.

At the first sound of thunder, please alert coaches to be ready to find shelter. Have a plan and communicate with parents as well. At the first sight of lightning, evacuate the field and seek shelter. Managers and coaches are to ensure every player can find a safe and secure shelter while the storm is close by. Dugouts are not acceptable shelter. The game or practice will be suspended for at least 20 minutes after the last sight of lightning.

Darkness Policy

Daylight increases as the season progresses. Early in the season, the sun will set earlier and games must end if there is not enough light. If a game is still in progress after 7:30 pm, the managers and umpire will meet after each ½ inning to evaluate the safety of continuing to play with the available natural light. The umpire's decision is final. There will be no further discussion after the decision is made.

Rainouts and Inclement Weather

The Town of Danvers will inform the DALL President regarding the condition of the field and whether or not the fields are open. The Town has the ultimate authority on the usage of fields. In the event we must cancel a game or close the fields, we will notify parents through email, Facebook and/or text message. During the week, we will notify parents by 4pm, for Saturday games, we will attempt to notify parents before 10am and provide guidance. We will make every effort to play a game, but will also postpone games if necessary and will provide notice at the earliest possible time.

Two-deep Coaching

Two (2) adults should be present at any DALL including practices, game, etc.

Concussions

If a player shows signs of a concussion, the player must be removed from the game and seek further treatment from a trained medical professional.

As a manager or coach, you must be aware that a concussion may occur in baseball when there is a forceful blow to the head or body that results in rapid movement of the head. The signs that a player may have a concussion include a change in the athlete's behavior, thinking, or physical functioning.

Observable by a Manager or Coach:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

What an athlete might say if experiencing a concussion:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

If a manager believes a player may have a concussion, remove the player from the game or practice and inform the player's parents or guardians about the possible concussion and direct them to the Little League website: <https://www.littleleague.org/player-safety/concussions-youth-athletes/>

When in doubt, keep the athlete out of play.

Massachusetts Concussion Laws

The Massachusetts law is found in Chapter 111 Section 222 of the Massachusetts Code. Chapter 111 deals with public health. (Mass. Gen. Laws ch. 111, § 222). Massachusetts law requires that a concussion training program be developed by the Division of Violence and Injury Prevention for Schools subject to the Massachusetts Interscholastic Athletic Association to participate in and making annual participation

mandatory for any coaches, trainers or parent volunteers, among others, for any extracurricular athletic activity. The law encourages the use of information from the CDC for the development of the program and requires the program to develop forms regarding concussions requiring the signature of the both the student and the student's parent/guardian before participation in an athletic activity. If a student who is participating in extracurricular activity becomes unconscious during play or has suffered a concussion as diagnosed by a medical professional or is suspected to have suffered a concussion while engaging in an extracurricular activity, that athlete may not return to the activity until cleared in writing by a health care professional. A school district is required to maintain records under this law. Although the law does not waive liability or immunity of a school district, its officers or employees, no liability is created and any person volunteering to assist with an extracurricular athletic activity is immune from damages unless willfully or wantonly negligent in act or omission.

The official versions of this statute is available online at:

<http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleXVI/Chapter111/Section222>

The Massachusetts Department of Health maintains a web page relative to Sports Related Concussions and Head Injuries applicable to interscholastic sports and students, which provides electronic access to Massachusetts Department of Public Health Regulations regarding Head Injuries and Concussions in Extracurricular Activities (see Mass. Public Health Regulation 105 CMR 201.00, et seq., standardized forms for reporting and return to play and links to other valuable information related to head injuries and concussions).

The web page can be viewed online at:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/community-health/dvip/injury-prevention/sports-related-concussions-and-head-injuries.html>

Best practices for the Season

Preseason and Team Selection

The responsibility for safety procedures resides with each adult member/volunteer of the Danvers American Little League. Insurance information and emergency contact information will be recorded during registration.

- After a manager has drafted a team or a team has been assigned to a manager, the player agent will supply the manager with a copy of the registration form for each player on the team. The registration form will have a list of medical conditions that may affect the player while playing baseball (if applicable). The Manager will also be provided a list of contacts for the players in the event of an emergency and the parent or guardian is not present.
- An electronic copy of the League Safety Manual will be distributed to each manager, who should familiarize himself or herself with the manual.

At every practice and every game, the manager will have in his or her possession the name and emergency contact phone number of every player's parent/guardian and a list of medical conditions that may affect each player while playing baseball.

All Little League rules regarding safety must be followed.

Weather and field Conditions

No games or practices should be held when weather or field conditions would endanger players or coaches. The Town of Danvers and the Recreation Department will inform the President and the Board will notify Managers via email. The League will also announce the field closures to parents on social media and through email.

Games and Practices

Equipment

- Any equipment determined to be damaged/unfit shall be removed and the manager will contact the Equipment Officer as soon as possible.
- All bats used in games must meet [Little League regulations](#). USABat Standard bats must be used.

Pre-game walk-through

- Play area should be inspected prior to practices and games by coaches/umpires for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout and not within the area defined as the playing field.
- If there are broken fences, dangerous objects, insects such as bees, please inform the VP of Field Operations of a league official as soon as possible.
- During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.

During the Game and on the Field

- Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practices.
- Batters must wear Little League approved protective helmets during batting practice and games. Batters must also use a bat that meets the Little League Baseball bat standard. Any bat found to be not approved must be removed from the dugout. Repeat violation of this rule are subject to discipline by the Board of Directors.
- Dugouts and bat racks should be positioned behind screens.
- Be responsible for keeping bats and loose equipment off the field of play, assign a player to help be a leader and keep watch. The ultimate oversight should be of a coach and/or manager of a team.

- During practice and games, all players should be alert and watching the batter on each pitch.
- Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat.
- Procedure should be established for returning balls batted out of the playing area. Please be careful of moving vehicles.
- Managers/Coaches are NOT allowed to catch pitchers, this would include standing at backstop as an informal as it may be.

Player Safety

- Catchers must wear catcher's helmet, mask, throat guard (league approved), shin guards and protective cup with athletic supporter always.
- Headfirst slides are not permitted except when a runner is returning to a base.
- At no time is "horse play" to be permitted on the playing field, a manager is responsible for keeping the players under control.
- Parents of players who wear glasses should be encouraged to provide "safety glasses". Players may not wear watches, rings, pins or metallic items during game and practices.
- Ensure that a telephone is available for use at every game or practice.
- If it becomes necessary to dial 911 from a cell phone, it is necessary to advise the operator of the town from which you are calling, and the type of assistance needed. Dialing 911 from a cell phone does NOT connect you to the Danvers Police Department; it connects to the State Police Dispatch Center. Plan and be prepared.
- Players who are ill or injured should remain under supervision until released to the parent or guardian.

Parking Lot

- Parking is allowed in designated areas only. Vehicles parked in restricted areas will be towed at the owner's expense. Please follow any signs at the field and watch for children. Please drive slowly.
- Please watch for foul balls. Park at your own risk.

Surveys

- Following the season, a Little League Facility Survey will be completed by the Safety Officers and VP of Field Operations

Accident Reporting

What should you report?

An incident that causes any player, manager, coach, umpire or volunteer to receive medical attention and/ or first aid must be report to the League President and Safety Officer

When should you report it?

All such incidents described above must be reported within 48 hours of the incident. The League President and Safety Officer contact information is as follows:

Sean Tainsh
President

Cell: 617-999-9947

Email: president@danversamerican.org

Robert Lubrano

Safety Officer

Cell: 781-718-3387

Email: safety@danversamerican.org

How to make a report?

Reports are commonly done by telephone call. At a minimum, the following information must be provided:

- The name and phone number of the individual involved
- The date, time and location of the incident
- Detailed description of the incident, including an estimation of the extent of injuries
- Name and number of the person reporting the incident

Safety Officer and League Responsibilities

Within 48 hours of the report, the Safety Officer will contact the injured party's parents and verify the information was received, obtain any other additional information, check on the status of the injured party and if necessary, advise the parent of DALL's insurance coverage and how to submit any claims.

DANVERS AMERICAN LITTLE LEAGUE EMERGENCY CONTACTS

Sean Tainsh

President

Cell: 617-999-9947

Email: president@danversamerican.org

Robert Lubrano

Safety Officer

Cell: 781 718-3387

Email: safetyofficer@danversamerican.org

Important Safety Considerations

DO...

- Call 911 immediately if the person is unconscious or seriously injured (bleeding, not breathing, suspected poisoning, or in shock). If you are unsure of the severity of an injury or how to respond, call 911.
- Control other players, e.g., tell them all to “take a knee.” Look for additional first aid help from coaches and observers.
- Treat time-critical injuries if you are trained (CPR, etc.). Stop excessive bleeding with direct pressure.
- Access the injury. If the victim is conscious, find out what happened, where it hurts. Watch for shock.
- Know your limitations, and do not administer First Aid beyond your knowledge.
- Look for signs of injury (blood, black and blue, joint deformity, etc.)
- Listen to the injured person describe what happened and what hurts if conscious.
- Before questioning, calm or sooth person if excited.
- Feel gently and carefully the injured area for signs of swelling or grating of broken bone.
- Talk to your team afterwards about the situation if it involves them. Players are often upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

DON'T...

- Administer any medications.
- Provide any food or beverages, other than water.
- Hesitate in giving help when needed.
- Be hesitant to ask for help if you're not sure of the proper procedure.
- Transport injured individual, except in extreme injuries.

DANVERS AMERICAN LITTLE LEAGUE CODE OF CONDUCT

Treat teammates with respect, play from the heart

Don't throw a ball unless someone is ready to catch it, don't throw anything but baseballs too.

Your bat can hurt other players if they are struck with it, be safe and smart when swinging your bat.

Be safe in the Parking Lot because cars are everywhere, and they cannot always see players. No profanity because there are children listening.

Don't climb on fences or horse around.

Clean up after yourself, treat the fields with respect and leave it in a better place than when you arrived.

Refrain from use of adult beverages at the ball park.

Play Hard, Play Safe and Have Fun!

DANVERS AMERICAN LITTLE LEAGUE

Snack Bar Safety Manual

Keep It Clean

League ID Number
2211504

DALL will follow the following safety protocols. In addition, DALL will all guidance from the CDC and state and local health officials in regards to COVID-19 to the extent that it is still applicable.

This safety manual does not replace the need for training in food handling and snack bar inspections. Please wash hands and keep the snack bar clean, speak to the head of concessions if you need assistance. No one under the age of 7 should be in the snack bar, and children should always have adult supervision.

1. Menu
 - i. The DALL menu will primarily serve pre-packaged food. This is intended to simplify the training for handling food at the DALL Snack Bar.
 - ii. The selection of cooked food will be limited to: Hot dogs and popcorn
 - iii. Items to be heated only shall include:
Fried dough, soft pretzels, nachos, or items that are frozen and fully cooked.
2. Preparation
 - i. Food will not be prepared at home and brought to the snack bar for sale. Pizza will be purchased from a local restaurant and stored in the pizza warming oven.
3. Storage
 - i. Hot Dogs will be stored in a properly operating freezer until ready for use and moved to a refrigerator when they will be used in the near future.
 - ii. Store all packaged foods in a container
 - iii. Keep mustard, ketchup and other condiment in the refrigerator at night
4. Disposal
 - i. Discard any unused popcorn, pizza and hot dogs at the end of each day. Do not reuse.
5. Food Handling
 - i. Avoid the direct handling of food. Gloves are available in the snack bar. Wash hands before handling any food item, wash hands after using the bathroom or cleaning any surface or trash can.
6. Hand Washing
 - i. Frequent and thorough hand washing is an important step in preventing food-borne disease. If you pick up something that drops to the floor, please be sure to wash to wash your hands as soon as you pick it up. Do not resume cooking or serving customers until you have washed your hands. Always dry your hands with a paper towel. Always wash your hands after you have used the bathroom.
7. Dish Washing
 - i. Never reuse disposable dishware (paper plates or plastic forks, spoons, or cups). Dishes and serving utensils should be washed at the end of every shift or sooner if necessary. Dishes and serving utensils should be washed in soapy water, rinsed in clean water, and dried with a clean towel, or preferably air-dried.
8. Paper Towels

- i. Use paper towels when cleaning the counters, do not store rags or clothes in standing water.

9. Insect and Animal Control

- i. Keep all food covered to protect it from insects and small animals. Do not use insecticides in the snack bar or around the snack bar for general insect control. Insecticides may only be used for point specific insect control such as a nest.

10. Waste

- i. At least two (2) trash cans must be in front of the snack bar for use by customers.
- ii. All trash cans from inside the snack bar and in front of the snack bar must be emptied into the dumpster at the end of each day.

11. Health and Hygiene

- i. Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (sneezing, coughing, cramps, nausea, fever, vomiting, etc.) or who has open sores or infected cuts may not work in the snack bar.
- ii. NO smoking is allowed in the snack bar.
- iii. Hair restraints are recommended when appropriate.

12. Snack Bar Maintenance

- i. At the end of every day:
 - 1. All dishes and serving utensils must be washed and left to air dry All work surfaces must be wiped clean.
 - 2. The floors must be swept and mopped.
 - 3. All Trash must be emptied in the dumpster. All doors must be closed and locked.
- ii. All cash must be prepared for deposit except the change necessary to operate the snack bar for the following day.

13. If you have concerns or questions about the Snack Bar, please contact Concessions Officer, Scott Garland (concessionsmanager@danversamerican.org).