

**SARATOGA SPRINGS
LITTLE LEAGUE**

Safety Plan

2025

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I. 2025 Policy Statement

SAFETY IS THE NUMBER ONE CONCERN OF THE SARATOGA SPRINGS LITTLE LEAGUE BASEBALL PROGRAM.

This Safety Plan represents one step in the ongoing effort of the Saratoga Springs Little League (SSLL) to provide a safe environment for our players and fans to enjoy the great American pastime, Baseball. Our commitment to safety can only be successful if each and every person involved with SSLL baseball reads, understands, and abides by the plan. The plan itself and the implementation of the plan must be continuously reviewed, revised, and updated using input from concerned members of the SSLL baseball family. It is expected that over the years this plan will provide the framework within which we conduct all business and baseball-related activities.

Anyone who has safety experience or just a desire to get involved is welcome to participate and should contact the safety officer. It is in everyone's best interest to have as many people involved with this program as possible.

II. What to do in case of a Medical Emergency

Have someone call Emergency Services. If calling from a cell phone dial 911 or (518)584-1800.

Important: Know what the emergency is (police, medical, fire)
Know where the emergency is (which field, dugout)

(Note: All games are played at the West Side Recreation Fields, accessible for EMS via Walnut St *or* Pleasant St.)

Seek help of anyone on site that has a medical background (doctor, nurse, EMT, etc.).

Locate the injured player's medical release form for pertinent information to give to emergency services and medical personnel. All forms are to be kept with the team's equipment.

Notify parents if they are not on the premises.

Notify the League Safety Officer: Lisa Ogden (518) 928-1453.

Complete an "Incident/Injury Report" and provide it to the Officer of the Day at the Concession Stand. All Reports will be forwarded to the Safety Officer within 24-48 hours for filing. These Reports will be periodically reviewed by the Safety Officer to identify specific areas of need or attention in respect of accident prevention. The incident will be reviewed with the team, coaches, umpires and a League Official to determine the likely cause or causes of the incident and any remedial measure that may avoid a similar incident in the future.

III. Emergency Phone Numbers and Contacts

The following emergency telephone numbers will be listed in the Safety Plan and will be posted in the Concession Stand.

POLICE / FIRE / AMBULANCE	911
Saratoga Springs Police	(518) 584-1800
Saratoga County Sheriff's Department	(518) 885-6761
New York State Police	(518) 583-7000
Saratoga Hospital	(518) 587-3222
National Grid	(800) 642-4272
Poison Control Center	(800) 336-6997

IV. Volunteer Applications and Background Checks

Any individual volunteering to perform a service for SSSL must complete an appropriate application and undergo a background check. The application process and the checking of backgrounds are necessary to ensure the safety and well-being of our athletes and our fans. Applicants will be required to provide SSSL with residence information, employment history and at least three (3) personal references from non-relatives. Volunteers will be asked about prior criminal convictions. Background investigations will be conducted through J.D. Palatine, in compliance with the Little League International Child Protection Program. The information provided to SSSL by its volunteers will remain confidential and are destroyed after 1 year.

V. SSSL Contacts and Phone Numbers

<i>Name</i>	<i>Job Title</i>	<i>Phone Number(s)</i>
Derrick LeGall	President	(H) 584-4960; (C) 605-1027
Heather Miller	Communications & FB	(C) 214-478-8081
Chris Lansing	Game Scheduling	(C) 919-244-5396
Carrie Benson	Vice President & Fundraising	(C) 619-804-0752
Jose Pinedo	VP of Field Operations	(C) 518-306-9544
Kelly McKinley	VP of Player & Coach Development	(C) 585-314-6973
Kate Fitzpatrick	Secretary	(C) 518-225-2675
Brian Muller	Treasurer	(H) 587-1963; (C) 339-2004
Lisa Ogden	Safety Officer	(C) 518-928-1453
Michelle Gildersleeve	Uniform Coordinator	(C) 518-727-6396
Junina Nacua	Assessment/Survey Coordinator	(C) 361-1119
Michelle Gildersleeve	Concession Stand Coordinator	(C) 518-727-6396
Trish Collegian	Registrar & Concession	(c) 518-331-2614
Liz Logue	Concession & Historian	(C) 541-554-5313

Rob Attardo	Bantam/AA Player Agent	(C) 506-5157
Rob Kelly	Challenger Player Agent	(H) 584-1649
Brett Thomas	Equipment Manager	(C) 646-240-9900
Andrew Brown	Minors Player Agent	(C) 409-2471
Monica Isenovski	Marketing and PR Manager	(C) 732-925-0473
Derrick LeGall	Junior/Senior Umpire Coordinator	(C) 605-1027
Marc Sidney	Major League Player Agent	(C) 919-244-5396
Christine Darmofal	Walnut Street Representative	(C) 914-494-6376

*** All phone number area codes are 518 unless otherwise specified***

All board members email contact information is available on the SSLL website, www.saratogaspringslittleleague.org

VI. SSLL Baseball Safety Code

The SSLL Baseball commission mandates the following safety code. It is to be read, understood, and implemented by coaches, managers, and players. Coaches should read and discuss the code with their teams. Players should then read and discuss this with their parents/guardians. A paper copy of this safety plan will be distributed to all coaches in their coach's packet. There will be a copy in the concession stand and it will also be posted on the league's website.

Responsibility for safety and policing our safety program lies with each and every member of the SSLL baseball organization. Everyone is expected to follow our safety code.

Good sportsmanship has been proven one of the best safety virtues. If we all keep sportsmanship as our primary goal, good safety habits will follow.

- Managers and Coaches will keep a copy of all medical release forms as a part of the team's equipment.
- Each team will keep a fully equipped first aid kit in their equipment bag. It is a requirement to have at every practice and game.
- Only league-approved managers or coaches are allowed to run games and practices.
- No games or practices will be held when weather or field conditions are poor, and especially during lightning storms.
- The play areas are to be inspected prior to games and practices to assure safe conditions. Look for damage, holes, stones, glass, and other foreign objects as well as any condition that may pose a threat to our players or fans.

- Equipment will be stored in dugouts or behind fences etc. and not within the area defined as the field of play.
- During practices and games, all players and coaches should be alert and “keep your eye on the ball” at all times.
- During warm-ups, players are to be spaced so that no one is in danger of thrown or batted balls. The warm-ups are to be performed in the area of play and not any area that may be frequented by and thus endangering spectators.
- Horseplay is not permitted.
- All players are to wear proper uniforms and equipment as specified by Little League International and/or SSSL.
- Parents of players who wear glasses are encouraged to provide athletic safety glasses for their children’s use and protection.
- On deck batters are not permitted outside the dugout.
- Shoes with metal spikes are not permitted in the 12 year and younger age groups. (Plastic molded spikes are acceptable.)
- Catchers may not warm up pitchers unless they are wearing a catcher’s mask and protective cup.
- No alcohol, nicotine products, or drugs are allowed on the premises at any time.
- No one is allowed to play in the parking lots, in construction areas, or on equipment or machinery at any time.
- No throwing rocks or dirt, or climbing on fences at any time.

Parents are responsible for the well-being of their young children. Baseball parks are dangerous playgrounds for little kids; there are countless opportunities for kids to get injured very badly. Please keep young children close at hand at all times.

Please report any present or potential safety hazard or danger to the officer of the day or any league official.

VII. Fundamentals Training

Fundamentals Training for this year will take place on 4/05/2025. Every coach is required to

attend once every 3 years; but one from each team is still required to attend each year.

VIII. First Aid Training

First aid training will be provided at the Little League fields on Coach Waldron Way on 4/05/2025. The one-hour presentation will be made by a professional with considerable experience in the field. Every coach is required to attend once every 3 years; but one from each team is still required to attend each year.

IX. Responsibilities

League Officers and Administrators Responsibilities

The league officers and administrators are required to have a comprehensive understanding of the league's entire Safety Plan. They are responsible for ensuring that the policies and regulations set forth by the program are carried out by each and every member of the SSSL organization. League officers and administrators are also responsible for the day-to-day operation of SSSL.

***SSLL has streamlined our medical form collection process to ensure the highest level of safety for our players and coaches.

Safety Officer Responsibilities

The Safety Officer is the liaison between the league officers, administrators and the rest of the organization (coaches, umpires, players, etc.) regarding safety matters, rules, and regulations. The Safety Officer shall:

- Develop, monitor, and revise the league's safety program.
- Assist parents and players with insurance claims and dealing with the insurance company. Report and track all accidents.
- Keep a first aid log that lists accidents and injuries. The log will describe the occurrence, people involved, age group, and under what supervision.
- Ensure that each team has a first-aid kit and that the kits are kept properly stocked.
- Ensure that there are fire extinguishers in the required buildings.

- Procure and maintain all signs on the complex.
- Recruit members of the organization that have safety experience to get involved with the safety program.
- Maintain an inventory of first aid supplies for restocking equipment first aid kits.
- Complete Annual Little League Facility Survey
- Submit a Qualified Safety Plan Registration form.
- Submit league player registration/roster data and coach/manager data.

Managers and Coaches Responsibilities

The manager is responsible for the team's actions on and off the field and to represent the team in communications with the administration, umpires, opposing teams, and the fans. Each manager and coach shall:

- Completely understand the Safety Plan and abide by and implement all rules and regulations.
- Make safety the number one concern during any activity that the team is under their supervision.
- Ensure that all members of the team conduct themselves in a safe and respectful manner.
- Meet with all parents and review the safety program and its expectations.
- Teach players the fundamentals of the game while advocating safety and safe play.
- Inspect each item of equipment to ensure that each is sound and in proper working order.
- Ensure that the team first-aid kit is fully stocked and on hand for all practices as well as games.
- Ensure that all players are outfitted with the proper equipment for the positions they are playing.
- Ensure that any player returning from an injury has a medical release form signed

by a doctor. No player returning from an injury will be allowed to play without a signed medical release.

- Inspect the field prior to all practices and games to ensure there are no safety hazards present.
- Coaches are not allowed to warm up pitchers.
- Ensure all equipment is in its proper place in the dugout and not on the field.

Umpires Responsibilities

The umpires for each game shall:

- Prior to the game, check the equipment for both teams to ensure that it meets Little League specifications.
- Ensure that all catchers warming up pitchers are wearing full catcher's gear.
- Inspect the field prior to all games to ensure there are no safety hazards.
- Govern the game as mandated by Little League rules and regulations.
- Determine whether or not play should be suspended and/or resumed due to inclement weather or unsafe conditions. Umpires should consult with managers, coaches and any league official who may be present; however, the umpires shall make the final decision.
- Ensure that no spectator be allowed on the field during a game unless an injury or other condition warrants the suspension of this rule.
- Make each call in a loud and clear manner.
- Ensure that players keep their hands and fingers out of the fencing.
- After each game, report any unsafe condition or event that occurred during such game.

Players Responsibilities

All players are to respect all other players, coaches, umpires, and spectators.

All players are to play the game and conduct themselves on Little League grounds with the best sportsmanship possible.

All players are to encourage and support all other players in a positive manner. This includes members of an opposing team. Negative comments and actions are unacceptable and will not be tolerated.

All players are expected to play the game of baseball to the best of their ability and in a safe and respectful manner.

All players are to adhere to the rules and regulations that they agreed to in the league's Safety Code.

X. Equipment

All equipment, including player's personal property, used during games and/or practices must meet all Little League regulations and those stated in this safety manual.

The equipment manager is responsible for inspecting all equipment prior to issuing it to the team managers and at the end of the season when the equipment is returned. All equipment issued will be sound and fit for use as specified by Little League and this safety manual.

The manager is responsible to inspect the equipment frequently and replace any damaged and/or ill-fitting equipment.

All players will be provided with and required to wear a regulation Little League uniform consisting of a team shirt, long pants, and a baseball hat.

Helmets must meet NOCSAE regulations.

All bats must meet Little League regulations. Wooden bats are not allowed.

Catchers are required to wear complete protective gear, including protective cups for boys and regulation chest gear for girls.

Players coaching the bases must wear batting helmets, adults are not required to but it is recommended.

On-deck batters are not allowed to swing bats outside the dugouts.

All batters and base runners are required to wear batting helmets.

The equipment is to be properly organized in the dugouts so players and coaches will not trip, and there is to be no equipment on the playing field.

XI. Facilities

Parking areas will be properly designated and all will adhere to the parking restrictions.

Restrooms will be kept clean and organized. There will be soap and necessary paper products in both the men's and women's rooms at all times. Any issues regarding this should be brought to the attention of a board member.

Concession Stand:

- The menu will be posted and approved by the League President and Safety Officer.
- No volunteer helper under 16 years old is allowed in the fryer area of concession stand.
- All volunteers must wash their hands prior to preparing and handling food.
- The Concession stand will be kept clean and organized. There will be soap and necessary paper products available at all times.
- Safety procedures, equipment operation and safe food handling procedures are posted in the concession stand for reference by all personnel. Additionally the NYS Board of Health must grant approval prior to our operation of the concession stand. Our NYS DOH permit is to be in the concession stand.
- A copy of Little League Concession Stand Tips for Safety and Hand Washing procedures are attached to this safety plan.

Building and Grounds:

It is expected that everyone will help keep the fields in top condition. Raking the field before and after games is advisable. Please be aware of all posted signs and conduct yourself in accordance therewith.

All buildings and structures are to be kept secured and properly locked.

All doors, windows, etc. are to function properly.

There will be no equipment or materials stored outside of any structure that will present a safety hazard to children.

All chemicals and organic materials shall be stored in their original containers or properly labeled. Any materials that have been spilled are to be cleaned up and properly disposed of immediately.

Any hanging tools or items stored overhead are to be appropriately secured.



Concession Stand Tips

SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary

Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

1. Menu.

Keep your 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 foodborne 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 (50% 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 temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

5. Hand Washing.

Frequent and thorough hand washing remains the first line of defense in preventing foodborne 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. Wash 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 foodborne 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.

13. Set a Minimum Worker Age.

Leagues should set a minimum age for workers or to be in the stand, in many states this is 16 or 18, due to potential hazards with various equipment.

Safety plans must be postmarked no later than May 1st.



Volunteers Must Wash Hands

HOW



WHEN

Wash your hands before you prepare food or as often as needed.

Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

Do not touch ready-to-eat foods with your bare hands.

Use gloves, tongs, deli tissue or other serving utensils.
Remove all jewelry, nail polish or fake nails unless you wear gloves.

Wear gloves.

when you have a cut or sore on your hand
when you can't remove your jewelry

If you wear gloves:

- ▶ wash your hands before you put on new gloves

Change them.

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Thank you to the Massachusetts Department of Health for providing this information. For more information on food safety, visit www.mass.gov/dhs or call 1-800-352-9634. This information is provided for informational purposes only and does not constitute an offer of insurance or any other financial product. Please contact your agent for more information.



