

# Grafton, MA Little League 2010 Safety Manual



**Grafton Little League**

Bill Keeler, 2010 President  
Jonathan Magsino, 2010 Safety Officer

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Don't swing it.pdf

# **THINGS HAPPEN**

## **Safety Reminder**

Remember, safety is everyone's job.

Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the safety officer or another board member immediately. Never play on a field that is not safe or with unsafe playing equipment. Be sure that your players are fully equipped at all times, especially catchers and batters. Don't forget to check your team's equipment on a regular basis.

## **Rules Enforcement**

Please be assured that the league has a responsibility to enforce its rules and to respond accordingly when violations occur.

## **Accidents Do Happen**

In spite of the best precautions, accidents do happen. Adult and player injuries should be reported within 24 to 48 hours of the incident to the Safety Officer. Accident report forms are available on page 18 of this document, from the Safety Officer, the league and online:

<http://www.littleleague.org/programs/asap/index.asp>

They should be completed and in a timely manner.  
Remember to report all injuries to the Safety Officer.

# Emergency Phone List 2010

## Grafton, MA Little League

### EMERGENCY

**Grafton Police / Fire / EMT / Ambulance . . . . . 911**  
AAPCC Poison Control Center. . . . . (800) 222-1222

### Non-Emergency Contact Numbers

Grafton Police - Non-Emergency . . . . . 508-839-2858  
Grafton Fire Dept. - Non-Emergency . . . . . 508-839-4606

### Area Hospital / Medical Centers

**UMass Memorial Medical Center (Worcester). . . . . 508-334-1000**  
- Hahnemann Campus, 281 Lincoln Street, Worcester, MA 01605  
- Memorial Campus, 119 Belmont Street, Worcester, MA 01605  
- University Campus, 55 Lake Avenue North, Worcester, MA 01655  
- [www.umassmemorial.org](http://www.umassmemorial.org)

**St. Vincent Hospital (Worcester Medical City). . . . . 508-363-5000**  
- 123 Summer Street, Worcester, MA 01608  
- [www.stvincenthospital.com](http://www.stvincenthospital.com)

**Framingham Hospital (Metro West Medical Center). . . . . 508-383-1000**  
- 115 Lincoln St, Framingham, 01702  
- [www.mwmc.com](http://www.mwmc.com)

**Milford Regional Medical Center. . . . . 508-473-1190**  
- 14 Prospect Street, Milford, MA 01757  
- [www.milfordregional.org](http://www.milfordregional.org)

**Whitinsville Medical Center. . . . . 508-234-6311**

### EMERGENCY - UTILITIES

**NStar (Natural Gas) Emergencies, Gas leaks. . . . . 800-592-2000**  
**National Grid (Electric Co.) Power Outages and Emergencies. . . . . 800-465-**

1212

**Utilities - Non-Emergency**

**NStar (Natural Gas) Customer Service** . . . . . 800-592-2000  
**National Grid (Electric Co.) Customer Service:** . . . . . 800-322-3223

**Grafton Departments - Non-Emergency**

Grafton Recreation Dept.. . . . .508-839-5335, ext.  
156  
30 Providence Road, Grafton, MA 01519 - Betty Wright: Recreation Coordinator

**Grafton Little League Board of Directors**

President, Bill Keeler . . . . .  
Vice President, Larry Sasso . . . . .  
Player Agent, Keith Nevin. . . . .  
Safety Officer, Jonathan Magsino . . . . .  
Treasurer, Heather McCue. . . . .  
Secretary, Lauren Cruz . . . . .  
Chief Umpire, Mike Siedlecki . . . . .  
Equipment Manager, Marc Sanfacon. . . . .  
VP, Senior League, Steve Mitchell . . . . .  
VP Major Division (Dauphinais), Ed O'Toole. . . . .  
VP, AAA Minor (Bazinet), Mike Farrah . . . . .  
VP, AA, Larry Sasso. . . . .  
VP, A Minor League (Pelland), Mike O'Toole. . . . .  
VP, Tee Ball, Rich Deely. . . . .  
Sponsorship Director, Dave Salvatelli . . . . .  
Baseball Operations Director, Joe Holm.....

**Little League Support Numbers**

East Region Director, Donald R. Soucy . . . . .  
    Giamatti Little League Center  
    PO Box 2926 , 335 Mix Street  
    Bristol, CT 06011-2926  
District Administrator, Dave Obuchowski . . . . .  
    Webster, MA 01570

## **PEOPLE MAKE LITTLE LEAGUE HAPPEN**

### **Little League Volunteers**

Volunteers play an essential part in the success of any Little League operation.

The Grafton Little League will be using the 2010 Official Little League Baseball Application to conduct background checks on all volunteers. All Grafton Little League volunteers will fill out the 2010 Volunteer Application Form and provided a government-issued photo identification card for ID verification.

Grafton, MA Little League will conduct a nationwide background checks for all of its managers, coaches, board members and any other volunteers or hired workers for sexual abuse and criminal backgrounds. These applications will be checked and kept on file. Anyone refusing to fill out the 2010 Volunteer Application is ineligible to serve as a volunteer in any capacity.

### **Parental Involvement**

Parental cooperation is essential in maintaining a safe and healthy playing environment.

- Parents are required to complete player medical history forms at the time of registration. The medical information contained in the medical history forms will be shared with the player's respective manager.
- Along with the managers and coaches, all parents will be provided with a copy of the Code of Conduct Guide for players and parents. This guide is designed to help create a positive experience and playing environment for each child.
- Parents should be encouraged to remain with their child during all games and practices.
- Children should be encouraged to use the "buddy system", remaining in the company of one or more players whether or not an adult is present.
- Parents should be reminded not to drop off children too early or pick them up too late.
- Parents are also reminded not to leave their child unattended, especially at fields that may be poorly lit or located at infrequently traveled locations.
- Coaches are advised to notify the parent of any player who sustains an injury, regardless of the severity.

## GRAFTON, MA LITTLE LEAGUE SAFETY CODE

- All players should be reminded about the risks surrounding the game and encouraged to think about **safety first**. Whether they are near someone who is swinging a bat, throwing a ball or if they are doing so themselves it is important that they recognize their responsibility to remain aware of these risks.
- On-deck batters are **not** permitted either inside or outside of the field.
- The catcher must wear a catcher's helmet and mask with a throat guard when warming up pitchers. This safety measurement applies between innings, in the bullpen during a game, and also during practice.
- Players must not wear watches, rings, pins or metallic items during games and practices.
- Parents of players who wear glasses should be encouraged to provide their child with sports safety glasses.
- At no time should "horse play" be permitted on the playing field.
- Bases should **not** be anchored in anyway during sliding practice.
- Unless a runner is **returning** to a base, headfirst slides are **not** allowed.
- Batters and base runners must wear Little League approved protective helmets during practice and games.
- Managers and coaches should regularly inspect their team's equipment for condition as well as proper fit.
- All pre-game warm-ups (i.e. playing catch, pepper, swinging bats etc.) should be performed within the confines of the playing field and not in areas that might endanger spectators.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- During practices and games, all players should be alert and aware of all on-going activities. This includes watching the batter on each pitch and most importantly keeping their eyes on the ball.
- The players, as assigned or instructed by their manager or coaches, should be responsible for keeping bats and loose equipment off the field of play.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during the games and practice sessions.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as being "in play".
- Managers, coaches or umpires should inspect the field for holes, damage, glass, stones, or other foreign objects prior to each game.
- One adult must remain on the bench at all times.
- Metal cleats are not allowed in the Tee-Ball, Minor and Major Leagues.
- Remember managers and coaches, you are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.

## GROUNDS RULES

### Ground Rules

- The home team is responsible for grooming the field after their game. This includes raking out the mound and batter's box, dragging the infield and safely storing the bases.
- Each team is responsible for cleaning their respective sides of the field, including the dugout or bench area, following each game.
- All players must slide into a base when a play is possible, with the exception of first base. Remember, headfirst slides are only allowed when a runner is **returning** to a base.
- Games may not be postponed due to the absence of a manager. Coaches may conduct the game in the manager's absence.
- Game postponements are the responsibility of the division's vice-president. The vice-presidents are also responsible for notifying the umpires and respective managers of their decision to postpone a game. It is imperative that any such notification is given as early as possible in order to provide the managers and coaches with ample time to notify their players.
- **All managers and coaches are required to attend the safety and coaching clinics as scheduled. The safety course and coaches clinic has been scheduled for March 17, 2010 at the North Grafton Elementary School.**

### Storage Box Procedures

The following applies to the yellow storage boxes kept at all fields. These equipment boxes will only be effective if we manage them correctly.

- The baseball equipment is to be used equally by both teams and all equipment must be returned to the box at the end of the game/practice.
- Each equipment box will also contain a first aid safety kit and ice packs
- The boxes must be properly secured and locked prior to leaving the field. If the lock or box is not operational, please contact your league supervisor or equipment manager.
- Remember to regularly inspect any equipment kept in the box. Please notify your league supervisor, equipment manager or safety officer as soon as you notice that the first aid kits and ice packs supply are depleted or any faulty or broken equipment.

## **CONCESSION STANDS**

### **Concession Stand Safety**

- The Board of Directors is responsible for approving any items offered for sale at the concession stand.
- All concession stand personnel will receive safe food handling instructions.
- All concession stand personnel will be instructed to maintain healthy personal hygiene (hand washing, hair nets, clean outer garments etc.) while in the concession area.
- The Concession Stand Manager will be responsible for insuring the cleanliness and safety of the concession stand area.
- The Concession Stand Manager will oversee the safe storage of food supplies.
- All food containers must be closed and stored as required.
- The concession stand must be thoroughly cleaned (counters, pans, cooking and serving areas, floors, and all other food storage areas) after each use.
- Cleaning agents and supplies must be readily available for all cleanup activities.
- Cleaning agents must be stored in a separate area away from any food.
- All garbage must be removed from the concession stand after each event.
- Garbage disposal must be in compliance with the Board of Health standards.
- A fully stocked First Aid Kit along with other emergency items will be available at the concession stand.

### **Concession Stand Reminder**

Maintaining a well-operated concession stand can improve the Little League experience for both the players and fans. While having a good assortment of menu offerings is nice, it is also important to remember that cleanliness, courtesy, and safety are essential to the operation of a successful concession stand.

## **PREVENTION**

### **Safety Training**

In order to best prepare our coaches for the upcoming season, Grafton Little League will be holding its **MANDATORY** First Aid training class for all coaches and assistant coaches on March 17, 2010 at 7pm. First aid kits for each team and local safety information will also be given out for each team at this meeting.

This meeting is held with the best interest of the children in mind and further demonstrates Grafton Little League commitment to providing a safe experience for all involved. It is designed to help coaches understand and differentiate between mild, moderate and severe injuries and the appropriate actions to take in each category should they encounter these injuries. EMTs from the Grafton Fire Department will be leading this **MANDATORY** First Aid training class.

**We will be reviewing some of the most basic injuries that could be encountered on a baseball field and the appropriate first aid techniques for those injuries:**

- Basic terminology (contusion, laceration, etc.)
- Contusions
- Muscle pulls and strains
- Sprains
- Fractures
- Injuries to small joints
- Facial injuries
- Injuries to teeth
- Eye injuries
- Insect bites, stings and allergic reactions
- Heat illness
- Triage and Emergency Management
- PRICES – Protection, Rest, Ice, Compression, Elevation, and Support - specifics of first aid and injury prevention for specific baseball/ softball injuries.
- Up-to-date techniques for preventing sports injuries.
- (CPR is not a requirement of Little League International and will not be offered at this class.)

Little League International requires the Grafton Little League to document the date, location, who is required to attend and who did attend. Again, the intent is to provide training to ALL coaches/managers; **minimum of one participant (coach/asst. coach) per team.**

Other notes of interest:

- This training will qualify a coach for 1 year. Little League International requires one team representative - a coach, an assistant coach or team safety official (if designated) - to attend a First Aid instructional meeting each year.
- Due to their training and education, it is not necessary for licensed medical doctors, licensed registered nurses, licensed practical nurses and paramedics to attend first aid training in order to meet this requirement.

- Other individuals who attend various outside first aid training and course are **not** exempt.

## **PREVENTION**

### **Sprains and strains**

Sprains and strains are similar types of injuries. Both involve over stretching or tearing of tissue and internal bleeding. For either injury, the immediate first aid required can be summarized by the acronym "PRICES":

PRICES –  
P - Protection  
R - Rest  
I - Ice  
C - Compression  
E - Elevation  
S - Support

- specifics of first aid and injury prevention for specific baseball/ softball injuries.

### **Telephone Access**

Whenever possible make sure someone at your practice or game has a cellular phone. This is especially important at those fields where no public phone access is available.

**Managers and coaches are reminded to always keep the home phone and emergency phone numbers for their players readily available.**

### **A Safety Awareness Program (ASAP) - What is it?**

In 1995, the A Safety Awareness Program (ASAP) was introduced by Little League International with the goal of re-emphasizing the importance of providing a safe environment for kids participating in Little League Baseball. The Safety Officer has been given the responsibility to improve the level of safety through education and information. Additionally, the best safety ideas of managers, coaches and other volunteers have also enabled ASAP to achieve this important goal.

The ASAP Safety Program Newsletters are now available online. Every issue of the ASAP Safety Program Newsletter, from October 1998 to the present, is now available for viewing or download directly from Little League Online at:

<http://www.littleleague.org/programs/asap/newsletters.asp>

# **LITTLE LEAGUE INTERNATIONAL SAFETY REQUIREMENTS**

## **Requirement #1 - Safety Officer Named**

- Jonathan Magsino has been registered and placed on file with Little League International as the active 2010 Safety Officer for Grafton, MA Little League.

## **Requirement #2 - Safety Manual Distribution**

- Paper copies of this Grafton, MA Little League safety manual have been published and distributed to its coaches, volunteers, including concession workers. They were first distributed at the MANDATORY Little League First Aid training class, which will be held on March 17, 2010 at the Grafton Elementary School.

## **Requirement #3 - Emergency and Key Officials' Phone Numbers** - see pages 5 and 6

- Emergency & key officials' phone numbers has been listed in this safety plan on pages 5 and 6.

## **Requirement #4 - Volunteer Application Forms / Background Checks**

- Grafton, MA Little League will conduct a nationwide background checks for all of its managers, coaches, board members and any other volunteers or hired workers for sexual abuse and criminal backgrounds will be conducted, checked and kept on file.
- All Grafton Little League volunteers will fill out the 2010 Volunteer Application Form and provided a government-issued photo identification card for ID verification. Anyone refusing to fill out the 2010 Volunteer Application is ineligible to serve as a volunteer in any capacity.

## **Requirement #5 - Baseball Fundamentals Training**

- Grafton Little League provides fundamentals training to at least one coach or manager from each team (fundamentals including hitting, sliding, fielding, pitching, etc.).
- The Vice-President of each league will be giving instruction to their coaches during the first 3 weeks of April, 2010 (exact dates soon to be announced and will vary by league).

## **Requirement #6 - First Aid Training**

- Grafton Little League has a **MANDATORY** Little League First Aid training class for coaches and assistant coaches on March 17, 2010 at 7pm at the North Grafton Elementary School (with at least one coach from each team attending).
- EMTs from the Grafton Fire Department will be leading this First Aid training class.
- Grafton Little League Safety Officer will document the date, location, and who did attend this First Aid training class.

## **Requirement #7 - Field Inspection**

- All coaches and umpires are asked to walk and inspect the fields for hazards before a game. They are asked to look for large rocks, broken glass, and facility issues that require attention, repair and/or removal.

**Requirement #8 - The 2010 Annual Little League Facility Survey**

- The 2010 Annual Little League Facility Survey has been completed and is included within this Safety Plan, which is being submitted to Little League International.

**Requirement #9 - Concession stand safety procedures** - see page 12 -14

- Concession manager trained in safe food handling/prep and procedures.
- Training should also cover safe use, care and inspection of equipment.

**Requirement #10 - Regular inspection and replacement of equipment**

- All equipment is to be inspected before each use by coaches and umpires.
- Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
- Inform the Equipment Officer (Marc Sanfacon - 508-887-8744) of all equipment needs.

**Requirement #11 - In the event of injury** - see pages 15 & 16

- In the event of injury, coaches have been instructed to contact the Safety Officer (Jonathan Magsino - h. 508-865-3835 / c. 508-241-2727 promptly so that the accident can be reported and the Accident Notification Form can be completed.
- Accident forms are included in this safety manual. Coaches have been instructed to submit all accident forms to safety officer within 24-48 hours of the incident. A link to the Little League International Accident Notification Form will be made available on the Little League website.

[http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf)

**Requirement #12 - First-aid Kits**

- Grafton Little League supplies a first-aid kit to each team for use at each game and practice. These first-aid kits were distributed at the MANDATORY Little League First Aid training class, which will be distributed by April 24, 2010.
- Local area Hospitals / Medical Centers and emergency service telephone numbers have been listed within this report and are part of the Emergency Phone List 2010 document.

**Requirement #13 - Enforce Little League rules including proper equipment**

- See pages 4, 7 & 9 for complete details.
- Ensure players have required equipment at all times, even catchers warming up during infield.
- Make sure coaches and managers enforce rules at practices as well as games.
- Reminding managers and coaches, they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.