



Kennebunk/Kennebunkport Little League

Kennebunk, ME 04043

02190411

Safety Plan

2017

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Mission Statement

Welcome 2017 Managers, Coaches and Parents, the attached is the Kennebunk/Kennebunkport Little League's Safety Plan (ASAP) for the upcoming 2017 Little League season. This plan was developed to ensure that the kids in the Kennebunk/Kennebunkport Little League have the opportunities to play and learn the game of baseball and softball in a safe setting. This plan has been updated and approved by the 2017 Kennebunk/Kennebunkport Little League Board of Directors. By submitting this approved plan to Little League Incorporated, KKLL is entitled to numerous incentives to make our program run more efficiently. This annual report will be revised and updated each year for the safety of everyone involved with Kennebunk/Kennebunkport Little League. This plan discusses specific guidelines and criteria that insure the safe operation of Little League Baseball and Softball at KKLL fields. Reading and acknowledging this plan is critical and mandatory for all managers. This plan will also need to be shared with coaches, parents, umpires, and snack shack volunteers. This plan will help Kennebunk/Kennebunkport Little League maintain the highest possible standard of safety attainable. Your feedback and suggestions are an important part of this effort. If anyone feels they can contribute by suggesting or recommending ways to improve the safety of KKLL, please feel free to contact either the Safety Officer, Cortney Clark at (207) 590-5641, email ccdcmmme@gmail.com or KKLL President, Tricia Thompson (207) 985-4942, thomps_tricia@yahoo.com or any Board Member. We look forward to a safe and exciting Little League season.

Tricia Thompson
President, Kennebunk/Kennebunkport Little League

Cortney Clark
Safety Officer, Kennebunk/Kennebunkport Little League

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Jason Woloszyn	207-332-9217	Woloszyn.jason@gmail.com

Emergency Phone Numbers

All EMERGENCIES

911

Kennebunk Fire Department NON EMERGENCY (207) 985-2102

Kennebunkport Fire Department NON EMERGENCY (207) 967-2700

Poison Center (800) 222-1222

SMMC Emergency Room (207) 294-5000

SMMC Hospital (207) 283-7000

Kennebunk Police (207) 985-8621

Kennebunkport Police (207) 967-2454

KKLL Adult/Role Model

CODE OF CONDUCT

The 2017 KKLL Little League Board of Directors has mandated the following code of conduct. No board member, manager, coach, player, official or spectator shall at any time:

1. Touch, push, shove, strike, or otherwise threaten (physically or verbally) any other individual.
2. Exhibit unsportsmanlike conduct including the throwing of gloves, helmets, hats, bats, balls, or any other object.
3. Use or cause the use of unnecessarily rough tactics in the play of a game against opposing players.
4. Use profane, obscene or vulgar language.
5. Exhibit physical contact of a sexual or affectionate nature.
6. Appear anywhere in the facility while in an intoxicated state.
7. Gamble on any play or game.
8. Use tobacco (any form) on any KKLL field.
9. Speak disrespectfully to any other manager, coach, player, official, spectator or board member.
10. Tamper or manipulate any league documents including, but not limited to, player rosters, game and tournament schedules, all-star affidavits, and scorebooks.
11. Challenge any umpire's authority. This conduct shall be maintained on any field or in any facility in which the team represents KKLL Little League including all-star and championship play.

The Board of Directors will review all infractions of the Conduct Code. Depending on the seriousness or frequency of the infraction, the board may assess additional disciplinary action up to and including expulsion from the league.

Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out an application form as well as provide a government-issued photo identification card for ID verification. By means of this volunteer application, KKLL will conduct a search of the Department of Justice's nationwide sex offender registry (www.nsopr.gov).

Anyone refusing to fill out the Volunteer Application is ineligible to be even a league member.

KKLL Safety Code of Conduct

ASAP - What is it? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer “to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball”. This manual is offered as a tool to place some important information at managers’ and coaches’ finger tips.

Do...

- ❖ Reassure and aid children who are injured, frightened, or lost
- ❖ Provide, or assist in obtaining, medical attention for those who require it.
- ❖ Know your limitations.
- ❖ Carry your packet of all players name & information to every game & practice.
- ❖ Carry your first-aid kit to all games and practices.
- ❖ Assist those who require medical attention - and when administering aid, remember to LOOK for signs of injury (Blood, Black-and-blue deformity of joint etc.).
- ❖ LISTEN to the injured describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- ❖ FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.
- ❖ Make arrangements to have a cellular phone available when your game or practice is at a facility that does not have any public phones.

Don't...

- ❖ Administer any medications
- ❖ Provide any food or beverages (other than water)
- ❖ Hesitate in giving aid when needed
- ❖ Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.)
- ❖ Transport injured individuals except in extreme emergencies
- ❖ Leave an unattended child at a practice or game
- ❖ Hesitate to report any present or potential safety hazard to the Director of Safety immediately.

SAFETY CODE

Dedicated to Injury Prevention

- ❖ Arrangements should be made in advance of all games and practices for emergency medical services.
- ❖ All players must have completed a medical form, Little League Baseball and Softball Medical Release.
- ❖ First-aid kits have been given to each manager and it is his/ her responsibility to ask Safety Officer for more supplies if used, they are also located at the Snack Shack.
- ❖ No games or practices should be held when weather or field conditions are not good, Responsibility for Safety procedures should be that of an adult member of KKLL...particularly when lighting is inadequate. Always check the KKLL web site for field closings etc.
- ❖ Grounds should be inspected frequently for holes, damage, stones, glass and other foreign objects. Any problems need to be reported to the safety officer. All team equipment should be stored within the team dugout, and not within the area defined by the umpires as "in play".
- ❖ Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- ❖ Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- ❖ Procedure should be established for retrieving foul balls batted out of playing area.
- ❖ During practice and games, all players should be alert and watching the batter on each pitch.
- ❖ During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
- ❖ All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.).
- ❖ Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- ❖ Batters must wear Little League approved protective helmets during batting practice and games.

- ❖ Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.** Managers should encourage all male players to wear protective cups and supporters for practices and games.
- ❖ At no time should "horse play" be permitted on the playing field.
- ❖ Parents of players who wear glasses should be encouraged to provide "safety glasses."
- ❖ Player must not wear watches, rings, pins or metallic items during games and practices.
- ❖ **No Alcohol or Tobacco** of any kind allowed on any KKLL field.
- ❖ No Playing in parking lots at any time.
- ❖ **No Profanity.**
- ❖ **No throwing** rocks.
- ❖ **During game**, players must remain in the dugout area in an orderly fashion at all times.
- ❖ **After each game, each team must clean up trash** in dugout.

See a need to add to the safety code? Contact:
Tricia Thompson, President (207) 985- 4942
Cortney Clark, Safety Officer (207) 590-5641

CONDITIONING AND STRETCHING

Conditioning is a very important part in the prevention of accidents. Studies have shown that stretching and contracting of muscles before an athletic event improves general control of movements, coordination and alertness. Conditioning and stretching also help develop the strength and stamina needed for the average player to compete with minimum accident exposure. The purpose for conditioning and stretching is to improve the flexibility of various muscle groups and to prevent the tearing of the muscle due to overexertion. Never force a muscle group during stretching but rather in a gradual manner to encourage looseness and flexibility.

Areas to stretch before an athletic event: neck, back, arms, thighs, legs, and calves. Hold the stretch for at least 10 seconds.

Don't bounce while stretching Calisthenics should also be an important part of pregame warm up. This is another way to stretch the muscle group as well as increasing the heart rate.

HYDRATION

In the summer months we usually think of dehydration. It does not matter if it is January or July, children must be encouraged to drink fluids even when they do not feel thirsty. As coaches, we must remember that when children become physically active, their muscles generate heat thereby increasing their body temperature. As these temperatures rise, the cooling mechanism – sweat – kicks in. When sweat evaporates, the body is cooled. If these fluids are not replaced, children can become overheated. Managers and coaches should schedule water breaks every 30 minutes during practices on hot days, and should encourage fluid intake between every inning.

Water is an excellent fluid, however, sports drinks and fruit juices can encourage children to drink more during events. When offering sports drinks and fruit juices, be careful of the carbohydrate level. These drinks should contain between 6 and 8 percent carbohydrates that is (15 to 18 grams per cup). If the concentrations are higher, than the sports drink or juice should be diluted with water on a 1 to 1 ratio. If drinks are high in carbohydrates, they may cause stomach cramps, nausea and diarrhea when the child becomes active. Caffeine contained in tea, coffee, and colas should also be avoided because it can dehydrate the body further.

WEATHER

These are the steps to take to determine to delay or stop practice or play.

Rain: if it begins to rain the manager or coach should evaluate the strength and direction of the storm and evaluate the playing field as it becomes more saturated with water. If the playing conditions become unsafe, stop the practice. In a game situation, consult with the other coach and umpire to formulate a decision.

Lighting: If you can **HEAR, SEE, OR FEEL A THUNDERSTORM, SUSPEND ALL GAMES AND PRACTICES IMMEDIATELY**. Stay away from metal objects. Don't hold metal bats. Have players walk, not run, to their parent's or designated driver's car and await a decision on whether to continue play.

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 strokes coming from the storm's overhanging anvil clouds.
- ❖ On the average, thunder can only be heard over a distance of 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.

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- regardless of whether or not the lightning detector has been used and has gone off or if the "flash-bang" proximity measure applies.

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large shelters (substantially constructed buildings) are the safest! For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle 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!! 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.

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

First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. 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 - 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.

Note: CPR should only be administered by a person knowledgeable and trained in the technique.

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 (provided in first- aid kit).
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 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.

TRAINING OF VOLUNTEER MANAGERS AND COACHES

KKLL requires at least one coach or manager from each team to attend the training offered April 2 at KHS gym.

- The training is designed to help coaches and coaching coordinators; teach the skills, correct common mistakes, plan active practices, leverage effective drills and competitions and organize proper warm ups and pregame activities.
- The following is the schedule of the coaches training:
 - T-Ball 9:00 – 9:30
 - Minors 9:30 – 10:00
 - Majors 10:00 – 10:30

KKLL requires at least one coach or manager from each team to review the Safety Plan for the current year.

- Every manager will receive a first aid kit as well as a copy of the Safety Plan.
- It is expected that these items will be present at every practice and game.
- There will be a first aid kit available in every concession stand.

EQUIPMENT

The equipment manager shall inspect all equipment before the start of first practice or game. The equipment once distributed by the equipment manager to the various managers or coaches becomes the responsibility of that manager or coach.

Equipment must be inspected by the manager before each game and practice. If damage is discovered, the damaged equipment is to be taken out of service and equipment manager notified. Damaged equipment is to be either fixed or destroyed to prevent future use.

Many kids bring their own equipment. The manager, coach and umpire should make sure that that equipment meets all the requirements outlined in the safety manual.

MACHINERY

Tractors, mowers, gators, golf carts and other heavy machinery will:

1. Be operated by appointed staff only.
2. Never operated under the influence of alcohol or drugs.
3. Not to be operated by person under the age of 16.
4. Never operated in a careless and reckless manner.
5. Never be operated or ridden in a precarious or dangerous way.

CONCESSIONS SAFETY

1. Food covered at all times.
2. Inspect cooking equipment before use and report damage to the Snack Shack.
3. Certified fire extinguisher must be placed in plain sight at all times.
4. All Snack Shack workers are to be instructed on the use of fire extinguishers.
5. All Snack Shack workers are to be aware of the location of the first aid kit located in the concession stand.
6. Utensils washed and put away at the end of the day's games. Snack Shack workers must wash hands each time to the restroom and after handling foreign objects.

Concession manager will take the virtual course training for safe food preparation offered by the New York City Department of Health (www.healthpsi.nyc.gov). The manager will also participate in onsite training at the concession stand with the assistance of a local restaurant operator prior to the beginning of the season. Food storage, preparation, equipment use, care and inspection will all be reviewed.

Written safety procedures for the concession stand will be posted in the concession stand. Volunteers will be required to review prior to assisting in the concession stand.

A fire extinguisher will be present in each concession stand and volunteers will be asked to review an informational guide as to how to correctly use an extinguisher in the event of an emergency.

SAFETY PRELIMINARIES

All managers, and/or coaches and/or umpires are required to walk the entire field to identify any practices. Any hazards should be eliminated prior to start of play and reported to the safety officer within 24 hours.

- Be aware of rocks, glass, holes, etc.
- Before the start of a game, both managers and the umpire will meet at home plate.
- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss unsportsmanlike conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

During the game, umpires, managers, and coaches:

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement
- Make calls loud and clear, signaling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire

- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think “Safety First!”

ACCIDENT REPORTING

All accidents and injuries shall be reported to the league safety officer within 24 hours. After notification the safety officer will notify the KKLL President in which all information will be recorded and the proper forms completed and mailed to the insurance representative. If the safety officer is unavailable, the KKLL President is to be notified of the accident or injury. If the KKLL President or safety officer cannot be notified, any board member can be notified of the accident or injury (see list of phone numbers located on page (2) in this Safety Plan manual.

ACCIDENT REPORTING PROCEDURES

What to report:

- An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

How to report:

- KKLL Incident/Activity Tracking Report should be completed detailing the incident and any action taken.

When to report:

- All such incidents described above must be reported to the Safety Officer within 48 hours of the incident.

**The Safety Officer for 2017 is
Cortney Clark
Contact phone: 207-590-5641
Email: ccdcmmme@gmail.com**

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.
- Don't play on a field that is not safe or with unsafe playing equipment.
- Be sure your players are fully equipped at all times, especially catchers and batters.
- Check your team's equipment often. When in doubt, check it out!