



# **ASAP**

## **A SAFETY AWARENESS PROGRAM PARAMUS LITTLE LEAGUE**

“To create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball.”

A.S.AP. “A Safety Awareness Program”

The purpose of the Safety Plan is to outline the various policies and procedures employed by the Paramus Junior Baseball League. The document also reaffirms our commitment of safety for all those affiliated and participate in the Paramus Junior Baseball League. In 2003, Little League put into practice “A Safety Awareness Program” (ASAP) requiring all charters to adopt a safety policy. The purpose of the Safety Program is to prevent injuries, rather than simply reacting to them.

All safety policies are outlined in the Paramus Junior Baseball League handbook and published on our web site. The copy of the safety plan is distributed to all league officers who can distribute them to their respective leagues. Additional information regarding policies is accessible on the Little League web site. [www.littleleague.org](http://www.littleleague.org).

All contact information for leagues officers are posted in the snack bars and on our web site [www.paramuslittleleague.com](http://www.paramuslittleleague.com). Paramus Little League has an active safety officer on file as is required by Little League International.

### **Important Contact Phone Numbers**

Paramus Police Department.....	(201)262-3400
Emergency.....	9-1-1
Paramus Ambulance Corps.....	(201)262-3400
Paramus Fire Department.....	(201)262-3400
Paramus Office of Emergency Management.....	(201)262-3400 ext 573
Paramus Recreation Commission.....	(201)265-9321
Paramus Shade Tree & Parks Commission.....	(201)261-2100
Paramus Department of Public Works.....	(201)262-2100
Poison Control.....	(800)222-1222
Sports Complex Snack Bar – Paul Wienzierl.....	(551)804-5604
Midland Snack Bar – Joe Kenney.....	(201)261-5986

## **Paramus Little League ASAP**

What is ASAP? ASAP started in Little League in 1995 and it stands for A SAFETY AWARENESS PROGRAM. The main objective is to create awareness of dangerous situations so we can correct them and prevent accidents from occurring.

### **SAFETY RULES FOR PARAMUS JUNIOR BASEBALL LEAGUE**

- Responsibility for enforcement of safety procedures should be that of the team, managers, coaches and umpires.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.

- Play area should be inspected frequently for holes, damage, glass and other foreign objects by both managers and coaches.
- Dugouts and bat racks should be positioned behind screens.
- Umpires are in charge of the game. Before the game starts umpires should check all bats, catcher's equipment and catchers for protective cups. Once the game starts, umpires are responsible for the safety of the game. In the event of rain or lightning, remember its safety first. A game can be re-played or continued. The safety of all involved comes first.
- Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a regular player assigned for this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.
- During practices 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.
- Managers and coaches should be cognoscente of the PJBL Rules pertaining to the pitching policy.
- Equipment should be inspected regularly. Make sure it fits properly.
- Batters must wear approved protective helmets during practices and games.
- As per Williamsport & PJBL rules on deck swinging of bats is forbidden. The only player permitted to swing a bat is the player at bat in the batter's box.
- The use of donuts and weight sleeves are forbidden.
- Except when a runner is returning to a base, head first slides are not permitted.
- During sliding practice bases should not be strapped down and should be located away from the base anchoring system.
- At no time should "horse play" be permitted on the playing field.
- Do not climb on fences.
- Parents of players who wear corrective lenses are encouraged to wear shatterproof glasses.
- Players can not wear watches, rings, pins, jewelry or other metallic items.

- Catchers must wear catcher's helmet, mask, throat protector, long model chest protector, shin-guards and male catcher's must wear a protective athletic supporter at all times.
- Catchers must wear catcher's helmet and mask with a throat protector when warming up pitchers. This applies to between innings and in bullpen practice.
- Manager, coaches and umpires should exercise precautions prior to field use by inspecting the fence presence of hazards. Any and all hazards should be immediately reported to the League safety Officer.
- Manager, coaches and umpires should inspect all protective equipment prior to use. Any equipment that doesn't meet safety standards or is inadequate should be reported to PJBL Equipment manager for replacement.
- Remind managers and coaches they are not allowed to catch pitches (Rule 3.09); this includes standing at the backstop during practice as informal catcher for batting practice.
- Players as well as parents should be reminded of the hazards of heat stroke. Each player should drink adequate fluids to prevent dehydration.
- If it is determined a player sustains a possible concussion the player is to be removed from the game/practice for the remainder of the day.

### **First Aid Kits**

- First Aid Kits are mandatory at each game and practice. First aid kits are issued with equipment at the commencement of the season. There are also first aid kits in each locker box at each PJBL field. If any first aid kit needs replacement contact PJBL League Equipment Manager, Frank Bonastia, safety officer, Gary Moffitt or any member of the safety committee at once. The safety committee is listed below:

Recently AED (automated external defibrillators) have been placed at Midland Field, Sports Complex and Petruska Park.

### **Accident Reporting Procedures**

- Have in your possession the completed Little League Medical Release Form along with Emergency contact information for each player on your roster. The medical release form is accessible for download from the PJBL web site as well as the Little League web site.

- Any injuries that require immediate medical attention should be reported to the Paramus Police (201)262-3400 or 9-1-1 for Emergency Medical Services to properly evaluate and treat the injured. Know your location to accurately report your location to police.
- Any injuries received by players, spectators and coaches should be reported to the League Director as well as the League Safety Officer within 48 hours of the incident.
- All reported injuries should be followed up in writing by filling an accident report with the League Safety Officer. The Accident Forms are accessible from the PJBL web site and stored in field lock boxes.
- All managers and coaches are encouraged to participate in First Aid Courses that are offered by the Bergen County First Aid Counsel at the Bergen County EMS Center in Paramus. For further information contact the EMS training center at (201)343-3407 or their web site [www.bergen.org/ems/training/emtbasic](http://www.bergen.org/ems/training/emtbasic)
- To report an injury call the Paramus Police Department at 201-262-3400 or 9-1-1

Remember your first aid training

Reassure and aid children who are injured

Know where phones are

Know your limits

Looks for signs of injury; blood, black and blue marks, etc.

Listen to the injured describe what hurts

Feel the injured area gently and carefully for signs of swelling or broken bones

Have medical forms with you at all times

### **Don't...**

Transport injured children

Leave children alone at anytime

Give medications

### **Report all accidents - Accident Report Procedures:**

Any player, manager, coach, umpire or hut volunteer who requires first aid must be reported to the safety officer at [safetyofficer@pjbl.org](mailto:safetyofficer@pjbl.org).

Please provide name of injured person, phone number, date, time, location and a detailed description of the injury.

Please include the name and phone number of person reporting injury.

### **Injury Report Form:**

An injury report form must be downloaded from our web site ([www.paramuslittleleague.com](http://www.paramuslittleleague.com)) and filled out by injured person along with league director. The injured person should fill out all parts of the form except (Section III.) which will be filled out by league director. Once the form is completed it must be forwarded to our insurance carrier.

San Del Insurance Agency  
18 Overlook Avenue  
PO Box 7158  
Rochelle Park, New Jersey 07662  
(201)909-0755

### **Important Dates to Remember**

Paramus High School Baseball Clinic, will be held in March for all players and coaches.

Mandatory for managers and coaches to attend; RUTGERS Coaches Safety. Certification and first aid refresher course given at Hackensack University Medical Center or Valley Hospital. Call hospital for training dates or go to web site <http://youthsports.rutgers.edu/> for dates.

Parents and player meetings are to be determined by league directors for their level.

Mandatory coaches training to be held in February. Instructors will be from Professional Baseball Instruction and will outline coaching fundamentals to include hitting, pitching & fielding.

Paramus High School Coaches Seminar with Little League coaches.

Seminar covers fundamentals and techniques of the game in March  
Managers and coaches attend first aid courses given by the Paramus Volunteer Ambulance Corp on the use of the Defibrillator and basic CPR to be given in April/May.

### **Training Programs**

The Paramus Junior Baseball League sponsors coaching programs for various levels of the league. The training programs cover up-to-date instructional techniques for coaches to employ when teaching players on their respective teams. The programs also cover a variety of safety issues for the prevention of injuries.

All players ages 7-12 are encouraged to attend a seminar at the Paramus High School given players coaches and players. The seminar works on hitting, fielding an pitching.

Two Friday's in May we have "Friday Night Baseball" where the league brings in college coaches or players to work with the younger players in the league on baseball drills and mechanics.

The Paramus Junior Baseball League also sponsors player development programs that run throughout the year.

The Paramus Junior Baseball League adopted a Parental Code of Conduct Policy that is circulated to parents or guardians of players as well as published on the PJBL web site.

Anyone with any suggestions should call or email League Public Information Officer Joe Kenney @ [cpjbl@verizon.net](mailto:cpjbl@verizon.net)

### **Concession Stands**

Concession stands are located at Midland/O'Neil Field Facility and at the Sports Complex Facility. Concession stands are inspected on an annual basis by the Borough of Paramus Health Inspectors. Committee chairperson on safe food handling practices instructs all volunteers who work the stand. Also frequent hand washing and use of sanitary gloves by concession staff is encouraged.

Volunteers are expected to check equipment daily and report any issues.

Concession will not sell any item except from approved menu.

Trained Hut Auxiliary will do cooking only.

Hot foods must be kept at 140\* for beef and 155\* for pork. Cold food must be kept at 41\* or below. Reheating must be done at 165\*.

No one under the age of 18 can work at the snack bar.

Fire extinguishers are at each door.

All workers have been trained in first aid and the use of all equipment.

Equipment is checked regularly.

Grease is to be removed by a company.

Fire inspector checked Ansil system.

## **Manager / Coaches Safety Certification**

The Paramus Junior Baseball League requires that all our volunteer managers and coaches attend the course. In addition, the leagues insurance carrier requires that all managers and coaches be safety certified. The New Jersey Law 2A:62-A-6 (“The Little League Law”) was created to protect volunteer youth sports coaches from **personal exposure** to liability and law suits.

To be protected by the law, coaches must participate in a “safety orientation and training skills program”. If you have any questions, contact the PJBL via email of our Safety Officer Gary Moffitt at email [safetyofficer@pjbl.org](mailto:safetyofficer@pjbl.org) or R.UT.G.E.R.S. directly at 732-932-7178 for additional information.

The courses, entitled “RUTGERS S.A.F.E.T.Y. Clinics – Sports Awareness for Educating Today’s Youth” covers a variety of topics, including legal and psychological aspects of coaching; training and conditioning; and first aid. Coaches completing the course will receive an information packet and a certification card. Their names will be permanently entered into the Rutgers YSRC database. This certification does not expire.

## **Athletic Officials’ Immunity Law**

2A:62-A-6 Athletics officials immunity

- a. Notwithstanding any provisions of law to the contrary, no person who provides services or assistance free of charge, except for reimbursement of expenses, as an athletic coach, manager, or official, other than a sports official accredited by a voluntary association as provided by P.L. 1979, c.172 (C.18A:11-3) and exempted from liability pursuant to P.L.1987, c.239 (C.2A:62A-6.1), for a sports team which is organized or performing pursuant to a nonprofit or similar charter or which is a member in a league organized by or affiliated with a county or municipal recreation department, shall be liable in any civil action for damages to a player, participant or spectator as a result of his acts of commission or omission arising out of and in the course of his rendering that service or assistance.
- b. The provisions of subsection a. of this section shall apply not only to organized sports competitions, but shall also apply to practice and instruction in that sport.
- c. (1) Nothing in this section shall be deemed to grant immunity to any person causing damage by his willful, wanton, or grossly negligent act of commission or omission, nor to any coach, manager, or official who has not participated in a safety orientation and training skills program which program shall include but not be limited to injury prevention and first aid procedures and general coaching concepts.  
(2) A coach, manager, or official shall be deemed to have satisfied the requirements of this subsection if the safety orientation and skills training program attended by the person has met the minimum standards established by the Governor’s Council on Physical Fitness and Sports in consultation with the Bureau of Recreation within the Department of Community Affairs, in accordance with rules and regulations adopted pursuant to the “Administrative Procedure Act.”



- d. Nothing in this section shall be deemed to grant immunity to any person causing damage as the result of his negligent operation of a motor vehicle.
- e. Nothing in this section shall be deemed to grant immunity to any person for any damage caused by that person permitting a sports competition or practice to be conducted without supervision.
- f. Nothing in this act shall apply to an athletic coach, manager, or official who provides services or assistance as part of a public or private educational institution's athletic program.

**2A:62-6.1 Exemption from liability**

- a. Notwithstanding any provisions of law to the contrary, a person who is accredited as a sports official by a voluntary association as provided by P.L. 1979 c. 172 (C.18A:11-3) and who serves that association, a conference under the jurisdiction of the association, or a public entity as defined in Title 59 of the New Jersey Statutes in the capacity of a sports official, whether or not compensated for his services, shall not be liable in any action for damages as a result of his acts of commission or omission arising out of and in the course of his rendering the services. Nothing in this act shall be deemed to grant immunity to any person causing damage by his willful, wanton, or grossly negligent act of commission or omission, nor to any person causing damage as the result of his negligent operation of a motor vehicle.

**Little League to Mandate Background Checks**

**World's largest youth sports organization will require screening to help prevent sexual offenders from gaining access to players**

Every year all volunteers in Paramus Little League must complete a yearly Little league Volunteer Form prior to the beginning of the season. Each volunteer is checked on the NJSP website for sex offenders and run through Lexis Nexis before they are permitted to volunteer. The league also has participated with the town with fingerprinting most of the coaches in the league. Coaches are mandated by the town to be fingerprinted prior to coaching a recreation sport in the Borough of Paramus.

WILLIAMSPORT, Pa. (Oct. 9, 2002) – Local Little League programs will be required to conduct background checks on managers, coaches and other volunteers who come into regular contact with players, it was announced today by Stephen D. Keener, president and chief executive officer of Little League Baseball. Incorporated.

The newest phase of the Little League Child Protection Program goes into effect immediately, for the 2003 season. Leagues worldwide are now

required to either conduct a check of the sexual offender registry, or a criminal background check, for the state or country in which the volunteer resides.

Little League is the world's largest organized youth sports program, with about 2.7 million baseball and softball player's ages 5-18 in the U.S. and 100,000 in other countries.

“First and foremost, this mandate is for the protection of children in Little League.” Mr. Keener said. “Second, this will help maintain Little League as an environment in which children are safe from those who would seek to gain access to children and ultimately harm them. Third, it will help protect volunteers and leagues from possible loss of personal or league assets because of costly litigation.”

New regulations for the 2003 season now require volunteers at the local level to complete and submit a volunteer application, giving consent to a background check. The applicant is also required to list references and prior convictions. Those required to apply include every manager, coach, board of directors member, and any other volunteer or hired worker who provides regular service to the league and/or have repetitive access to, or contact with, players or teams.

The local Little League board of directors must then check to determine if the applicant is listed on the sex offender registry of the state in which he or she lives, or, if no sex offender registry is available, must conduct a criminal background check, unless prohibited by law. More than 40 state governments now provide free access, many via Internet search, to a database of registered sex offenders living in that state.

Since 1996, when it was recommended by the Medical and Safety Advisory Committee of USA Baseball, Little League has recommended use of a volunteer application and the conduct of background checks. In 2001, Little League's official web site ([www.littleleague.org](http://www.littleleague.org)) began providing local league administrators in the U.S. with recommendations for conducting background checks on volunteers, as well as links to all searchable state sex offender registries. The address for the Little League Background Check Database, which includes information regarding which states offer the service for free, is available online.

“Advances in technology and the wider availability of sex offender Registry information makes this the right time to expand the Little League Child Protection Program,” Mr. Keener said, “It is an excellent example of how a government can make a resource available, and allow a private organization to take advantage of it. The only losers in this program will be those who would prey on our most precious resource.”

Since 1988, it is estimated that more than 10 million adults have volunteered in some capacity in Little League programs nationwide. During that 15-year period, nine individual Little League volunteers are known to have been involved in the sexual abuse of a Little Leaguer. There are currently more than 1 million adult Little League volunteers in local Little Leagues nationwide.

“Thankfully, incidents of sexual abuse of Little Leaguers by adult volunteers have been extremely rare,” Mr. Keener said, “While we realize that no screening process can ever be 100 percent effective, we believe this will be a useful tool in helping our local league volunteers prevent these criminal types from gaining access to children through their local program.

### **Paramus Junior Baseball League Child Safety Program**

The PJBL complied with the Little League requirement to conduct mandatory background checks on Board Members, Managers, Coaches, and Umpires. The PJBL Child Safety Program started conducting background checks in 2003. PJBL Executive Board as well as the General Membership passed bylaw requiring all volunteers to submit applications to the association on an annual basis. The PJBL also requires that the applicant submit a photocopy of a government photo identification along with the signed safety application. The PJBL also requires a photocopy of a Rutgers Safety Card or equivalent. The volunteer application must be submitted through their respective league director. The league director will forward the completed application to the league safety officer who is responsible to conduct the background inquire. The applicant authorizes the League’s safety Officer to conduct online background checks through the New Jersey State Police, Megan’s Law Sex Offender Registry. [www.njsp.org](http://www.njsp.org). Applicants are also checked in First Advantage. Any volunteer who refuses to comply with this **mandatory** regulation is ineligible to participate in any league function.

Make sure you have a volunteer form for each manager, coach, umpire and volunteer in your division. You must not let anyone on the field until they are cleared by the safety officer. All medical release forms must be turned in before child may play. Bring any problems to your Safety Officer's attention. Check with your Safety Officer to make sure all new coaches are certified.

### **LIGHTNING FACTS:**

Umpires, managers and coaches are instructed in flash bang method. A person counts the number of seconds between sight of lightning and the sound of thunder that follows 15 seconds or less you must halt play right away.

Additionally three of the fields now have lightning alarm systems which sounds an alarm when lightning is detected. All players and spectators should wait in cars or in buildings. Fields with the lightning detection system are located at the Sports Complex, Petruska Park and Sirianni Park.

### **League Equipment Manager**

Equipment is issued to each manager in the league. Prior to issuance of league equipment it is inspected for defects. Each manager is responsible to inspect equipment prior to each use. Any equipment that is deemed inadequate, the PJBL League Equipment Manager is to be contacted for the replacement of the damaged or inadequate equipment.

### **Fields:**

Outfield fences have protective yellow guards on them to prevent injury. Guards are inspected yearly to be sure they are installed properly and are not defective. Protective padding is installed against the backstop at Midland Field to prevent injuries.

A double-first base is used for in the lower leagues to avoid collisions and injuries.

All fields have disengage-able bases to prevent injuries.

### **Batting cage use:**

Cage must be locked when not in use.

One batter at a time.

Gate must be closed.

An adult must always be in the cage.

Batter must have a helmet on.

Protective net must be in place.  
Check pitching machine before batter gets in cage.

**Safety Code:**

Know and use your Little League 2017 rules.  
Warm up before playing.  
Make sure equipment is worn at all times.  
Catchers must wear a mask with throat guard when warming up in bullpen and on mound.  
During practice a mask must be worn.  
Helmets must be worn by players warming up outfielders during games.  
No swinging bats except on the field, NO Horseplay.  
No fence climbing.  
Observe crosswalks.  
No running after foul balls.  
No foul language.  
Win or lose always shake hands and respect the umpire's calls.  
Be alert at all times, play hard, be safe and have fun.

Frank Bonastia Equipment Manager checked and inspected all equipment and has given the OK for the 2017 season. If you have any issues contact Frank immediately to get the equipment fixed or replaced.

**Facility Survey:**

Each year the Paramus Little League conducts a field facility survey for all fields used by Paramus Little League. The survey includes all updates and improvements done to our facilities.

**Qualified Safety Registration Form:**

Each year the Paramus Little League will submit a qualified safety registration form along with our ASAP plan to Little League International.

**Roster Information:**

Paramus Little League will submit complete rosters with coach and manager data to the Little League Data Center each year by the designated date to be eligible to participate in tournaments.

**Parents Code of Conduct**

## **Parents Code of Conduct**

1. The league is in operation for the benefit of the children and the manner in which you conduct yourself has a direct effect on the league's ability to provide a positive experience for the children who participate.
2. Your children will model what they see you do. Be a positive role model. Do not embarrass or humiliate them or yourself.
3. Encourage the voluntary participation of your child. Do not force them to participate.
4. Inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
5. Insure that your child will be on time for and attend all practices and games. When not possible, provide adequate notification to the manager.
6. Likewise, commit to being there when it is time to pick up your child. Have your children participate with the understanding that the league is not providing a babysitting service. If your children are going to participate in the activities of the league then you also need to volunteer to do something to ensure the success of your child's experience.
7. Learn the rules of the game and support the umpires and league officials in the enforcement of those rules.
8. Encourage good sportsmanship at all times by setting a positive example for any child participating in any activity associated with the league.
9. Do not be a 'grandstand manager'. Refrain from coaching your child or other players during games and practices, unless you are one of the official coaches of the team.
10. If something occurs with which you disagree, calmly seek an appropriate solution, at the appropriate time. Instigating or participating in a confrontation in front of any of the children will not be allowed. When appropriate seek out a member of the Executive Board for counsel.

11. Do not criticize, ridicule or yell at team's players, coaches, or fans for making a mistake or losing a game. Teach your child to do the same. Be a positive role model for your child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
12. Do not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
13. Unless you are ready to volunteer to be an umpire, do not criticize the umpires.
14. Remember this: everyone associated with the league, whether a board member, manager, or coach is a volunteer. They are taking time out of their lives to provide a sporting opportunity for your child. Rest assured that each of them is doing the best they can. If you feel you can do it better, you are welcome to volunteer.
15. Keep the proper perspective. This is Little League and there are no major league scouts in the stands. Always remember, the overall objective is to provide a fun, sports oriented experience for your children.

Failure to abide by the aforementioned rules and guidelines, may result in disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of league organization
- Written warning
- Parental game suspension with written documentation of incident kept on file by organizations involved
- Game forfeit
- Parental and/or child season suspension