



# **2020 ASAP PLAN**

**For Managers and Coaches**

**West Bend Little League**

**District 1**

**Central Region ID# 1490108**

**League President: Jim D'Angelo**

## Table of Contents

• West Bend Little League Board of Directors	Page 4
• Safety Code	Page 5
• Training Requirements	Page 7
• Code of Conduct	Page 8
• Lightning Facts & Safety Procedures	Page 9
• Accident Reporting Procedures	Page 11
• Safe Food Handling -Concessions	Page 12
• League Guidelines & Forms Used	Page 13

**ASAP - What is it?** In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of reemphasizing the position of a 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 manager's and coach's fingertips.

**Manual Distribution:** The West Bend Little League ASAP Plan manual is distributed to each coach at league start-up meetings and posted in the concession stand at the Little League Complex. Additionally, this plan is posted on the league website: [www.westbendlittleleague.com](http://www.westbendlittleleague.com) see heading "Safety".

**Facilities Survey:** The West Bend Little League will complete this annual survey each year prior to April 1<sup>st</sup>. Any issues found during this audit will be addressed prior to the start of practice or league play at the Little League Complex.

**Safety Plan Registration Form:** This form/survey will be submitted to Little League International, along with this ASAP Safety Plan, on an annual basis.

**Player and Coach Data:** Data should be submitted annually to the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org).

## Emergency Phone Numbers

Call- 911

Local Police: 262-335-5000

Local Fire: 262-335-5054

League Safety Officer: Tara Schmidt 414-617-6824 (on file with League Headquarters)

### WBLL Board of Directors

- President: Jim D'Angelo – 262-488-1426
- Vice President: August Lubinski – 414-801-8247
- Treasurer: Matt Sternig – 262-993-9845
- Secretary: Howard Henrich – 262-208-6548
- Player Agent: Kim Nass – 262-483-8462
- Concessions Manager – Danielle Hardt-Gripentrog - 262-483-6790
- Information Officer: Steve Rolf -262-338-0658
- Senior/Junior League Director – Jim D'Angelo – 262-488-1426
- Intermediate League Director – August Lubinski
- Major League Director - August Lubinski – 414-801-8247
- Midwest League Director – Mark Blau 262-224-0760
- Rookie League Director - Chad Steinke – 414-477-5965
- TBall League Director – Chad Steinke– 414-477-5965
- Girls Fast Pitch Director: Cory Reichenberger - 262-353-6336
- Challenger Director: Bob Neja – 262-483-1299
- Chief Umpire – Jim D'Angelo – 262-488-1426
- At-Large Board members: Gary Gripentrog, Mike Kleinhans, Nick Backhaus, Jerrod Wertz, Luke Fichtner, Mike Pettit, Mike Adelmeyer, Andrew Hanson, April Kocinski, Kerri O'Shea.

**Volunteers:** All West Bend Little League Board Members, Coaches, Managers, assistants and volunteers must register annually on the West Bend Little League website: [www.westbendlittleleague.com](http://www.westbendlittleleague.com). The Safety Officer will conduct a criminal background check via JDP. Anyone refusing to complete and submit the volunteer application will be ineligible to participate in West Bend Little League as a player, coach or volunteer.

# **SAFETY CODE –WEST BEND LITTLE LEAGUE**

## ***Dedicated to Injury Prevention***

- Safety procedures are the responsibility of the Safety Officer of West Bend Little League.
- Arrangements should be made in advance of all games and practices for emergency medical services. All fields must be inspected for hazards by coaches and umpires prior to use.
- Managers, coaches and umpires should have training in first-aid and AED use. First-aid kits are issued to each team manager and should be carried at all practices and games. If new supplies are needed, contact the Safety Officer immediately for replacements.
- 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 and before games for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout or behind screens, 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 of 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. Coaches and umpires will inspect equipment prior to game use. Bad equipment should be destroyed/made unusable prior to discarding to prevent it from being re-used.
- 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.
- Except when runner is returning to a base, head first slides are not permitted on small diamond divisions (Majors, Midwest, Rookie, Girls Fast Pitch).
- Bases should not be strapped down or anchored. First base (Intermediate and lower) to be a double base. All bases are breakaway bases, as required.
- 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."

- It is recommended that any player with braces wear a mouth guard during games and practices.
- Player must not wear watches, rings, earrings, pins or metallic items during games and practices.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bull-pen during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game unless protective catcher's gear is worn.
  
- On-deck batters are not permitted (except in Senior, Junior and Intermediate Leagues).
  
- Any player who reports or is observed with one or more symptoms of concussion, as listed on the league concussion information sheet, must be removed from play until evaluated by health care provider and receives written clearance to return.

**When treating an injury, always remember: P.R.I.C.E.**

**Protection ....Rest....Ice....Compression....Elevation....Support**

## **Important Do's and Don'ts**

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 first-aid kit to all games and practices.
- Keep your first-aid sheet with the medical kit and *read it* so you are prepared for an injury.
- 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 person 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.
- Have your players' Medical Release Forms with you at all games and practices.

Don't...

- Administer any medications.
- Provide any food or beverages
- 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

## **Important Training Requirements**

- West Bend Little League provides as much training and instruction as possible.
  - **It is mandatory that all head coaches attend pre-season fundamental skill and first aid training clinics** prior to season start at least once every three years. It is highly recommended that assistant coaches and team parents attend as well. Volunteers will be alerted of training session dates and times by the West Bend Little League President – David Homuth.
- All fundamental skill and first aid training sessions will take place at the West Bend Little League Complex during the league directors meetings with the coaches. This includes how to use the league AED. Dates are to be in March no later than March 31, 2019.
- Check your "mail box" at the West Bend Little League field regularly for league updates, special notices, and correspondence
- A concussion and head injury information sheet was distributed to all coaches and verified by player parents/guardians through the electronic registration process. Additional copies are available through the safety officer and league website [www.westbendlittleleague.com](http://www.westbendlittleleague.com).
- There will be a Board Member appointed to each game day to be in charge of safety, discipline, and direction. Coaches and Umpires are required to check the field for hazards (rocks, holes, etc.) and insure playing equipment is inspected prior to the start of each game.

## **Code of Conduct West Bend Little League**

- All player parents/guardians are required to sign the WBLL code of conduct when registering their player. Code of Conduct is available on WBLL website.
- Speed Limit 5mph in roadways and parking lots while attending any West Bend Little League function. Watch for small children around parked cars.
- No Alcohol is allowed in any parking lot, field, or common areas within the West Bend Little League complex.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- Use Caution when crossing roadways. Always be alert for traffic.
- No Profanity please.

- No swinging bats or throwing baseballs at any time within the walkways and common areas of the West Bend Little League complex.
- No throwing balls against dugouts or against backstop. Catchers or temporary backstops must be used for all batting practice sessions.
- No Throwing rocks.
- No Horse Play in dugout at any time.
- No climbing fences.
- Only one player on the field with a bat may swing the bat (Age 5-12 Rookies, Midwest and Majors). Seniors, (Age 14-16), Juniors (Age 13 & 14) or Intermediate (Age 11-13) on the field at bat or on deck may swing a bat. Be alert of the area around you when swinging a bat while n the on-deck position.
- Observe all posted signs. Players and spectators should be Alert at all times for Foul Balls and Errant Throws.
- During game, players must remain in the dugout area in an orderly fashion at all times.
- After each game, the exiting teams must clean up trash in dugout and around stands.
- No children under the age of 15 are permitted in the Concession Stand.
- There must be at least two coaches at every game and practice
- Whenever possible, make sure someone at your practice or game has a cellular phone to use. There is a phone inside the Concession Stand at the WB Little League Complex

## **Lightning Facts & Safety Procedures**

- The average lightning strike 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 strikes coming from the storm's overhanging anvil cloud (example, lightning can injure people even though it may seem sunny and dry).
- 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.
- **"Flash-Bang" Method**  
One way of determining how close a recent lightning strike is to you is called the "flash-bang" method. With the "flash-bang" method, a person counts the number of seconds between the sight of a lightning strike and the sound of the thunder that follows it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of thunder is 15 seconds or less.

- **Lightning Detector**  
West Bend Little League has a lightning detector device that detects the burst of electromagnetic radiation, in the form of very low frequency radio signals, generated by lightning flashes up to 40 miles away. It will be located inside the Concession Stand at the Little League complex.
- **The Board Member in charge will decide when to halt play** with an approaching storm regardless of whether or not the lightning detector goes off or if the “Flash-Bang” proximity measure applies.
- When in doubt, the following rule should be applied: WHEN YOU HEAR IT – CLEAR IT...WHEN YOU SEE IT – FLEE IT!
- **Where to Go?**  
No specific place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters are the safest. For the majority of participants, the best area for seeking 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 prevent eardrum damage).
- **Where NOT to Go**  
Avoid high places and open fields, isolated trees, metal bats, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers, steel fencing, and water.
- **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:
  - 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

## **Accident Reporting Procedures**

- **What to report** - An accident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid should be reported. If emergency treatment is required, managers and/or coaches **MUST** fill out the C.N.A. form, per insurance policy. First-aid kits issued to each team include two C.N.A. forms. If necessary, additional copies are located in the Safety Director's mailbox at the Little League complex. Complete an Injury Report form for tracking injuries and a Safety Confirmation form. "Near Misses" should also be reported to the Safety Officer, and will be tracked to improve the safety of our program.
- **When to report** - All such incidents described above must be reported to Tara Schmidt or Jim D'Angelo within 48 hours of the incident. Phone numbers are listed on page 3.
- **How to make the report** - Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:
  - The name and phone number of the individual involved the date, time, and location of the incident.
  - As detailed a description of the incident as possible and the preliminary estimation of the extent of any injuries
  - The name and phone number of the person reporting the incident.
- **Safety Officer's Responsibilities** - Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (Le., emergency room visit, doctor's visit, etc.) will advise the parent or guardian of the West Bend Little League's insurance coverage's and the provisions for submitting any claims.
- If the extent of the injuries are more than minor in nature, the Safety Director shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

## **Concession Stand Procedures – Clean hands for clean foods!**

- Since the staff at the concession stand may not be professional food workers, it is important that they are thoroughly instructed in the proper method of washing their hands. The following may serve as a guideline:
  - Use soap and warm water.
  - Rub your hands vigorously as you wash them.
  - Wash all surfaces including the backs of hands, wrists, between fingers, and under fingernails.
  - Rinse your hands well. Dry hands with a paper towel. Turn off the water using a paper towel, instead of using your hands.
  
- Wash your hands in this fashion before you begin concession work or when:
  - After touching bare human body parts other than clean hands and clean, exposed portions of arms
  - During food preparation, as often as necessary to remove soil and to prevent cross-contamination.
  - After using the restroom
  - After caring for or handling animals
  - After coughing, sneezing, using a handkerchief or disposable tissue
  - After handling soiled surfaces, equipment or utensils
  - After drinking or eating or contamination when changing tasks
  - Directly before touching ready-to-eat food or food contact surfaces
  - When switching between working with raw food and working with ready to eat food.
  - After engaging in activities that contaminate hands
  
- All concession stand volunteers must read the Concession Stand tips Safety First that are posted inside the concession stand, prior to their shift.

# West Bend Little League Guidelines

## WEST BEND LITTLE LEAGUE PITCHING GUIDELINES

- Little League regulations govern rest
- **Rookie League**
  - Player plays the defensive position of pitcher only. Coaches' pitch or a pitching machine is used.
- **Midwest League**
  - See Midwest Bylaws for specifics to age related appearance rules.
- **Major League**
  - Follow Little League regulations. See Major (baseball) Bylaws for specifics to age related appearance rules.
  -
- **Intermediate League**
  - Follow Little League regulations.
- **Junior League**
  - Follow Little League Junior League regulations.
- **Girls Fast Pitch Softball – Minors, Majors**
  - Follow Little League Softball regulations. See Minor (softball) and Majors (softball) Bylaws for specifics to age related appearance rules.
- **Girls Fast Pitch Softball – Seniors**
  - Follow Little League Softball regulations.

## FORMS USED: (All forms available at [www.westbendlittleleague.com](http://www.westbendlittleleague.com))

- WEST BEND LITTLE LEAGUE INJURY REPORT
  - Complete per instructions on form for any injury occurring during a West Bend Little League game or practice.
- WEST BEND LITTLE LEAGUE MEDICAL RELEASE
  - Completed during registration. Coaches must keep medical release forms on hand at practices and games.
- WEST BEND LITTLE LEAGUE CODE OF CONDUCT FORM
  - Verified by Managers, Coaches to ensure the zero tolerance policy during registration
- CONCUSSION INFORMATION SHEET
  - Verified by all parents/guardians of athletes during registration.