

2024 Plainfield CT Little League Safety Plan Manual



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Introduction and Mission Statement

- Little League Baseball, Incorporated and Plainfield Little League are non-profit organizations whose mission is to “promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball and Softball.”
- Through proper guidance and exemplary leadership, the Little League program assists children in developing the qualities of citizenship, discipline, teamwork and physical well-being. By espousing the virtues of character, courage and loyalty, the Little League Baseball and Softball program is designed to develop superior citizens rather than superior athletes.
- Parents are strongly encouraged to become involved in Little League. After completing a Little League volunteer application and passing a required national background check, parents may become involved in practices, and be eligible as coaches, managers, umpires, local league board members and other volunteer positions within the league.
- The purpose of our safety program is to help prevent injuries from occurring and provide playing fields that are as safe as possible given the resources available. Our safety program is guided by Little League, Inc. Willamsport, PA.
- **Remember that safety is everyone’s job.**
- **Preventions is the key to keeping injury and loss to a minimum.**
- **Report all hazardous conditions to the Safety Director or another Board member immediately.**
- **Don’t engage in recreation on a field unless it is safe and with the use of proper, safe and inspected equipment.**
- **Remember to check your team’s equipment often.**
- *Working together, everyone can make Little League Baseball/Softball fun and safe!*

Emergency and League Officials' Phone Numbers

All Emergencies	911
Routine calls Plainfield Little League.....	860-317-1285
Plainfield Fire Department.....	860-564-5610
Plainfield Police Department.....	860-564-0804

Board of Directors

President: Gregory Joslyn.....	860-268-1215
Vice President: Brenda Slosek.....	860-710-0747
Treasurer: Jamie Greczkowski.....	860-336-1551
Coaches Director: Clint Greczkowski Jr.....	860-207-7762

Player Agents:

Baseball: Jason Slosek.....	860-710-0733
Softball: Travis Haggett.....	860-234-1720
Secretary: Jamie Greczkowski.....	860-336-1551
Softball Director: Keith Richards.....	860-383-6478
Concession Manager: Amber Wozniak.....	860-481-0707

Baseball Directors:

Tee Ball & Coach Pitch: Aaron Nadeau.....	860-576-7860
Minors Director: Dave Batley.....	860-303-9059
Majors Director: Jay Nisbet.....	860-710-6067
Jr/Sr League Director: Clint Greczkowski Jr.....	860-207-7762

Field Maintenance/Facilities: ALL COACHES

Safety Officer: Jason Slosek.....	860-710-0733
Fundraising Director: Elizabeth LeGary.....	860-389-4919
Information/Social Media/Web Officer: Jamie Greczkowski.....	860-336-1551
Umpire-In-Chief: Chris McAteer.....	860-857-3389
Now Director: Jamie Greczkowski.....	860-336-1551
AllStar Coordinator: John Nisbet.....	860-287-2205

Equipment Managers:

Clint Greczkowski Jr.....	860-207-7762
John Nisbet.....	860-287-2205
Jason Allyn.....	860-303-1671

Safety Plan

- Plainfield League Safety Officer: Jason Slosek on file with Little League International.
- Plainfield Little League will publish and distribute digital/emailed copies of this manual to all managers/coaches, league officials, concession manager and the district administration.
- The main responsibility of our safety officer is to develop and implement the league's safety program.
- The safety officer is a link between the board of directors and its managers, coaches, umpires, players and spectators in regards to safety matters, rules and regulations.

The *Safety Officer* has the following responsibilities:

- Ensure all Little League rules related to safety are being followed.
- Investigate and handle any insurance related claims.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Assist parents and guardians with insurance claims and act as the contact person between the insurance company and claimant.
- Coordinate managers, coaches, umpires, players, and spectators in order to provide the safest environment possible for all.
- Ensure first aid kits and supplies are available for all teams.
- Ensuring that each team has an understanding of first aid, where first aid kit(s) is/are stored for emergencies.
- Conduct spot checks of practices and games to be sure reasonable precautions are taken to protect all players and volunteers.
- Maintain and keep a first aid log. This log will list where accidents and injuries are occurring, to whom, in which divisions, under who's/what supervision and at what date/time.
- Check fields with grounds committee listing areas needing attention.
- Schedule a first aid clinic and CPR training class for all managers, coaches, umpires and volunteers.
- Creating and maintaining all signs with field maintenance committee on the complex properties including 'No Parking' signs, 'No Smoking' signs, 'No Pets Allowed' signs, cautionary signs and etc.
- Act immediately in resolving unsafe or hazardous conditions once a situation has been brought forward.
- Ensure all coaches and umpires walk and inspect the fields for hazards before use. Document and track any issues needing attention.
- Complete an annual Little League Survey on the Little League Data Center.
- Player, coaches and manager roster data will be submitted via the Little League Data Center at www.LittleLeague.org. Mandatory requirement for approved ASAP plan status. Any league officer can enter this data.
- A qualified Safety Program Registration Form will be filled out by the league's safety officer.
- Plainfield Little League will comply with and follow all State and Local Government regulations concerning COVID-19.

League Rule Enforcement

Plainfield Little League will require all teams and officials to enforce all league rules including but not limited to:

- Responsibility for safety procedures belongs to every adult member of our local league.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches, and umpires should have some training in first aid. First-Aid kits should be available at the field.
- Coaches/Umpires shall inspect the playing area frequently for holes, damage, stones, glass or other foreign objects before the start of every game or practice. It is recommended to use Field Inspection Checklist (**Appendix: H**), before each game or practice.
- 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.
- Dugouts and bat racks should be positioned behind screens.
- 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 to this purpose.
- Procedure should be established for retrieving foul balls batted out of the playing area.
- During practice sessions 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 errant balls.
- Equipment should be inspected regularly. Make sure it fits properly.
- Pitching machines, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coaches.
- Batters must wear protective NOCSAE helmets during practice, as well as during games.
- Catchers must wear catcher's helmet (with face mask and throat guard), chest protector, and shin guards. Male catchers must wear a protective supporter or cup at all times.
- Except when runner is returning to a base, headfirst slides are not permitted. This applies to only Little League (Majors), Minor League, and Tee Ball.
- During sliding practice bases should not be strapped down.
- 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."
- Players must not wear watches, rings, pins, jewelry, hard cosmetic, or hard decorative items.
- Catchers must wear catcher's helmet, face mask, and throat guard in warming up pitchers. This applies to between innings and in bullpen practice. Skull caps are not permitted.
- Batting/catcher's helmets should not be painted unless approved by the manufacturer.
- Regulations prohibit on-deck batters. This means no player should handle a bat, even while in an enclosure, until it is his/her time at bat. This applies only to Little League (Majors), Minor League, and Tee Ball.
- Players who are ejected, ill, or injured should remain under supervision until released to the parent or guardian.

League Volunteers

- Managers, Coaches, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have access to or contact with players or teams must fill out an application form (Appendix: A) as well as provide a government issued photo identification card for ID verification.
- Plainfield Little League shall conduct background checks on all volunteers (www.jdpalatine.net) using the volunteer Application Forms, on all applicable.
- **Important:** Anyone refusing to fill out the Volunteer Application is ineligible to be a league member. Any conviction or pending child related issue resulting from a background check will be immediately removed and prohibited from participating in the league's programs.
- **Important:** New in 2024: All volunteers (including coaches, managers, and parent volunteers) are required to complete the Abuse Awareness Training. (**Appendix: I**)
- Plainfield Little League President/Vice President/Secretary must retain the application forms and Abuse Awareness Training forms for the year of service.

Fundamentals and First Aid Training

- **Fundamentals Training:** March 3, 2024 - At least one manager/coach from every team must attend yearly fundamental training. Every manager/coach will attend fundamental training at least once every three years. Fundamentals includes: hitting, sliding, fielding, pitching, etc.) Fundamental Training will be held at Moosup Little League Complex by Clint Greczkowski Jr. and Gregory Joslyn.
- **First Aid Training:** April 5, 2024 – Plainfield Little League will require at least one manager/coach from every team to attend first aid training. First aid training will be held at the Moosup Little League Complex by a Red Cross Certified Trainor.
- You may obtain your First Aid/AED/CPR certificate online at www.redcross.org.
- Due to their education and training, it isn't necessary for licensed medical doctors, registered nurses, licensed practical nurses and paramedics to attend first aid training order to meet the requirement but should be used for their resources. Other individuals who attend various outside first aid training and courses are NOT exempt.
- All concussion-related safety handouts (Appendix: B) must be read by all managers/coaches. All league members/coaches are required to complete the free online concussion coarse documented in (Appendix: B), <https://www.cdc.gov/headsup/>. The completion certificate must be handed into the leagues Safety Officer.

Concession Stand Safety Procedures

CONCESSION STAND SAFETY: Concession stand operations standards shall meet or exceed the local board of health regulations. Concession safety procedures will be posted at all times. The menu shall be posted and approved by the Concession Manager, League Safety Officer, and League President.

The concession manager will be responsible for the training of all those who work within the stand. The manager will contact the Northeast Health Department to setup an appointment to have the concession stand inspected before the start of the season.

HAND CLEANING: Since the staff at the concession stand may not be food professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. This will be accomplished before handling of any food and will occur at any time after doing any activities that could contaminate your hands (i.e. coughing, sneezing, handling spoiled surfaces, handling animals, using the restroom, etc.). See Appendix: C.

CONCESSION STAND PROCEDURES: The minimum age to work around the grill and deep-fryer will be 18 years of age. Opening and closing the concession stand will be by an adult volunteer. A League representative will collect money from the cash box at the end of the day.

When Opening the Stand:

- Count the drawer to make sure there is \$150.00
- Start up Kurigs and Slushie Machines
- Start Fan, grill, and fry-o-lators
- Place all condiments, etc. on windowsill

When Closing the Stand:

- Shutdown the Kurig and Slushie Machines
- Wash and Clean the grill
- Wash the dirty dishes
- Wipe down counters and microwave
- Restock items that are running low
- Count the drawer - \$150.00 should remain in the cash register. The remaining money should be counted, the amount made that night should be posted on the Board Facebook page, the cash should then be turned into the treasurer or in the drop box.
- Wash floor and empty trash
- Turn off lights and lock door.

Read carefully instructions for each device and the preparation directions for the various products sold. The concession stand manager will be responsible for regularly inspecting the area and equipment.

Equipment Maintenance and Safety

The equipment manager is responsible for purchasing and distributing equipment to the individual teams. This equipment is checked when it is issued but it is the managers responsibility to maintain it. Managers shall inspect equipment before each game and practice.

- The league equipment manager will promptly replace damaged and ill-fitting equipment.
- Players that bring their own equipment can only be used if it meets requirements as outlined in this manual and the official Little League Rulebook.
- At the end of the season all equipment must be returned to the league equipment manager.
- Each team, at all times in the dugout, shall have six (6) protective helmets, which must meet NOCSAE specifications and standards. These helmets will be provided by the equipment manager at the beginning of the season. If players decide to use their own helmets, they must meet NOCSA-Appendix: E (See NOCSA DOC ND02912m12 in Appendix: E)
- Coaches and umpires will inspect equipment before each use.
- Don't just discard bad equipment. Destroy or make the damaged/unsafe equipment unusable to stop anyone from attempting to "save it" from waste.
- Helmets must have an exterior warning label.
- Use of helmet by the batter and all base runners is mandatory.
- Use of a helmet by a player-base coach is mandatory.
- All male players are encouraged to wear athletic supporters.
- Male catchers must wear long model chest protectors. Female catchers must wear long or short mode chest protectors.
- All catchers must wear a mask, "dangling" type throat protector and catchers' helmet during practice, pitcher warm-up, and games.
- If the gripping tape on a bat becomes unraveled, the bat must not be used until it is repaired.
- Bats with dents or that are fractured in away must be discarded.
- Only official Little League game balls will be used during games.
- Make sure the equipment issued is appropriate for the age and size of the children on your team. If it is not, get replacements from the equipment manager.

Accident and Injury Reporting

What to report: An accident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the league's safety officer. This includes even passive treatments such as the evaluation of the extent of injury or any periods of rest that occurred. If in doubt ***report it!***

When to report: All incidents described above *must* be reported. The League will use the provided incident tracking form from the LL website and will provide completed Accident forms to Safety Officer within 24-48 hours of the incident. (Appendix: G).

The Safety Officer for 2024 is Jason Slosek, and he can be reached at 860-710-0733 (cell).

Coaches/Managers will be responsible for the following:

- Having a first aid kit for all practices and games.
- Keeping league forms with emergency contact numbers for all team members with you at all times.
- Always have access to an emergency telephone. (Cell phone and etc.)
- Coaches and League Members should never offer diagnosis or express personal opinion as to the extent of any injury. Absolutely no public comment should be made regarding any details of any type of incident or circumstance including but not limited to social media. All personal and medical information must remain private. Use care when storing and transporting such information.
- Contact and speak with parent/guardian in regards to all incidents and accidents involving their child(ren).
- Never transport the child!
- Don't take injuries lightly. Do not ask a child to "work out" the pain. Listen to the child. Pain is an indicator something is wrong. Never encourage a player to return to take action if he/she feels they are unable to participate.
- When handling blood/body fluids follow **Universal Precautions (Appendix: H)**.
- A coach and parent, if present need to determine injury extent by selecting one or more of the following: 1 – child needs immediate attention; 2- child is able to return to action; 3 – child needs to be referred to medical professional; 4 – child should **not** return to action; 5 – follow protocol for concussions.
- If injury appears in any way to be life threatening call 911.
- If an ambulance is called, then do not move the injured individual. Wait for the ambulance arrival.
- The following require immediate medical attention: deformation or sever pain in any bone, joint or soft tissue; inconsistent consciousness, drowsiness, or disorientation; vomiting; unequal pupils, unusual body fluid leaking from ears, eyes or noes; abnormal vision; seizure; head, neck or back injury; severe bleeding.
- Minor injuries can be handled by: cleaning minor cuts then bandage; apply icepack on minor swelling and bumps using the precautions of not using on the face and using icepack sleeves; parent/guardian and Safety Officer must be notified.

First Aid Kits

- First aid kits, part of the budget, will be issued to every at the beginning of the season and must be returned along with this manual at seasons end.
- Fully stocked First aid kits must be brought to every practice and game. Replacement items are available from the league safety officer or concession stand.
- Always have access to a cell phone with service at each event.
- First aid kit inventory:
 - 1 Instant Ice Pack
 - 10 Adhesive Strips, 3/4" x 3".
 - 1 Large Adhesive Strip.
 - 1 Knuckle Bandage
 - 1 Fingertip Banage
 - 2 Guaze pads, 3" x 3"
 - 1 Conforming Bandage, 2" x 4.1 yards
 - 1 Roll of Adhesive Tape; ½" x 5 yards
 - 6 Antiseptic Towelettes
 - 1 Insect Sting Relief
 - 2 Triple Antibiotic Ointment, 1/32 oz.
 - 2 First Aid Cream, 1/32 oz.
 - 2 Pairs of Latex Gloves
 - 1 Splinter Forceps (tweezers) – 1 plastic kit case.
- List above must be verified by a medical proccessional (registered nurse, paramedic, MD, etc.)
- All kits should be the same and a spreadsheet log, (Appendix: I) will be kept with each kit for inventory along with a master log by the league equipment manager.

Appendixes

- Appendixes
 - Appendix A: 2024 Little League Volunteer Application
 - Appendix B: Concussion Related Safety Handouts
 - Appendix C: Hand Washing Guide
 - Appendix D: NOCSAE Headgear Standard Performance Specification
 - Appendix E: Plainfield Little League Accident and Injury Report Form
 - Appendix F: Universal Precautions (Blood/body fluid safety precaution)
 - Appendix G: First Aid Kit Log (Team-Kit)
 - Appendix H: Field Inspection Checklist
 - Appendix I: Little League Child Protection Program