**2017 ASAP PLAN**

**BURLINGTON LITTLE LEAGUE**

Burlington, CT. 06013

www.burlingtonlittleleague.com

LEAGUE# 0207-06-10

DISTRICT# 06

**BURLINGTON LITTLE LEAGUE FIELDS:**

Scheidel Field..........................................................Library Lane

Lions Club Fields................................................... Foote Road

Nassahegan Fields...................................................George Washington Turnpike

Malerbo Field........................................................ Monce Road

Lake Garda Fields……………………………….. Monce Road

Lewis Mills Fields……………………………… Lyon Road

Harwinton Fields………………………………… Bentley Drive

**EMERGENCY AND KEY OFFICIAL PHONE NUMBERS:**

**Emergency Medical / Fire / Police- 911**

President – Ben Joiner (860) 806-1477

Vice President – Mark Rewenko (860)675-4195

Safety Officer – Jeff Hemingway: (860) 673-8505

**INTRODUCTION:**

Burlington (CT) Little League (BLL) meets the minimum requirements for a qualified safety plan. BLL is always looking to improve our program and strives to meet additional safety plan recommendations. It is the ongoing safety mission of BLL to ensure that all little league players play baseball and softball in the safest possible environment by the continuous involvement of the coaches, volunteers, parents, and players. BLL has approximately 250 players registered for the 2017 spring season. BLL offers 6 different divisions in baseball and 3 divisions in softball.

Coaches, board members, and volunteers involved in BLL participate in the league’s Safety Plan. The goals of the Safety Plan are education and injury prevention. The Safety Plan incorporates common sense safety measures, as well as Little League rules and regulations. The Safety Officer (SO) develops and maintains an active Safety Plan with coordination and supervision of activities to assure enforcement of the safety rules and regulations. The SO maintains a BLL board position and is on file with Little League International.

During the past several years it has been a goal to offer CPR training to coaches and this year once again BLL will be offering CPR training for coaches and assistant coaches in March 2016. Individuals completing the course requirements will receive their certification in adult and child CPR. In addition to CPR training, this year BLL has made it a policy that all coaches and assistant coaches are required to complete the on-line concussion awareness program offered by the center for disease control and prevention ([www.cdc.gov/HEADSUP](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.cdc.gov_HEADSUP&d=BQMF-g&c=EZxp_D7cDnouwj5YEFHgXuSKoUq2zVQZ_7Fw9yfotck&r=oAEm8cSXlgmsEb1zLfcRzA&m=EP2d6N-WaX8VT8qUWoab5QRWOc1HKdwHDodn_8YesIk&s=dadRUO-GEjcOGttHjNKhQuiohK0HJc36U21Y5Wrynk4&e=)).

The SO was present at BLL registrations on January 28th 2017. Parents completed Medical Release Forms with the player’s medical history, date of last tetanus immunization, and emergency contact information. For those parents who were not aware of their child’s last tetanus shot, the SO uses registration as an opportunity to educate parents about tetanus prophylaxis in wound management. The importance of this is stressed as games and practices are played on evenings and weekends when physicians’ offices are closed and access to immunization records is not readily available. The SO reviewed all Medical Release Forms for completion including medical history and emergency contact information. The Medical Release Forms are copied. The SO distributes one copy to the player’s coach and additional copies are on file for the year of service by the SO. The SO communicates any pertinent medical information to the players’ coaches once the teams are selected. Medical information that is shared with the players’ coaches includes but is not limited to life threatening allergies requiring the use of an Epi-Pen and asthma. Confidentiality is maintained at all times. If a player is registered for Little League and does not have a Medical Release Form, the SO informs the player’s coach that a Medical Release Form needs to be completed by the beginning of the season.

In addition to the above, BLL player registration data and coach / manager data will be submitted via the Little League Data Center at [www.LittleLeague.org](http://www.LittleLeague.org) each season. This is a mandatory requirement for a Little League International-approved ASAP plan.

**MISSION STATEMENT:**

Coaches are committed to teaching the fundamentals of baseball and softball while playing games safely. BLL offers players the opportunity to learn competitive baseball and softball skills that are important in both sports and future endeavors. Not only do the players have fun, but they also learn teamwork, respect, self-discipline and how to win and lose with a positive attitude. It is the responsibility of the coaches and assistant coaches to supervise all games. It is the responsibility of coaches, assistant coaches and umpires to ensure that the facilities and equipment are safe for all players, as they are the front line members of Burlington’s Little League Baseball and Softball. BLL has a Coach Selection Committee chaired by the Director of Coaching. The committee members interview coaching candidates based on but not limited to six areas deemed important to little league; game knowledge, philosophy of coaching, ability dealing with players, ability dealing with parents, organization skills, and commitment to the league. The committee recommends a candidate to the BLL President.

**COACHES BACKGROUND CHECKS:**

All BLL volunteers are required to complete the Little League Volunteer Application prior to the start of the season. Volunteers complete the Application at the time of registration. Anyone refusing to complete the Little League Application will be ineligible to participate in BLL. The Little League Application used by BLL is included with the Safety Plan. The Director of Coaching of BLL conducts mandatory background checks on all volunteers using Choice-point. The League President maintains these confidential forms for the year of service.

**MEDICAL EMERGENCIES:**

BLL Fields do not have phones. When practicing or playing on any one of league’s fields, coaches carry cell phones at all times in the event of an emergency. Coaches are advised to call 911 for emergency medical, fire, and police. BLL fields are equipped with Automated External Defibrillators (AED’s). When 911 is activated, a police officer responds to the scene. All officers are equipped with AED’s in their cruiser. With AED’s, immediate help is available with code 1 2 3 4 for access. All coaches are aware of the code and reminded mid-season. Coaches administer basic first aid. Additional responsibilities of the coach and assistant coach (s) include the following:

* Enlist the help of any parents who are physicians, nurses, and / or emergency medical personnel.
* Obtain the player’s Medical Release Form from the first-aid bag and provide it to emergency medical personnel so that the player’s medical history is readily available.
* Coaches or another adult should be prepared to accompany the player to the hospital if parents are not available.
* Coaches notify the SO of the injury within 48 hours.
* Coaches complete the Injury Report or the Accident Notification Report and submit to the SO within 48 hours

**SAFETY OFFICER ROLE:**

* Develop BLL’s Safety Plan annually.
* Offers basic first aid and CPR training to coaches and assistant coaches.
* Implement injury prevention & education.
* Review Medical Release Forms for all players.
* Notifies coaches of players’ medical needs.
* Submit Injury Report or Accident Notification Report to Little League International.
* Maintain a board position.
* Provide first aid bags to all coaches.
* Filed with Little League International as BLL’s Safety Officer.
* Recommend annual budget needs for safety equipment & supplies.

**SAFETY PLAN:**

* BLL posts their updated Safety Plan each year on the BLL website (http://burlingtonctlittleleague.com/)
* Review the Safety Plan with all Board Members and coaches.
* Maintain players’ Medical Release Forms in first aid bags.
* Safety Plan Manuals are located at the Scheidel Field Concession Stand.
* Coaches complete the Injury Report or Accident Notification Report and submit to the SO within 48 hours.
* SO notifies the League’s President within 48 hours.
* The SO notifies Little League International within 48 hours.
* Coaches identify near miss injuries and report them to the SO attention.
* SO discusses near miss injuries at Board Meetings
* SO shares information on injuries and near miss injuries with the District Administrator.
* The SO submits BLL’s Safety Plan to the District Administrator and Little League International annually.

**FIRST AID BAGS:**

* SO distributes first-aid bags to all coaches in April 2017.
* Coaches are required to carry first aid bags to all games and practices.
* Assistant coaches carry the first aid bag to all games and practices in the coach’s absence.
* First aid bags contain the following items:

1. Basic first aid supplies (instant disposal cold compresses, gloves, gauze, antiseptic wash, ace wrap, tape, finger splints).
2. Coach’s packet of information with Players’ Medical Release Forms.
3. SO phone number for questions or requests for additional first aid supplies.
4. Ice packs are the most commonly used first aid item. Additional ice packs are kept in the Scheidel Field Concession Stand (the SO periodically checks ice pack supplies and restocks accordingly).

**AUTOMATIC EXTERNAL DEFIBRILLATOR:**

Burlington Little league has acquired and placed AEDs at each of the playing fields in order to provide further safety for our players, coaches and parents in the park. This year guidelines for use will be in place and it will be required that at every game there is a coach or umpire with training in the use of the device. There will be a coach or umpire with CPR certification and EMS services will be called pending the acuity of the situation. In addition if 911 is activated, a police officer responds to the scene. All officers are equipped with AED’s in their cruiser.

**ANNUAL LITTLE LEAGUE FACILITY SURVEY:**

The Little League Facility Survey was completed by BLL’s Safety Officer.

**FIELD INSPECTIONS:**

* No practices and games should be played when weather or field conditions are unsafe for the players.
* Home team coaches and umpires inspect the fields before use for any hazards, i.e. holes, damage, stones, glass, sharp objects or any other foreign objects.
* The Field Maintenance Director inspects the fields during weekly field maintenance for any hazards.
* Field inspections are documented on the Field Inspection Form. This form is developed and maintained by the Field Maintenance Director.
* Fields are inspected by District 6 for district tournament play.
* Unsafe conditions will be documented on the Field Tracking Hazards Form and reviewed at monthly board meetings.
* The BLL’s Vice President completes the Annual Little League Facility Survey and keeps on file for the year of service.

**EQUIPMENT INSPECTIONS:**

* Coaches are issuedtheir own basic playing equipment (bats, helmets, balls, and catcher’s equipment) which is inspected by theEquipment Director and routinely inspected during the season by the coaches and assistant coaches.
* All equipment is inspected regularly for defects and proper fit.
* Coaches notify the Equipment Director for equipment needing to be repaired or replaced.
* Damaged and irreparable equipment is bundled and disposed of by the Equipment Director.
* The Equipment Manager documents equipment needs and presents them to the board as needed.
* Players may bring their own bats to practices and games. Coaches inspect these bats for damages or defects.
* Players in majors and below must wear rubber cleats. Metal cleats are prohibited

(They are acceptable in Juniors).

* Bats are non-wood bats with a bat performance factor of 1.15 or less for majors and below.
* The 2-1/4 inch bat ring must be used for all bats in majors and below.
* The 2-5/8 inch bat ring must be used for all Juniors.
* Batting helmets must be worn by all players while in the batter’s box or on deck.
* Face guards on batting helmets are required for all divisions (except juniors).
* Altering helmets in any way is prohibited.
* Helmets are provided in district play and will have face guards. Parental discretion is allowed in regard to face masks only for personally owned helmets that are used in tournament play, in district play, and in Juniors and above regular season. Parents are educated at registration and on the website about injuries from baseball and softball without face guards.
* Break away bases have been implemented in all BLL fields.
* Soft low-impact balls are used for T-ball and intermediate levels of play.
* Helmets are inspected for cracks. Helmets with cracks are not used in play and are returned to the Equipment Director.
* Minors and above are encouraged to wear mouth guards during infield play in baseball. Mouth guards are required in infield play in softball.
* Information on safety and use of face and mouth protection is on the BLL website for parents and coaches.

**FIELD SAFETY:**

* Warning tracks are in the outfield at Scheidel, Nassahegan, and Malerbo Fields.
* Protected fence tops to protect outfielders are at the Scheidel, Nassahegan, Malerbo, and Region 10 Fields.
* Bleachers with back guard rails and side rails are at the Malerbo and Scheidel Fields.
* The bleachers at Scheidel Field are located on the first base side and outfield. The bleachers on the first base side of the field will hold 55 spectators and the bleachers in the outfield will hold 70 spectators. Both sets of bleachers have fencing, hand rails, center aisle, and enclosed stair backs.
* Break away bases are in place at all fields.

**EQUIPMENT SAFETY:**

* Coaches are required to inspect all equipment before each use for safety.
* Catchers must wear all catchers’ equipment during practices and games. Catching with partial equipment is prohibited. Throat protection is required.
* All players, regardless of position played must wear a protective cup regardless of gender in baseball.
* Mouth guards are recommended, although not mandatory for all players in the infield in baseball and required in the infield in softball.
* Parents of players who wear glasses should provide safety glasses for the player.
* Head first sliding is prohibited, except when a runner is returning to first base.
* “Horseplay” is not permitted.
* Swinging bats is only allowed in the field of play. Swinging in the on-deck circle is prohibited at any field.

**PITCHERS’ GUIDELINES:**

BLLimplements the Little League Pitch CountRegulation for baseball. The Little League Pitch Count limits the number of pitches thrown in a day and the rest required before pitching again. Listed below are the pitch count and the rest count for players. Refer to the Little League Pitch Count Regulation Guide for complete information. The Regulation Guide is available to all board members and coaches and has been discussed at length at BLL board meetings.

Pitch Count Regulations:

* 17-18 year olds..........................................105 pitches per day
* 13-16 year olds...........................................95 pitches per day
* 11-12 year olds...........................................85 pitches per day
* 10 years and under..................................... 75 pitches per day

Exception: if a pitcher reaches the limit of pitches thrown while facing a batter, the

pitcher may continue to pitch until the batter reaches base or is put out.

Rest Count Regulations:

* 51-65 or more pitches in a day......................3 days rest
* 36-50 pitches in a day....................................2 days rest
* 21-35 pitches in a day....................................1 day rest
* 20 pitches in a day.........................................0 day of rest

**INDOOR TRYOUTS:**

* Evaluations this year will be held at an indoor training facility in Winsted, CT (March 4, 2017).
* Parents are prohibited in the try-out area.
* Helmets are worn during batting tryouts.

**COACHES RESPONSIBILITIES:**

* Coaches and assistant coaches supervise players at all times.
* Only coaches, players, umpires, and designated volunteers are allowed on the field.
* Coaches are not allowed to “catch” pitchers. This includes standing at the backstop during batting practice (Refer to Little League Rule 3.09).
* Any violation of these rules can result in the removal of the coach or player from the playing field. Further sanctions may be imposed after conduct review meeting of the BLL Board of Directors.
* Coaches will not allow parents and siblings not involved with the team on the playing field.
* Parents may be asked to coach first and third base and therefore may be in the first and third base coach’s box.
* Coaches ensure that the players warm-up and stretch before playing to prevent injuries.
* Coaches ensure that players do not play through an injury that may be aggravated by continuance of playing.
* Coaches encourage parents and players to bring water bottles for adequate hydration.
* Coaches encourage parents and players to use sun-block.
* If lightning is seen and/or thunder is heard, game (or practice) must be suspended and all players, coaches, and parents will seek shelter in cars. Play (or practice) may be resumed 30 minutes after the last lightning is seen or thunder is heard.
* Coaches are mandated to umpire at least two games during the regular season not involving their team.

**FUNDAMENTALS TRAINING FOR COACHES:**

Coaches are required to teach the fundamental of baseball at all levels. All Coaches are able to access on-line tips for coaching available on the BLL website. Additionally, BLL coaches have the opportunity to attend a training session annually at the Bartlett Giamatti Center in Bristol, CT. Baseball coaching classes / support also available at:

Diamond Kings Baseball Academy

842 Clark Avenue

Bristol CT- 06010

860-584-1386

www.dkacademy.com

**ACCIDENT REPORTING:**

Injury Reports are completed to report safety hazards, unsafe practices and to contribute to positive ideas for safety improvement. The SO tracks near miss injuries to evaluate practices and avoid future injuries. The SO shares near miss injuries at board meetings. During BLL’s 2016 season there were no major injuries. In 2017, BLL coaches were reminded of rules: no on deck swinging, no alterations to helmets, and parents and coaches remind all players to pay attention to play and wear mouth and head protection when out of the dugout. Our present safety plan and website reminders reflect rules to protect against injury. Forms for accident reporting are available on line.

**CONCESSION STAND SAFETY:**

BLL has a Health Certificate from the State of Connecticut Health Department. As part of the certificate from the State of Connecticut, training is included for safe use, care and inspection of equipment. The Concession Stand Use Manual is located in the concession stand at Scheidel Field and is available for all volunteers working in the concession stand. Concession stand volunteers receive training prior to their first time working in the concession stand. Training includes:

* Concession stand contains a first-aid kit and fire extinguisher.
* Concession stand workers are trained on proper use of equipment.
* When in operation, the concession stand is not left unattended.
* Only authorized personnel/volunteers have access to the concession stand.
* Players and siblings under 13 years of age are not allowed in the concession stand.
* Workers are instructed to use antibacterial hand gel at the beginning of their shift and several times during their shift. The concession stand maintains ample supply of antibacterial hand gel.
* Workers must wear latex gloves when handling food.
* Workers are required to clean all food equipment, counter tops and sink with disinfectant cleaner.
* Smoking is prohibited in the concession stand.
* Workers must tie up long hair.
* Workers do not operate the concession stand if they are ill.

BLL concession stand contains chest freezer and an upright refrigeration unit set at 39 degrees Fahrenheit. All food is kept frozen or refrigerated until ready to be cooked on game day. Condiments, such as ketchup, mustard and relish are kept in closed bottles in the refrigerator until needed. Unused breads and buns are placed in the refrigeration unit. BLL provides a limited menu that includes hotdogs, burgers, nachos and cheese, coffee, hot chocolate and individually packaged snacks and candy. Food is cooked on the hot dog steamer and the propane gas grill. Soda, juice, sports drinks, and water bottles are served in closed manufacturer’s containers. Non-perishable food is stored in airtight containers on shelving units off the floor. Paper towels and disposal sanitizing wipes are used to clean counters and surfaces. Food preparation utensils are cleaned with hot soap and water. Garbage bins are emptied and removed from the area. No pesticides or contaminants are stored in the concession stand.