

Ledyard Little League



Guidelines and Safety Manual

For
Managers, Coaches and Parents

January 1, 2025

League ID: 267530

Introduction

The Little League program has been developed to assist young people in developing the qualities of citizenship, discipline, teamwork and physical well-being. By promoting the virtues of character, courage and loyalty, Little League seeks to develop superior citizens rather than superior athletes. While winning and losing is a part of this experience, little things, such as hitting a solid shot up the middle or making a play in the field, can be equally important. League officials, managers, coaches and parents all have a role to play in this development. We believe that the best way to assure a positive result is for everyone to have a common understanding of these objectives and policies and practices, endorsed by Little League, for achieving them.

This manual has been put together to define expectations and responsibilities for managers, coaches, players and parents. The items in this manual have been adapted from the Little League 2016 Operating manual and from information presented on the Little League Online Web Site (www.littleleague.org). The manual also serves as the Ledyard Little League Safety Plan for the 2024 season. The active Safety officer on file with Little League for the year 2024 is Katie Ellis.

If you have any questions please contact one of the following officials of Ledyard Little League.

<u>Office</u>	<u>Name</u>	<u>Phone</u>
President	Jim Russell	860-501-3019
Vice President	Jeff Clark	860-625-4641
Secretary	Paula Gilger	860-303-1013
Treasurer	Chase Dore	401-396-6412
Safety Officer	Katie Ellis	860-949-5731
Director of Baseball	Steve Muscarella	724-678-8512
Director of Softball	Josh Leite	860-912-9735
Player Agent	Jen Bingham	401-595-9077
Concessions Manager	Elisha Moore	860-389-5906
Fundraising Coordinator	John Minzy	860-910-2260

Expectations

Managers, coaches, players, umpires and parents all have a responsibility to instill the tenants of good sportsmanship in our children. Remember that not all players in Little League have the same skills. We all need to let our children make their mistakes and always be there with positive support to lift their spirits. The following Responsibilities of Sportsmanship were adapted from the State of Vermont Principal's Association.

Ledyard Little League expects all participants – managers, coaches, umpires, players and parents will abide by these principles.

Expectations of the Coach

1. Treats his/her own players and opponents with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athletes to be.
4. Disciplines those on the team or in the stands who display unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher, and understands that the ball field is a classroom.

Expectations of the Official

1. Knows the rules and their interpretations.
2. Places the welfare of the participants above all other considerations.
3. Treats the players and coaches courteously and demands the same from them.
4. Works cooperatively with other umpires for an efficient game.
5. Is fair and firm in all decisions, never compensating for a previous mistake.
6. Maintains confidence, poise and self-control from start to finish.

Expectations of the Player

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the example for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses and never quits.
6. Always remembers that it is a privilege to represent the team and community.

Expectations of the Spectator and Parent

1. Attempts to understand and be informed of the playing rules.
2. Appreciates good play no matter who makes it.
3. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane, obnoxious language and behavior.
4. Respects the judgment and strategy of the coach. Does not criticize players or coaches for loss of a game.
5. Respects the property of others and authority of those who administer the competition.
6. Censures those whose behavior is unbecoming.
7. Respects officials and accepts their decisions without gesture or argument.

Role of Parent and Coach

Coaching philosophy, motivation, knowledge, leadership self-control, understanding, communication, consistency, respect and enthusiasm are important indications of a coach or manager's effectiveness. Remember that coaches and managers are volunteers and are striving to do the best they can. Parents can help make the coach's job a bit easier, as well as help your child enjoy Little League more, by doing the following things:

1. Let your child know you support his or her participation in Little League. Get involved; volunteer your time in the league, practice with your athlete, attend games, and show that you care.
2. Insure your child's personal equipment is fitted properly, in good condition and encourage its correct use.
3. Monitor your child's participation so that you know how your child is developing.
4. Do not interfere with the coach unless the coach has clearly erred.
5. Keep the coach informed if your child is injured or ill.
6. Make certain your child is sleeping and eating properly.
7. Help the coach when asked to do so. You might be needed to raise funds, drive kids to games, keep score, or even be an assistant coach.
8. Keep control of yourself. Show by your example how you want your child to behave on and off the field.

Leadership and Sportsmanship

The Little League Operating Manual states:

“The Little League manager and coach must be leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development. It is required that the manager and coach have understanding, patience and the capacity to work with children. The manager and coach should be able to inspire respect. Above all else, managers and coaches must realize that they are helping to shape the physical, mental and emotional development of young people.”

Safety Plan Overview

In 1995, Little League introduced “A Safety Awareness Program” (ASAP) to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball. An important element of ASAP is adherence to the Little League Safety Code. The Safety Code is implemented through the Safety Plan, which is outlined in this Safety Manual. This Safety Manual defines how Ledyard Little League will administer responsibilities under the Safety Code in three areas – Activities, Equipment and Facilities.

Little League Safety Code

- An adult member of the local league should be responsible for procedures at all times.
- 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 Kit should be available at the field.
- 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, stones, 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 player assigned for that purpose.
- Procedure should be established for retrieving foul balls batted out of the 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 a wild throw or missed catches.
- The league shall provide one coaching fundamentals clinic yearly.
- Equipment should be inspected regularly. Make sure it fits properly.
- Batters must wear approved protective helmets during batting practice, as well as during games.
- Catchers must wear catcher's helmet, mask, throat protector, long model chest protector, shin guards during all games, warm-ups and practices.
- Head first slides should be avoided, except when a runner is returning to a base.
- During slide 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.
- Parents of players who wear glasses should be encouraged to provide "safety sport glasses."
- Players will not wear watches, rings, pins or other metallic items or any other jewelry items.
- Adults must not warm up pitchers. This applies between innings and in the bullpen.
- The league shall make available safety rules and emergency contact numbers at each playing field.
- The league shall complete an annual Little League Facility survey along with a qualified safety plan registration form, as part of this plan.
- League Board Member will submit league players registration forms, rosters, coach and managers information into Little League Data Center at www.littleleague.org

- **Communicable Disease Procedures**

These procedures, also printed in each of the Official Regulations and Playing Rules, should be understood and followed by all managers, coaches and umpires.

While the risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as in other bodily fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucus membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
8. Contaminated towels should be properly disposed of/ disinfected.
9. Follow acceptable guidelines as approved by local health authority with regards to communicable disease mitigation.

Safety Plan – Activities

Managers and coaches have primary responsibility for assuring that games and practices do not create hazardous conditions for players, coaches or spectators. Specific activities in support of these responsibilities include safety inspections, conditioning and warm-ups, treatment of injuries and organization of practices and games.

Safety Inspections

Regular safety inspection of fields, playing equipment and personal protective equipment is the best way to determine whether unsafe conditions require correction. Prior to each game or practice, managers and coaches should check each of the following areas.

1. Unsafe field conditions (such as holes, ditches, rough or uneven spots) have been repaired.
2. Foreign objects (such as rocks, bottles, broken glass or cans) have been picked up and placed in proper receptacles.
3. Loose equipment such as bats, gloves, masks, balls, helmets, etc., must be kept off the ground.
4. Managers and coaches shall inspect all team equipment before the start of a game or practice.

5. Managers, coaches and umpires should remain alert for changing and dangerous weather conditions. At the first sign of lightening, games and practices should be stopped. All players, coaches and spectators should be directed to their cars until a decision has been made concerning whether or not to continue the game or practice or 30 minutes after the last sign of lightning.

Conditioning and Warm-ups

This important phase of Little League training has a direct bearing on developing a safe personal condition. Extensive studies on the effect of conditioning, commonly known as "warm-up," have demonstrated that:

1. The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
2. Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.
3. These warm-up skills are most effective when the motions are patterned after natural baseball movements such as reaching for a ball, running and similar footwork. This is a good place also to "drive home" the basic safeguard of keeping the eye on the ball.
4. Managers and coaches shall properly warm up their players before the start of games and practices.

Treatment of Injuries

Unfortunately, injuries are a part of the game of baseball or softball. All injuries and near misses should be reported to the Safety Officer and/or the President within 48 Hours of the incident, on the CNA accident form. The following considerations should be followed in preventing and dealing with injuries.

1. There are First Aid Kits and supplies in the manager's equipment bag.
 2. Each coach **will have**, at every game and practice, each player's medical emergency information (contacts, allergies, etc.) and release forms.
 3. A cellular phone must be on hand.
 4. All coaches and managers should have some first aid training. To that end, first aid is recognized as essential to the safety of our players. Annually the League will require one coach from the staff of each team to be CPR/ first aid certified. Exceptions will be made for teams with medical professionals on the coaching staff. Training will be provided periodically during the year by the league and may also be obtained from the Red Cross and from some corporate safety departments (check with the League Safety Officer for approval.) The league Safety Officer will retain records for the calendar year for each coaching staff.
- 5. In the event of a medical emergency:**
- Administer first aid and have someone call **911** immediately if an ambulance is necessary.
 - In the event of a head, neck or back injury, **DO NOT** remove the helmet. **DO NOT** move the person. Call 911 immediately.
 - Know your limitations. Do not administer any medications, food, or any beverage other than water.
 - Stop bleeding. Use gloves from first aid kit to prevent exposure to body fluids. Managers, coaches and volunteers with open wounds should refrain from all direct contact until the condition is resolved.

- Look for signs of injury/damage and listen to the injured person for a description of what hurts and what happened. Calm and soothe an excited person.
 - Do not transport an injured person in your car unless an ambulance or other emergency service is not available.
 - Notify parent/guardian immediately if not present.
 - Notify league Safety Officer and/or President within 48 hours of any injury that occurs at games or practices.
6. A player may not return to a game or practice if there is blood on their clothing, if they are still bleeding or if the wound is exposed. Additionally any player that has been injured, on or off the playing field, and the injury caused them to miss time with the team for either practice or a game must obtain a note from a medical provider which states they are physically able to return to all physical activities with no limitations. The league Safety Officer must receive this note prior to the player returning to team physical activities. No player will be permitted on the practice or game field, to practice or play, in a “limited duty” capacity.

Organization of Practices and Games

A well-organized game and practice routine can promote a safe and positive experience for our children. Managers and coaches should observe the following guidelines:

1. Games and practices should be cancelled or delayed when weather or field conditions are not good, particularly when lighting is inadequate.
2. Only players, managers, coaches, designated volunteers and umpires should be on the playing field during play and practice sessions.
3. During warm-up drills players should be spaced and oriented so that no one is endangered by wild throws or missed catches.
4. All players should be alert and watching the batter on each pitch during practices and games.
5. Managers and coaches should not warm up pitchers. This applies between innings and in the bullpen.
6. Managers and coaches will not take a Fielding position during practice or warm-ups before games.
7. Managers and coaches should not leave an unattended child at a practice or games.
8. A manager, coach or designated adult volunteer should accompany all children practicing in the batting cages at the Ledyard Little League fields. The batting cages should only be used in accordance with established policies.

Safety Plan – Equipment

The sport designated Equipment Manager is responsible for assuring that all teams have proper equipment that meets Little League specifications. Managers and coaches are responsible for assuring that such equipment is maintained and used properly throughout the season. Ledyard Little League provides each team with uniforms, bats, practice balls, game balls, helmets and catcher’s gear. The following guidelines should be followed with respect to all equipment:

1. Prior to the start of the season, each manager should review his/her team's equipment needs with the Equipment Manager. The manager and the Equipment Manager should inspect the condition of the team's equipment before ordering new supplies.
2. Managers and coaches should visually check the condition of all equipment prior to each game or practice.
3. Managers, coaches and umpires should pay attention to the proper fit of personal protective equipment. This would include helmets, masks, catcher's pads and safe shoes. Players should be encouraged to wear mouth guards or infielders masks.
4. Batters must wear approved protective helmets with face guards during batting practice and games.
5. Catchers must wear a catcher's helmet, mask, throat protector, long model chest protector and shin guards.
6. A player should be assigned with the responsibility to keep bats and loose equipment off the field of play.
7. Dugouts, benches and bat racks should be positioned behind screens.
8. Players who wear glasses should be encouraged to wear "safety sport style glasses."
9. Players will not wear watches, rings, earrings, pins or other metallic items and jewelry.
10. Players must wear the approved uniform that has been provided by the league. The uniforms of all players on a team must be of the same style and design.

Concessions

Concessions will be a part-time open facility, only in use when games are played throughout our season. All foods will be prepackaged; water, juices, and sodas will be in an ice filled cooler or refrigerator served cold. There will be prepackaged ice-cream bars and ice pop type items kept in a freezer unit. Other concessions will be by donation and kept to current health regulations based on our permit through the Leagues Health District.

During the event:

1. Absolutely no horseplay in or around the snack shop.
2. Snack shop volunteers will maintain a clean appearance, be free of any open sores or infected wounds of the hands and be in overall good health (void of cramps, nausea, fever and diarrhea)
3. Volunteers shall wash their hands with soap and water prior to working in concessions while serving any food after going to the bathroom. Hand sanitizer is acceptable in some cases.
4. Keep foods covered at all times to protect them from insects.

After the event:

1. Wipe all counters and equipment with a Clorox solution.
2. Returned packaged food items to storage containers in specified locked area at moderate temperature.
3. Take out the trash to dumpsters.
4. Keep all hazardous chemicals such as cleaning agents, solvents, insecticides etc. stored away from food.

Emergency Phone Numbers **ALL EMERGENCIES 911**

POISON CONTROL CENTER 1-800-222-1222
ANIMAL CONTROL 860-464-9621

Non-emergency numbers:

Ledyard Police (860) 464-6400
Ledyard Dispatch (860) 464-1138
Gales Ferry Fire Department (860) 464-7228
Ledyard Fire Department (860) 464-9222

Safety Plan – Facilities

Ledyard Parks and Recreation has overall responsibility for maintenance of all fields. Scheduling the use of the facilities is the responsibility of the President and/or Director of Softball and/or Director of Baseball. The conditions/improvements of the fields are the responsibility of the active Safety Officer. Managers and coaches are also responsible for supporting Parks and Recreation in maintaining the facilities. Ledyard Little League uses three fields for T-Ball (Pfizer field, Algen Heights and East Drive) and four fields for Minor League (two at Pfizer field, two at Judge Crandall field). The League uses six fields for Majors League (two Middle School fields or the two High School softball fields and two fields located at Blonder's Field). The League uses one field for intermediates level at Blonder's Field. The League uses two fields for junior/senior division (One at Pfizer Field and two at the middle school. The league will be adding the field at the Ledyard High School for Sr. play in 2023 (located on Colonel Ledyard Rd Ledyard CT). The League will utilize one practice field located behind Juliet Long School. Managers and coaches must coordinate the use of all facilities with the proper personnel in which the fields fall under. The following guidelines should be followed with respect to use of all these facilities:

1. Playing areas should be inspected frequently for holes, damage, stones, glass, and other foreign objects.
2. The manager of the Home Team is responsible for preparing the field for game play. This preparation includes raking infield and base paths, filling in worn areas and running foul lines and lining batters boxes. Both managers and umpires should inspect the condition of fields prior to start of a game.
3. Field maintenance equipment should be used according to established procedures and should be returned to the designated storage areas after use.
4. Each team should be responsible for cleaning their bench/dugout area after a game.
5. Home Team coaches are responsible for checking dugouts, bleachers, and fencing top for bee/hornet nests. Use permitted spray that will be in equipment shed and keep all children clear until safe.
6. Manager and coaches are responsible for cleaning fields before and after each game.
7. Alcohol is not allowed at Ledyard Little League fields.
8. Throwing of rocks, sticks, bottles, cans or other objects is not allowed on and around Ledyard Little League fields.
9. The league shall distribute safety rules and emergency contact numbers to every coach.
10. Any field issues should be reported right away to the league safety officer and president.

Little League Volunteer Application

1. Per requirements by Little League Williamsport. "Little League Child Protection Program"

- a) Regulation 1 (c) 8. Require that all of the following personnel have annually submitted a fully completed official “Little League Volunteer Application” to the local league president, prior to the applicant assuming his/her duties for the current season: Managers, Coaches, Board of Directors members and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. The “Little League Volunteer Application” must be maintained by the president of the local league board of directors for all personnel named above, for a minimum of the duration of the applicant’s service to the league for that year.
 - b) Ledyard Little League Board of Directors have agreed to follow the above stated policy and voted that the President and Safety Officer shall maintain and have access to each volunteer application. Each application will be kept confidential. Action by the President and Safety Officer restricting any volunteer’s association with our league shall be determined by the proper background checks.
1. Regulation 1 (c) 9. Conduct an annual background check on all personnel that are required to complete a “Little League Volunteer Application” prior to the applicant assuming his/her duties for the current season. No local league shall permit any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor. A local league may prohibit any individual from participating as a volunteer or hired worker, if the league deems the individual unfit to work with minors. A local league must conduct a search of the applicable government operated statewide sex offender registry.
- a) The President or Safety Officer shall submit all Volunteer Applications to JDP for complete background checks prior to volunteers being allowed access to the minor athletes.
 - b) The league President and Safety Officer shall take appropriate action if any applicant has had a conviction involving or against a minor.

MANAGERS AND COACHES TRAININGS

Managers and coaches are required to attend a Safety Brief prior to play.

Attachment 1 – Affidavit: Acknowledgement of Guidelines and Safety Plan

Name: _____ Date: _____

This is to acknowledge that I have received a copy of the Ledyard Little League Guidelines and Safety Manual. I have reviewed this Manual and I understand that these are the established policies of the Ledyard Little League that pertain to league officials, managers, coaches, umpires, players and parents involved in Little League softball activities. Furthermore, I intend to use my best efforts to comply with these guidelines and policies.

Signature: _____