**2021 SAFETY PLAN**



ASHLAND, WISCONSIN

ASHLAND LITTLE LEAGUE

*A NON-PROFIT ORGANIZATION RUN BY VOLUNTEERS WHOSE MISSION IS TO PROVIDE AN OPPORTUNITY FOR OUR COMMUNITY'S CHILDREN TO* ***LEARN THE GAME OF BASEBALL*** *IN A SAFE AND FRIENDLY ENVIRONMENT*

TABLE OF CONTENTS

Title Page

Mission Statement

Table of Contents

Telephone Numbers

Code of Conduct

Safety Code

Safety Code (continued)

Lightning Evacuation

Concession Stand Safety

Expectations of Players

Expectations of Coaches

Expectations of Parents

Communicable Disease Procedures

Do's and Don'ts (when administering first aid)

Accident Reporting

Fundamental Training for Managers/Coaches

First Aid Training

Volunteer Applications/Background Checks

Facility Survey

Safety Manuals & First Aid Kits

Use of Equipment Storage Shed - Rules

Coaches Guiding Principles

Page 1

Page 2

Page 3

Page 4

Page 5

Page 6

Page 7

Page 8

Page 9

Page 10

Page 11

Page 12

Page 13

Page 14

Page 15

Page 16

Page 16

Page 17

Page 18

Page 18

Page 19

Page 20

**ASHLAND LITTLE LEAGUE**

**TELEPHONE NUMBERS**

**EMERGENCY NUMBERS**

ASHLAND **EMERGENCY** DISPATCH                tel: **911**

ASHLAND FIRE DEPT  (NON-EMERGENCY) tel: **715-682-7052**

ASHLAND POLICE DEPT (NON-EMERGENCY)                    tel: **715-682-7023**

ASHLAND COUNTY SHERIFF (NON-EMERGENCY)        tel: **715-685-7640**

Any emergency should also be reported to the Ashland Little League Safety Officer.

Additional information on handling injuries and other accident reporting procedures can be found on page 10 of this handbook.

**BOARD OF DIRECTORS**

*NAME: ADDRESS: TELEPHONE:*

KELLY MADAY            1721 MacArthur Ave - Ashland, WI        715-292-8917

BEAU HULMER            49911 State Hwy 112 - Ashland, WI        715-292-8852

NEIL HULMER            1605 5th Street East - Ashland, WI        715-682-2664

JEFF KUPCZYK                    1503 12th Ave West - Ashland, WI        715-682-4781

BLAKE ELLEFSON 2404 Junction Rd – Ashland, WI 612-388-3586

KURT HUYBRECHT            61607 Schwiesow Rd - Ashland, WI        715-292-3010

RICH NEFF (non-voting) 315 5th Ave East – Ashland, WI     715-682-2772

JOHN BEIRL (non-voting)

**LEAGUE OFFICERS**

*TITLE/POSITION: NAME: TELEPHONE:*

PRESIDENT  NEIL HULMER            715-682-2664

VP MAJOR DIVISION          JEFF KUPCZYK            715-209-0153

VP MINOR DIVISION              KELLY MADAY            715-292-8917

LEAGUE DIRECTOR BLAKE ELLEFSON            612-388-3586

TREASURER (NON-VOTING) RICH NEFF                715-682-2772

REGISTRATION              BLAKE ELLEFSON            612-388-3586

CONCESSIONS              KELLY MADAY            715-292-8917

SAFETY                  NEIL HULMER            715-682-2664

SPONSORS (NON-VOTING) JOHN BEIRL 715-682-2772

WEBSITE BEAU HULMER 715-292-8852

MARKETING                  BEAU HULMER              715-292-8852

**CODE OF CONDUCT**

* **No speaking disrespectfully** to any manager, coach, official or representative of the league.
* **No challenging an umpire's authority.** The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction, up to and including removal from the game.
* **No alcohol** allowed on any of the Ashland Little League parks or areas that surround the facilities used by the league.
* The Ashland Little League parks are a **drug-free environment**.
* **No smoking** in the stands, on the playing field, in the dugouts or on any facility used by the Ashland Little League.
* **No profanity**, obscene or vulgar language in any manner at any time.
* **No horseplay** at any time. No climbing fences.
* No pets are permitted on the playing field.
* No throwing balls against dugout, concession stand or backstop. Catcher must be used for all batting practice sessions.
* During games, players must remain in the dugout when not at bat or not in the line-up and must act in an orderly manner.
* Only a player on the field (at-bat) may swing a bat (ages 8-12). Be alert of the area around you when you are swinging a bat.
* Observe all posted signs. Players and spectators must be alert at all times for foul balls and errant throws.
* After each game, the teams must **clean the dugout** they were using and the fence line for the dugout *(1ST base dugout cleans both sides of fence from home plate to outfield down the 1ST base line and 3RD base dugout down the 3RD base line).*
* All gates to the field must remain closed at all times during the game and locked after the game or practice is completed and the players have left the field.
* No tampering with or manipulation of any league roster, schedule, draft position or selection, official scorebooks, rankings, financial records or procedures.

**FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN EXPULSION FROM THE ASHLAND LITTLE LEAGUE ORGANIZATION AND EVENTS!**

**SAFETY CODE**

* Responsibility for safety procedures belongs to every adult member of the Ashland Little League.
* First-Aid kits will be issued to each team manager and an additional kit will be located in the concession stand.
* No games or practices should be held, when weather of field conditions are not good, particularly when lighting is inadequate.
* Playing areas should be inspected frequently to holes, damage, stones, glass and any other foreign objects that can pose danger.
* All team equipment should be within the team dugout or behind screens and not within the are defined by umpires as 'in play'.
* Only players, managers, coaches and umpires approved by the Ashland Little League are permitted on the playing field or in the dugout during game and practice sessions.
* Responsibility for keeping bats and other loose equipment of the field of play will be that of the team manager and coaches.
* During warm-up drills, players need to be spaced so that no one is endangered by wild throws, or the swing of a bat.
* Equipment should be inspected regularly for the condition of the equipment as well as for proper fit. Batters must wear Little League approved protective helmets during batting practice and games.
* Catcher must wear catcher's helmet, mask, throat guard, chest protector w/tail, shin guards and a protective cup with an athletic supporter (males)or pelvic protection (females) at all times, for all practices and games.

**THERE ARE NO EXCEPTIONS!**

*(Managers should encourage all male players to wear protective cups and supporters for practice and games).*

* Catcher must wear a catcher's mitt *(not a 1ST baseman glove or fielder's glove)* of any size, shape or weight consistent with protection of the hand.
* Except when the runner is returning to a base, a headfirst slide is not permitted, there will be **no warning** given and the runner will be declared out.
* During sliding practice, bases should not be tied or anchored down and the coach/manager should use something (cardboard) to prevent abrasion to the player.
* 'Horse Play' will **never** be permitted on the playing field or in the dugout.

**SAFETY CODE**

*(Continued)*

* Parents of players who wear glasses should be encouraged to provide 'safety glasses'.
* Players must not wear jewelry (watches, rings, pins, necklaces, earrings, or other metallic items during games or practices.
* Any player warming up the pitcher, must wear an approved protective helmet and mask with a throat guard attached. This applies to both practice and games.
* Managers and coaches may not warm up pitchers before or during a game.
* On-deck batters are not permitted in the 'Major' or 'Minor' divisions of the Ashland Little League.
* Never hesitate to report any present or potential safety hazard to any member of the 'Board of Directors'.
* Make arrangements to have a cellular phone available when a practice or game is at a facility that does not have access to any telephone.
* No throwing rocks or any foreign material that can cause any harm. No climbing any of the fences.
* No swinging or climbing on the dugout roofs or fence gates.
* Players and spectators must be alert at all times for foul balls and errant throws. Speed limits of five (5) miles per hour in roads around the fields should be observed.

**LIGHTNING EVACUATION PROCEDURES**

1. Stop Game/Practice

2. Stay away from metal fencing.

3. Do not hold a metal bat.

4. Walk, don't run to the car, dugout or other shelter and wait for a decision on whether to continue the game or practice.

5. At the first site of lightning wait 15 minutes, if no more is sighted you may restart play.

*If more lightning, wait 15 more minutes, if no more lightning is sighted you may restart. If lightning is sighted a third time wait 15 minutes and if there is further lightning the game/practice must be called off.* ***NO GAME/PRACTICE IS WORTH THE RISK!***

**CONCESSION STAND SAFETY**

* No person under the age of sixteen shall be allowed to handle product within the concession stand.
* The concession stand manager shall train people working in the concession stand on safe food preparation prior to operation.
* Cooking equipment will be inspected periodically and repaired or replaced as needed.
* The food area will be cleaned after every game, or at the end of the shifts.
* A fire extinguisher suitable for grease fires shall be in plain sight and all workers will be instructed on the use of the fire extinguisher prior to operating.
* Cleaning chemicals will be stored in a secure area away from the food preparation area.
* A first aid kit shall be placed in the concession stand. It shall be checked monthly for necessary re-stocking of supplies. Each first aid kit shall contain instant cold ice packs.
* All state and local health department regulations will be followed.
* The Ashland Little League will not reheat any cooked product for reuse.
* All stored items that require refrigeration must be cooled at below 41 degrees (Fahrenheit) as quickly as possible and held at that temperature until ready to use.
* Hand washing remains the best defense in preventing food borne disease. Frequent and thorough hand washing is a must for anyone working in the concession stand.
* Avoid direct hand contact with raw, ready to eat foods and food contact surfaces. Use acceptable utensils to serve food.
* The use of disposable gloves will provide additional defense of contamination and are expected to be used by concession workers handling any food item.
* Only healthy workers are allowed in the concession stand.
* Wash all equipment in hot water with chemical sanitizer, rinse in clean hot water and let air dry.
* Ice shall not be used or served at the concession stand.
* Rinse and store wiping cloth in a bucket of sanitizer (one gallon of water & half a teaspoon of chlorine bleach). This solution will be changed daily.
* The hot dog cooker and all food preparation cookers are to be cleaned and sanitized daily.
* Keep all food stored off the floor at least six inches. The concession stand will be clean swept, and all counters wiped down daily.
* The City of Ashland parks department will remove the waste from the concession stand at the minimum of one time per day.
* Pest control shall be completed monthly; any pesticides shall be securely stored in the equipment shed.

**EXPECTATION OF PLAYERS**

* To be on time for all practices and games.
* To always do their best whether in the field or on the bench.
* To be cooperative at all times and share team duties and responsibilities.
* To respect not only others, but themselves as well.
* To be positive with teammates at all times.
* To remember that mistakes will be made, and all the players are trying to do their very best and the only way to learn is to try. *(If you learn from your mistakes, you will get better.)*
* To try not to become upset at their own mistakes or those of others, we will make our share this year and must support one another.
* To understand that winning is only important if you can accept losing, as both are important parts of sportsmanship in any sport.
* To arrive at all practices and games with the necessary equipment (glove, uniform, hat, etc.) that is needed to safely play the game.

**EXPECTATION OF COACHES**

* To be on time for all practices and games.
* To be as fair as possible in giving playing time to all players. To do my best to teach the fundamentals of the game.
* To be positive and respect each child as an individual.
* To set reasonable goals for each child and for the team's season. *(Baseball is a game and should be fun)*.
* To teach the value of winning and losing there is not one without the other.
* To be open to new ideas, suggestions, and help.
* To never, holler at any member of the team, the opposing team or the umpire. Any confrontation will be handled in a respectful, quiet, and professional manner.
* To remember that we are all here to have fun and all we do is for our kids! Make this the opening to an adventure.
* Leave an unattended child at a practice or game.
* Do not play on a field that is not safe or with unsafe playing equipment.

* Be sure your players are fully equipped at all times especially batters and catchers (catchers must use protective cup, etc.). In addition, check your team's equipment often.

**EXPECTATION OF PARENTS**

* To come out and enjoy the game.
* Cheer to make all players feel important.
* To allow the coach to manage the team.
* To try not to question the coach's leadership. All players make mistakes and so will the coach.
* Do not holler at the players, the umpires or the coaches. We are all responsible for setting a good example for our children. We must be the role models in society today. If we eliminate negative comments, the children will learn about the value of sportsmanship.
* If you wish to question the coach's strategies or leadership, please do not do so in front of the players or fans. The coach's phone number will be available for you to call at any time if you have concerns.
* Finally, do not expect that most of the children playing little league baseball have attained a strong and developed skill set. We hear all our lives that we learn from our mistakes. Let us allow the players to make their mistakes, but always be there with positive support to lift their spirits!

*Today is only one step in life;* ***our children*** *will take many steps and not all will travel at the same speed. The experiences they encounter as a Little League team player will be carried with them forever.*

**COMMUNICABLE DISEASE PROCEDURES**

* Bleeding must be stopped, the open wound covered, and the uniform changed or cleaned with hydrogen peroxide before the athlete may continue.
* Use gloves to prevent contact with blood or other body fluids (provided in the first-aid kit).
* Place all contaminated materials in the red biohazard's materials box or bag.
* Immediately wash hands and other skin surfaces if contaminated with blood, if soap and water are not available, you can use hydrogen peroxide provided in the first-aid kit.
* Clean all blood contaminated surfaces and equipment.
* Managers, coaches, and volunteers with open wounds should refrain from all direct contact with others until the wound is properly cleaned and covered.
* Follow accepted guidelines in the immediate control of bleeding and the disposal of the bloody dressing, mouth guards, and any other contaminated articles.

**DO’S AND DON’TS**

***WHEN ADMINISTERING FIRST AID***

**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 and get help. Do not cause more injuries or harm.
* Carry your first-aid kit to all games and practices.
* Assist those who require medical attention and when administering aid, look for signs of injury (blood, black and blue or swollen joints).
* Listen to the injured describe what happened and what hurts if conscious. First, you may have to calm and soothe an excited person.
* Feel gently and carefully the injured area for signs have swelling or grating of broken bone.
* Arrange to have a cellular phone available when your game or practice is at a facility that does not have any public phone.

**DO NOT:**

* Administer any medications.
* Provide any food or beverages (other than water).
* Hesitate in giving aid when needed.
* Be afraid to ask for help if you are 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 hazard to the director of safety or any of the board of directors.

**ACCIDENT REPORTING**

**WHAT TO REPORT:**

An incident that causes any player, manager, coach or volunteer to receive medical treatment and/or first aid must be reported to the safety officer.  This includes even passive treatment such as the evaluation and diagnosis of the extent of injury.

**WHEN TO REPORT:**

* All such incidents must be reported to the safety officer *within 24 hours*.
* The safety officer is responsible for completing an incident tracking report.

The ASHLAND LITTLE LEAGUE ***Safety Officer*** is:

Neil Hulmer

1605 5th Street East

Ashland, WI  54806

(715) 682-2664 - home

(715) 292-0535 - cell

The ASHLAND LITTLE LEAGUE ***Safety Officer’s*** contact information will be posted at the Central Railyard Park Concession Building.

**HOW TO MAKE A REPORT:**

* The report can be in any form, but the name and phone number of the injured person is required.
* The time, date and location of the accident.
* Provide as much detail as needed or possible.
* Describe the extent of the injury.
* The person who is reporting and their phone number.

**SAFETY OFFICER’S RESPONSIBILITIES:**

* If the extents of the injuries are more than minor in nature, the safety officer will contact the injured party or parents/guardians to:
	+ - Verify the information
		- Obtain any other information
		- Check on the status of the injured person and will advise the parent/guardian of the Ashland Little League insurance coverage and the provisions for submitting any claims.

**FUNDAMENTALS TRAINING FOR MANAGER/COACHES**

* Baseball fundamentals will be discussed with managers/coaches at a training session to be held at the following time/location:

**LOCATION: CENTRAL RAILYARD PARK PAVILLION**

**DATE: FRIDAY, April 30 @ 6:30PM**

**DATE: WEDNESDAY, May 12 @ 7:30PM**

* All managers/coaches should attend this training session, with a *minimum* of one participant per team attending. ***ATTENDANCE WILL BE TAKEN.***
* The focus this year will be on organization of best practices for scheduling a team practice, with an emphasis on infield/outfield play**.**

**FIRST AID TRAINING**

* Basic first aid training class for managers/coaches will be held at the following time/location:

**LOCATION: CENTRAL RAILYARD PARK PAVILLION**

**DATE: WEDNESDAY, MAY 12 @ 7:30PM.**

* All managers/coaches are required to attend at least one class every three years.
* One team representative is required to attend the class each year. ***ATTENDANCE WILL BE TAKEN.***
* Manager/coaches at all league levels are required to participate.
* Volunteers (non-coaching) are encouraged to attend but are not required.
* Discussion around COVID-19 Safety Plan and impacts for 2021 season

**VOLUNTEER APPLICATIONS/BACKGROUND CHECKS**

Volunteers wishing to provide service with the Ashland Little League shall submit a completed volunteer application for review prior to acceptance by the Board of Directors. All applications are subject to a required background check.

*Little League regulations require each league to complete background checks on any persons having contact with children on any team, to safeguard they are free of any potential issues that would endanger the players and/or community (sexual offender registry, drug convictions, etc.). This ensures that all board members, managers/coaches, officers, umpires and other volunteers who provide regular duties to the Ashland Little League are responsible in manner.*

* Volunteers who refuse to submit a fully completed volunteer application will be unable to become a member or volunteer of the Ashland Little League.
* The league will complete the annual screening process before the volunteer may resume his/her duties for the upcoming season.
* An individual who has been convicted or plead guilty to charges involving a minor, no matter when the offense occurred, will not be permitted to be a member or volunteer of the Ashland Little League.

As part of our partnership with Sports Connect, they provide up to 120 free background checks for coaches, board members and all other volunteers.  A new background check is required annually.

The league will complete the annual screening process before the volunteer may resume his/her duties for the upcoming season.

**FACILITY SURVEY**

* The Ashland Little League will complete a facility survey and submit to Little League headquarters annually.
* The league president will be responsible for submitting the facility survey and will keep a copy for league files.

**SAFETY MANUALS & FIRST AID KITS**

* Each team will be issued a Safety Manual and First Aid kit at the beginning of the season.
	+ - Two (2) cold packs will be issued to each team with additional available at the concession stand.
		- A First Aid kit must be present at all practices/games. There will be additional First Aid materials at the concession stand.
* The president of the Ashland Little League is responsible for ensuring that the policies and regulations from the safety manual and that they are being followed by the entire membership to the best of their abilities.
* The main responsibility of the safety officer is to work with the board and league members to ensure the safety of play on and off the field is top priority and isolate any problems that may occur and remove or fix the problems.

**USE OF EQUIPMENT STORAGE SHED - RULES**

The following applies to anyone Ashland Little League approves (in advance) to use equipment storage sheds:

* All individuals with keys to the equipment sheds are aware of their responsibilities for the orderly and safe storage of rakes, shovels, and bases, etc.
* Before use of any machinery located in the shed, please learn the use of this equipment through reading of the operating manuals or receiving instruction.
* All chemicals or organic materials stored in the sheds shall be properly marked and labeled as to its contents.
* Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of immediately to prevent accidental poisoning.
* Report all hazardous conditions to the director of safety or another board member immediately.
* Remember, safety is everyone's job. Prevention is the key to reducing accidents to a minimum.

**COACHES GUIDING PRINCIPLES**

* SAFETY FIRST!!! -
* BE ALERT!!! -
* CHECK PLAYING FIELD FOR HAZARDS -
* PLAYERS MUST WEAR PROPER EQUIPMENT -
* ENSURE EQUIPMENT IS IN GOOD SHAPE -
* MAINTAIN CONTROL OF THE SITUATION -
* MAINTAIN DISCIPLINE -
* BE ORGANIZED -
* KNOW PLAYERS LIMITS & DO NOT EXCEED THEM -
* MAKE IT FUN!!! -

**ASHLAND LITTLE LEAGUE**

*A NON-PROFIT ORGANIZATION RUN BY VOLUNTEERS WHOSE MISSION IS TO PROVIDE AN OPPORTUNITY FOR OUR COMMUNITY'S CHILDREN TO* ***LEARN THE GAME OF BASEBALL*** *IN A SAFE AND FRIENDLY ENVIRONMENT*