



**Stafford Little League
League Safety Manual
2023**





Stafford Little League Safety Manual

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INTRODUCTION



Welcome to Stafford Little League Baseball!

Welcome to another year of Stafford Little League Baseball! As always, we are excited to get going and get on the fields this Spring, but we are also aware that we have to provide a safe playing experience for our players this year. This document will be a resource for just that. Many resources can be accessed here for your use throughout the year.

Stafford Little League is a community organization chartered by Little League International. We provide a positive, instructional, community-based baseball experience for boys and girls between the ages of (4) four to (18) eighteen. These programs are guided by a volunteer Board of Directors and led by a team of Volunteers including Coaches and Assistant Coaches.

Little League Baseball has been an important part of the Stafford Township community for many generations. Since children at these ages develop at different rates, the program is designed to help them improve their skills at their own pace.

Board of Directors

Tom Osborn	League President
Michal Rogalski	League Baseball Vice-President
Troy Bayer	League Player Agent
Michal Rogalski	League Safety Officer
Greg Guido	League Secretary
Dan Files	League Treasurer
Erik Jergensen	League Coaching Coordinator
Joe Mercurio	League Umpire-In-Chief
Jamie Goshorn	League Sponsorship / Fundraising Manager
Dorri Amisson	League Concession Manager
Gregory Guido	League Field Coordinator
Jamie Goshorn	League Social Media Manager
Andrew Finelli	League Field Maintenance Coordinator

Bruce Kelly

League Equipment Manager

Dan Files

League Information Officer

Emergency Plan

The Doc Cramer Sports Complex is located at 490 Doc Cramer Blvd. Manahawkin, NJ 08050

Name	Address	Non-Emergency	Emergency
Stafford Township Police Department	260 East Bay Ave. Manahawkin, NJ 08050	609-597-8581	911
Stafford Township Fire Company	133 Stafford Ave. Manahawkin, NJ 08050	609-579-2138	911
Stafford Township EMS	365 E. Bay Ave. Manahawkin, NJ 08050	609-597-0001	911
Southern Ocean Medical Center	1301 Route 72 Manahawkin, NJ 08050	609-978-8900	911

Mission Statement

Stafford Little League is a non-profit organization run by community volunteers. Our mission is to provide a safe, positive, friendly, and competitive environment where children can learn and play the game of baseball. We will accomplish this by focusing on Player and Coach development, providing a judgement-free opportunity for all Players at all skill levels to grow and develop, and creating a level field of play where children can compete, have fun, and develop friendships and a love for the game.

Philosophy

The Purpose of Little League is to develop ball players by stressing basic baseball fundamentals and appropriate attitudes towards events on the field and to encourage team play. Most importantly, baseball should be fun!

Baseball should instill confidence and an understanding of fair play and the rights of other people. The aim is to learn to be in a competitive team environment while having fun rather than trying to win at all costs. Each Player, at all levels, will be treated as fairly as possible within the rules of Little League Baseball and in consideration of his or her abilities.

Many of the younger children who develop slower than others are given an opportunity not only to develop their playing skill but to learn what competition and sportsmanship are all about. All who take part in the program are encouraged to develop a high moral code along with their improvement in physical skills and coordination. These high aims of Little League are more for the benefit of the great majority of children rather than the few who would otherwise come to the top in any competitive athletic endeavor.

The fact that it is a basic principle of Little League to provide an opportunity for most of the youngsters who sign up for a team to receive these benefits, multiplies the exposure to accidental injury. Having accepted this large group of partly developed fledglings, we must also accept the moral responsibility for their safety. This obligation rests with every adult member of the League organization as well as with inactive Parents who have entrusted their children to us.

Importance of Safety

The purpose of this document is to emphasize the importance of safety in the Stafford Little League, and to identify important safety plans to which individuals involved should be aware. Administrators, Coaches, Volunteers, Parents and Players should take safety issues very seriously. Little League International has introduced A Safety Awareness Program (ASAP) with the goal of emphasizing the position of the Safety Officer to “create awareness through education, information, and other opportunities to provide a safer environment for kids and participants of Little League Baseball.” This program has been very successful by dramatically decreasing baseball related injuries in Little League play. This Safety Plan is qualified by the ASAP program.

Play It Safe

The purpose of “Play It Safe” is to provide information and counsel to League personnel on carrying out basic safety policies and making Little League a safer and more enjoyable activity. Those who are engaged in Little League administration and management should have an understanding of how fundamentals of safety can be applied to various assignments in the organization.

Safety practices should become routine discipline and a background reason for all activities... or in other words become "safety-minded".

The four cornerstones for building an effective safety program are known as the four "E's" of safety:

- **EDUCATION** refers to the important matter of including suitable safety precautions in instructions, training, communications, drill work, and follow-up.

- **EQUIPMENT** applies to the safe design, upkeep, and use of physical property, fields, personal protective equipment, bleachers, bats, balls, etc.
- **ENTHUSIASM** is the key to selling this important ingredient called safety, which can prevent painful and disabling accidents.
- **ENFORCEMENT** should be applied more as an incentive for skillful ball playing rather than as disciplinary action. Far better results can be obtained by praise and recognition than by forcing Players into line. Tactful guidance must be backed by firmness and justly-used discipline.

Everyone's approach to accident prevention must be from a positive point of view if it is to be effective. We are primarily concerned with controlling the causes of accidents which can be eliminated without taking any action, speed, or competition out of the game. An attitude of alertness, hustle, and enthusiasm without antagonism is encouraged. Good equipment and proper instruction more-than-outweigh the risk of injury. A lively spirit of competition engenders that extra effort needed for development of skills. We expect everyone to become "safety-minded" and be guided by safety considerations, but not attempt to change the structure of the Little League Organization.



VOLUNTEER SAFETY ROLES AND RESPONSIBILITIES



League Safety Officer

Selection

By unanimous action of the 1965 Little League International Congress and subsequent ratification of the Board of Directors, it was resolved that every chartered Little League shall appoint a Safety Officer.

The League President should take great care in selecting a League Safety Officer. It's advised to interview a number of people who may be qualified as outlined below. It's better to delay the selection of a League Safety Officer than to make the wrong person fit the job. Remember - the selected individual will be the League's personal representative on this important part of the League's responsibilities.

Qualifications

The League Safety Officer should be someone having the following qualifications, at least to a reasonable degree:

- Sufficient knowledge of baseball and softball to evaluate and suggest corrective measures for hazards without conflicting with Little League Rules.
- It would be an asset if that person had first-hand experience with a safety program, or at least an understanding of the importance of safety. Examples of people with indirect knowledge of safety would be doctors, insurance agents, and fire or police officers.
- Such an Officer should be a person who can adapt a point-of-view to that of other Volunteers. In other words, the Officer should be able to sell a safety package on its own merits.
- The Officer should have the interest and the time to coordinate the safety efforts of other adults in the organization.

League Safety Officer's Authority

The League Safety Officer's authority is mainly advisory with as much force behind advice as the League President has delegated that Officer. Since it would not only be impossible, but an invitation to "buck passing" for a League Safety Officer to solely keep a degree of control over accident exposures, such efforts will be effective only when that Officer and League President have convinced fellow Volunteer workers that safety should be a primary consideration in whatever they are doing. It must be remembered that Managers, Player Agents, and Umpires must carry out their own duties and responsibilities. Any differences of opinion on Safety Policy should be referred to the League President rather than argued. Further questions may be taken up with the District Safety Officer. The latter may refer such problems to Little League Headquarters.

General Responsibilities

The League President has the primary responsibility for safe conditions. However, it's not possible to cover all the details personally, so it is necessary to delegate most of this responsibility to others. The following assignments are delegated as primary duties. But, keep in mind that the key to any successful program is the support and assistance of others. And such, any task could be the responsibility of any League Member should the need arise.

League President

- Be responsible to create awareness through education and information, of the opportunities to provide a safer environment for all participants of Little League Baseball.
- To develop and implement a plan, in partnership with the Safety Officer, for increasing safety of activities, equipment and facilities through education, compliance and reporting.

League Baseball Vice-President

- Be responsible to create awareness through education and information, of the opportunities to provide a safer environment for all participants of Little League Baseball.
- To develop and implement a plan, in partnership with the Safety Officer, for increasing safety of activities, equipment and facilities through education, compliance and reporting.

League Safety Officer

- Serve as the liaison between the Board of Directors and Managers, Coaches and Team Parents.

- Develop and maintain a qualified safety plan that provides for a safe playing environment.

- Ensure A Safety Awareness Plan is current, distributed, and submitted to the District.

- Managing Volunteer Applications and Background records

- Ensuring proper First Aid and Emergency Contact Information is accessible during practices and games at all times

- Ensuring proper safety regarding traveling, parking, and movement of spectators, players, and visitors to games, practices, and events hosted by the Local Little League

- Providing safety education, fundamentals training, and first-aid training to Team Coaches, Agents, Umpires, and Volunteers

- Ensuring Coaches and Volunteers are carrying out their jobs safely

- Supporting Coaches, Agents, and Volunteers to ensure safety in all areas through procurement, assistance, education, observation, advisement, or any other means required

- Providing inspections and reports on grounds, facilities, structures, activities, and accidents to ensure and/or improve safety for everyone involved in the Local Little League

- Perform spot checks at practices and games to ensure reasonable precautions are taken and assist where possible with advice and encouragement

- Advise and follow up on unsafe conditions identified by the adults in charge of making a preliminary inspection of the field and being continually on the lookout for situations that might cause accidents
- Implementing procedures for prompt and timely reporting of accidents requiring medical treatment to Little League Headquarters
- Ensuring Incident Reports and investigations are completed and appropriate follow-up actions are taken to reduce the cause of accidents
- Develop a good understanding of the insurance program. Explain program to members when required and provide claimants the necessary guidance regarding accident and claims forms.

League Equipment Manager

- Advisement of new or changes to equipment standards to Board Members and Coaches
- Maintain equipment in good working condition
- Identify, remove and replace from use any faulty, ill-fitting or unsafe equipment
- Procurement and distribution of appropriate, legal, and safe practice and playing equipment

League Field Maintenance Coordinator

- Maintenance and repair of ball field property
- Upkeep of property lighting
- Maintenance and upkeep of property structures

League Coaching Coordinator

- Disseminate safety information to Coaches
- Relay safety concerns from Coaches to the League Safety Officer
- Coordinate safety, fundamentals, and first-aid training information

League Concession Manager

- Responsible for the operation of a safe and clean concession stand
- Responsible for posting and educating volunteers in the concession stand about health codes, sanitation and food handling procedures.
- Responsible for reporting all information that relates to safety and healthy well-being of the Stafford Little League concession stand patrons.
- Responsible for maintaining the concession stand food products and equipment.
- All concession stand operating procedures must be posted for all to read.
- Safe handling of food at events hosted by the local Little League

League Umpire-In-Chief and Umpires

- The primary responsibility of the umpiring crew is to oversee all games according to Little League Rules. Umpires are also in charge of determining when games should be postponed or suspended. The following are reasons for suspending, postponing or terminating a game:
 - Unsuitable weather condition
 - Lightning in the area
 - Unsafe playing surface or environment
 - Poor visibility due to darkness or weather conditions

- Umpires are expected to control players, fans, managers and coaches to ensure they adhere to League policy
- Umpires should also be aware of proper equipment usage and watch for faulty, illegal or ill-fitting equipment
- Conduct games according to the spirit in which Little League is intended, with the welfare and betterment of the players as the primary goal
- Keeping unauthorized people out of the way during gameplay
- Report any and all issues to the Stafford Little League Board of Directors

League Player Agent

- Ensure safety rules are enforced by both teams before, during, and after games
- Ensure first aid kits and emergency contact information are available at games
- Ensure someone capable of calling emergency services in the event of an accident is available and aware of their responsibility at games
- Provide assistance in non-play situations that could negatively impact Players, Volunteers, or bystanders
- Monitoring the weather for necessary delays or cancellations

Team Manager and Coaches

- Responsible to ensure the fields are in good playing condition
- All bases and base posts are working and attached properly

- The team manager (head coach) is ultimately responsible for the safety of the players while on the field or in the dugouts
- The manager is also accountable for the behavior of the players during all practices, games or other team functions.
- If a manager does not attend the function or leaves, an assistance coach shall be designated as substitute.
- The team manager must continually check equipment and replace when damaged or worn
- The team manager must report any and all issues to the Stafford Little League Board of Directors.

Parents

- A parent's role is of the utmost importance. All parents should conduct themselves according to the parent Code of Conduct.
- Be aware of any unsafe situations and report these to the Umpire, Manager or any coaches.
- Serve as a role model for safe and proper conduct.



SAFETY POLICIES AND PROCEDURES



Safety Rules

The following safety rules are adopted by the Stafford Little League and shall be adhered to and enforced in conjunction with the rules established by Little League International. In the case of a discrepancy, the rules adopted by Little League International shall take precedence, unless specific variance has been granted to Stafford Little League by the Little League International.

Everyone

- No games or practices shall be held when weather or conditions of the playing field are poor. Especially when lightning is inevitable, or adequate lighting is unavailable.
- During practice sessions and games, all Players should be alert at all times. Players should watch the batter and ball on each pitch.
- Only Players, Coaches, and Umpires will be permitted on the playing field or in the dugout during play.
- All Coaches, Umpires, and Volunteers must have completed a Volunteer Application and have a Background Check conducted by Stafford Little League. Any Coach, Umpire, or Volunteer who does not complete the Volunteer Application or has undesirable results on the Background Check shall not be permitted to participate in the League.
- All Players must have adequate liquid refreshments to keep hydrated at all practices and games.
- Alcohol is not allowed anywhere on the property of the Doc Cramer Baseball Fields. Tobacco products, including electronic cigarettes, may be used away from the fields and bleachers so-long-as youth or non-tobacco users are not within 50' of the user.

Coaches

- At least one Coach is to remain near or inside the dugout area at all times during games.
- The playing field must always be inspected by the Coaches and Umpires before games and practices for holes, damages, stones, glass, or other foreign objects.

- During warm-up drills, Players should be spaced so that no one is endangered by wild throws or missed catches.
- There will be no head-first slides permitted except when returning to a base
- At no time during practices or games should “horseplay” be permitted on the playing field or in the dugout.
- At no time should unsportsmanlike conduct toward fellow Players or opponents, both verbal and nonverbal, be allowed.
- Players must wear a catcher’s helmet and mask with throat guard when warming up pitchers at all times
 - There is no exception to this rule.
- On-deck batters are not permitted

Umpires

- For games, only the Umpire authorizes play. All team equipment must be stored within the dugout, or behind screens, and not within the field of play.
- All pre-game warm-ups should be performed within the confines of the field of play. At no time should warm-ups be allowed that endangers the safety of spectators.
- Players are not allowed to wear any external accessories (i.e. watches, rings, earrings, pins, necklaces, or any other metallic object) at practices or games
 - The exception to this rule is for those who wear a medical alert bracelet or necklace. If the Player insists on wearing the medical alert item, it must be covered in such a way that the metal does not reflect the sun and therefore impede the safe play of other Players.
- If there are any conversations to be had with the Coaches regarding a play / Player / rule, the infield Players will meet at the pitching mound, and the Umpire and/or Coaches will meet on 2nd base.
 - Home Plate Umpires will have the authority to eject a Coach, Spectator, or Player for clear violations of sportsmanship if the action continues following one warning. If the Home Plate Umpire is a minor, the Home Plate Umpire

and one Coach from each side will decide what action to take by majority vote (after meeting at second base). All incidents NEED to be reported to the Board immediately following the game.

Spectators

- All adults that are currently trained in safety and first aid are asked to identify themselves at registration, before games, or before practices to the Coach or Umpire to be a resource if the need arises.
- At no time should children be permitted to climb on the back stop. It is also imperative that NO ONE stick their hands or fingers through the fence behind home plate during play.
- All Spectators should have good sportsmanship and refrain from using abusive/vulgar language towards the opposing team Players or Coaches or towards the Umpires. This will help set a good example for the Players and help prevent a hostile environment.

A Parent Code of Conduct shall be provided to all Parents and Guardians at the initial team meetings, and will be made available on the Stafford Little League website.

Player Safety

All International and Local Little League rules and regulations, both playing rules and safety rules, shall be enforced at all times, whether at a practice or game. Little League rules are accessible to all Coaches through the Little league App. It is important to read and review the rules each season, as many of them pertain to Player safety. The following categories highlight requirements and regulations that Stafford Little League insists must be followed.

General Safety Requirements

- Coaches should inspect the catcher's face mask on a regular basis, making sure that it fits correctly and is in proper working order. Broken or improper equipment can then be replaced by the Equipment Manager.
- Catchers must wear a catcher's helmet with throat guard, chest protector, and shin guards.
- Male catchers must wear an approved chest protector, and an athletic cup at all times
- All male Players are advised to wear an athletic cup at all games and practices.

- Warm-up catchers must wear a catcher's helmet with throat guard while warming up the pitcher. This rule applies whether between innings, during bullpen warm ups, and pregame infield drills. No adult, including Coaches, are allowed to warm up a pitcher.
- Coaches shall instruct all Players in safe sliding techniques as well as how to avoid a batted or pitched ball.
- No on-deck batters are allowed. No Player should handle a bat until it is his/her turn at bat on the field
- Players who are ejected, ill, or injured must remain under the Coach's supervision until released to a Parent or Guardian.
- After a game or practice, the Coach should not leave the area until all Players have been picked up.
- Players will be instructed in proper stretching and general sports related health maintenance procedures including proper throwing, fielding and hitting techniques – to limit injury.
- Special attention should be made towards any potential head injury that may lead to a concussion. Players, Parents and Coaches will be provided information on concussions which includes signs and symptoms.

Physical Well-Being

The physical well-being of Players who are accepted in the Little League program is essential to avoid the hazard of unsafe personal conditions. It is strongly suggested that all candidates for the Little League program be able to pass a basic physical examination.

Another important way that physical checkups can prevent accidents is by obtaining a Medical Release to play ball after a Player has recovered from an accident. If this final medical checkup is for evaluation of the Player's recovery from an injury covered by "accident insurance", the cost can be charged against the original claim.

Conditioning

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 "warming-up", have demonstrated that:

- The stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness.
- Such drills also help develop the strength and stamina needed by the average youngster to compete with minimum accident exposure.
- 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.

As beneficial as warming up is, it also offers great exposure to a serious accident by misdirected balls. The following will reduce the danger of being struck by a misdirected ball:

- All unauthorized people should remain off the field during drills.
- Everyone should “keep the eye on the ball” at all times. This safe practice should be drilled into both adults and youngsters so continuously that it becomes a reflex action.
- Throwing and catching drills should be set up with Players in two lines facing one another.
- Spacing should be such that even a wild throw should not strike an adjacent Player.
- Note where the sun is located, and have the Players line up where no Player is looking into the sun.

Batter Safety

A batter's greatest accident exposure is from wild pitches, which account for a major portion of all accidents. Again, the best defense is an alert, confident concentration on the ball. Since the danger is increased as pitchers learn to throw with greater force and as more games are played, it is more important to take whatever counter measures are necessary to offset this exposure.

- A well-fitted, approved helmet shall be worn at all times a Player is batting.
- A well-fitted, approved helmet shall be worn at all times a Player is running the bases.
- This includes at fielding practice anytime a runner and live throwing are simultaneously taking place.
- Players shall not remove their helmet until they are in the dugout or out of the field of play or foul territory.

- The unsportsmanlike practice of crowding the plate or jumping around to rattle the pitcher will not be tolerated. Umpires or Coaches should immediately stop such actions. Players that continue such actions are subject to ejection from the game, and ejection from the season if actions are repeated. Coaches or Umpires that allow such actions to continue are subject to permanent removal from the Local League.
- Intentional hitting of a batter by a pitcher will not be tolerated. Pitchers intentionally hitting a batter, or batters, are subject to ejection from the game and/or the Local League. Coaches or Umpires that allow such actions to continue are subject to permanent removal from the Local League.

General Field and Equipment Inspections

Regular safety inspections of the field, permanent and temporary structures, ball playing equipment and personal protective equipment is the best way to identify unsafe conditions that require correction.

For inspections of the fields, the following general guidelines can be used:

- The fields and surrounding areas will be inspected on a regular basis. The field will be walked before each game by the Umpire and home team Coach to look for – and to correct – any unsafe conditions (holes, broken glass, rocks, etc.). Any fields used for practices shall be inspected for unsafe conditions by the Coach prior to all practices.
- Lightning, weather, pre-game activities, and post-game activities should be continually monitored.
- Only the Players, Coaches, and Umpires are permitted on the playing field during games and practices.

For inspections of equipment, the following general guidelines can be used:

- Personal protective equipment should be checked to ensure it is used by Players and is not damaged.
- Playing equipment including bats, gloves, and balls should be checked to ensure they meet their respective standards for safety.
- All bats and other baseball equipment must be kept off the field of play. Organizing equipment can prevent tripping hazards.
- Each Coach should establish a procedure for retrieval of balls that are out of play.

- During practice sessions and games, all Players should be alert and watching the batter on each pitch.
- Coaching staff, Safety Officer, and Umpires are responsible for the continuous inspection of equipment. This applies to both league-owned and player-purchased equipment. Any unsafe equipment must be removed immediately and replaced if needed.

Practices

Coaches shall provide appropriate practices to Players based on their skill level. Players with weaker skills in a given area shall be given the opportunity to improve those skills through progressive drills. Coaches shall provide all Players the opportunity to improve their abilities and grow within the sport.

- Personal protective equipment shall be worn during all practices.
- Additional protective equipment is encouraged to be used including face-guards, mouthpieces, fielding chest protectors, etc. Batters shall wear a approved batting helmet any time a ball is being thrown to them.
- Approved batting helmets shall be worn by base runners during practice if a ball will be thrown or hit while running.
- Batting helmets shall be worn at all times by anyone in the field that is not playing a position with a glove. Helmets shall not be removed until the Player is in the dugout.
- Coaches shall keep all Players engaged in the practice to prevent absentmindedness and horseplay. Several small groups rotating between stations can help in this.
- Coaches should be responsible for the actions of their Players immediately before, during, and immediately after practices. They should impart that the actions of their Players reflect on the Stafford Little League and that the League expects proper behavior at all times. Horseplay should not be tolerated due to its likelihood of leading to an accident.
- Organization and a lack of clutter should be enforced at all times. The Players should have their bats picked up and equipment organized at all times.
- Protective equipment is encouraged including face-guards, mouthpieces, fielding chest protectors, etc.

Games

- Warm-ups should take place on the teams' respective sides of the field with care taken that Players are not in the line of an overthrown ball.
- Only Coaches, Players, and Umpires are allowed on the field during games.
- The playing area will be inspected by the Home Team and any safety issues resolved.
- The first aid kit will be available for quick accessibility in case of an accident.
- Required personal protective equipment shall be worn during all practices.
- Additional protective equipment is encouraged to be used including face-guards, mouthpieces, fielding chest protectors, etc.
- The Umpires and Coaches will administer their safety responsibilities at all times.
- Any Player consciously causing harm to another Player or causing an unsafe condition will be immediately stopped and removed from the game if the action continues. This includes use of illegal equipment.
- Retrieved foul balls will be returned to the game through the dugout. Balls should not be allowed to be thrown back over the fence.
- Organization and a lack of clutter should be enforced at all times. The Players should have their equipment organized at all times.
- Coaches shall keep all Players engaged in the game to prevent absentmindedness and horseplay.
- Coaches should be responsible for the actions of their Players immediately before, during, and immediately after games. They should impart that the actions of their Players reflect on the Stafford Little League and that the League expects proper behavior at all times. Horseplay should not be tolerated due to its likelihood of leading to an accident.



FIRST AID EQUIPMENT & INJURY PROCEDURES



First Aid Kit Guidelines

First Aid Kits are available throughout the season. The kit was specially designed for little leagues and has only essential items including Ice Pack. The kit does not include any peels which can be harmful for kids.

The head coach of each team will be supplied with (1) Advanced Little League First Aid Kit. Additional ice packs are located within the outdoor sheds on property at the concession stand. If items need to be replenished the coach must contact the League Safety Officer.

Emergency Procedures

In any type of emergency, it's important to remain calm, but this is especially true when the emergency involves a child or someone you care for. In this section, you will find some simple but sometimes forgotten information regarding emergencies. Coaches are required to have at least one fully charged cell phone at all practices and games in case of an emergency with a designated person at each team activity that will make calls in an emergency.

Arrangement should be made in advance for all games and practices for emergency or accident assistance. The phone list for police, fire, and ambulance is posted on the concession stand as well as in this manual.

In case of Minor Injury

- Use the first aid kit as needed to attend to the injury.
- If blood is present, make sure to wear gloves for your protection as well as the injured party. Use antiseptic wipes and bleed-stop if necessary and apply pressure to the injury to stop the bleeding. Once bleeding has stopped, use a suitable bandage to cover the injured area.
- Notify the Safety Officer of the injury. No matter how minor.

In case of Major Injury

- Clear the field of play. Have all Players return to the dugout. Keep spectators away from the scene.

- DO NOT move the injured Player - especially in cases where a possible head injury is suspected.
- Have someone call 911. When calling 911 you need to remember the following:
 - Our field addresses are: **490 Doc Cramer Blvd. Manahawkin, NJ 08050**
 - Give the operator your name and phone number. Also let them know what field the injured Player is on.
 - Advise the operator what happened. How did the injury take place?
 - Inform the operator of the condition of the injured party. Be sure to include if there was loss of consciousness, severe bleeding, or exposed bone.
 - Inform the operator of current help being given (i.e., first aid, CPR)
 - Answer any questions the operator may have. DO NOT hang up until the operator tells you to.
- Continue to administer first aid to the injured party until professional help arrives.
- Assign someone to go to the street to wait for the emergency vehicles and to guide them to the injured party.
- Assist the emergency medical personnel as requested.
- Notify the Parents or Guardian, if not already present.
- Notify the Safety Officer immediately following the incident.

As Coach of the team, it's your responsibility to determine if any Player should continue to practice or play in a game. If you feel that a Player needs to get medical attention under any circumstance, then:

- If emergency personnel are present, then allow them to provide directions.
- Consult with the Player's Parents for doctor or hospital information. Ask the Parent or Guardian if they wish to take the Player themselves.
- Check the Player's medical release information provided by the League. This information should be accessible to the team at all Little League events (practices, games, picnic, etc.). If the Parents or Guardians are absent, then refer to the medical release information. If there is a doctor, medical clinic, or hospital listed, then this

should be your first choice. Provide this information to the emergency personnel on scene.

Treating Accidents

- In the unfortunate event of an accident, the injured Player or participant is to be given priority, regardless of the amount of time or disruption to play.
- The Coach must remain calm and tend to the injured Player. It's only natural for other members of the team to run to the injured Player. In order to administer proper care to the injured Player, the Umpire must instruct:
 - all infield Players to go to the base farthest from the injured Player;
 - all outfield Players to go to the field position farthest from the injured Player; and
 - if warranted, the Umpire may ask Players to return to the dugout.
- Care should first be provided to the injured Player or participant, with the next action being seeking additional care if needed. The Emergency Contact Procedures should be followed for all major emergencies. The family and Little League Official should then be notified.
- The first aid kit will be accessible for quick accessibility in case of an accident.
- Any administration of first aid should be given first by a licensed medical professional. If no licensed medical professional is available, the next person to render aid should be a Coach or Official that has been through a current First Aid Training seminar with Stafford Little League.

Injury Notification / Reporting Procedure

Little League Baseball is constantly looking for ways to improve the safety of everyone. In order to help Stafford Little League in this effort, you will be required to provide detailed reports of all accidents and/or injuries, and close calls. You should have a supply of injury report forms. If not, the concession stand will have some for your use.

- All accidents, injuries, and close calls, regardless of how minor, will be reported by any Volunteer witnessing the incident to the League Safety Officer within 24-48 hours so that a report can be filed.

The Incident/Injury Tracking Form must be filled out and can be completed by a Coach, Board Member, or other Official.

- Contacting the League Safety Officer sooner rather than later will prevent you from forgetting details. If needed, the Safety Officer will follow up with the Coach and/or Player for further information.
- The League Safety Officer will keep record of all such reports.
- A thorough investigation will be made by the League Safety Officer on all accident and reports made to the League President.
- An insurance claim will be filed by the League Safety Officer as soon as it is known that outside medical attention is required. All bills will be itemized and include the patient's name and description of the injury.
- All accidents requiring outside medical treatment will require a non-restrictive Medical Release Form completed by the attending physician before the Player can actively return to practice or play.
- Incident/Injury Tracking Reports and Close Call Reports will be used by the Board to consider changes to policy and facility improvements to provide a safe and positive playing environment for the participants of Stafford Little League.

In Appendix H, we have included several forms including: Accident / Injury Form, Accident Claim Form, Accident Claim Form Instructions, Medical Release Form, and What Parents Should Know About Little League Insurance forms. These are directly from Little League International. These forms will be utilized in the event of an accident or injury. The current Stafford Little League Safety Officer will be responsible for ensuring completion and filing these with the District Safety Officer and Little League International.



INCLEMENT WEATHER AWARENESS



Cold Weather

Temperatures range in the 30's to 60's and the level of "cold" felt is relative to the individual. Winds heighten the effect of the cool weather, making it feel colder than it is. When monitoring the weather, look for the WIND CHILL, as this will be a better indication of how cold it will actually feel outside. Remember that you will be outside for a couple of hours, and temperatures can drop quickly. It's better to prepare for cold weather and not need it, than to not have anything if it does get cold.

Players – Players will want to dress warmly with long sleeves, pull-overs, hoodies, beanie, long-johns, etc., so-long-as the extra clothing does not inhibit their ability to safely play the game.

Items such as HotHands, Hot Chocolate, blankets, etc. can be kept in the dugout. Gloves can be worn when not in the field or batting to keep hands warm. Tarps can be placed on the dugout to block winds. The use of heaters in dugouts is not advised since these are often crowded areas and can lead to burns and fire hazards.

Between games, Players should retreat to buildings or vehicles as a reprieve from the cold. Proper warm-up before games is especially important during cold weather to prevent injuries. Coaches should be extra mindful of their Players and attend to any Player that appears too cold. Chattering teeth, uncontrolled shivering, or glazed eyes are signs that a Player may be too cold and need to be properly warmed to a comfortable temperature. Remember, temperature is relative to the individual and consideration should be given independent of a Coach's own perception of the level or effect of the weather.

Fans and Volunteers – Fans and Volunteers will want to dress warmly with long sleeves, pull-overs, hoodies, beanie, long-johns, heavy coats, gloves, etc. Blankets can be used to wrap around the shoulders or provide insulation against metal bleachers. Items such as HotHands, Hot Chocolate, Coffee, etc. can be used to negate the cold weather. Between games, fans and Volunteers should retreat to buildings or vehicles as a reprieve from the cold.

Rain

Light rain that does not create an unsafe environment may not be cause to stop a game or practice. Heavy rain that leads to pooling or soaking wet field conditions may cause stoppage of a game or practice.

Besides pooling and slick field conditions, heavy downpours can also cause very poor visibility putting Players, Coaches, and spectators in danger from batted or thrown balls. Therefore, it is the responsibility of the Umpire to stop the game. It is the Coach's responsibility to stop practice as soon as possible to avoid injuries. **NOTE: If a game or practice is stopped, Coaches are to remain with the Players until their Parents or Guardian have picked them up.**

If it has been raining prior to a game or practice, then the Coach and Umpire must carefully inspect the field for safety prior to the beginning of any activity.

Lightning

Lightning is a severe hazard that must be viewed seriously. Everyone should immediately seek shelter any time they believe lightning threatens them, even if a signal has not been sounded. The Doc Cramer Fields are equipped with a Lightning Prediction System which will alarm you with one 5 second blast of the horn signaling suspension of activities. A strobe light will begin flashing and remain flashing until safe conditions return. You should immediately seek an appropriate and safe shelter.

You may only resume activities after (3) 5 second blasts of the horn are sounded and the strobe lights stop flashing.

Remaining outdoors after the lightning prediction warning is issued, is done at your own risk.

Heavy Winds

Heavy winds can cause dust particles to obstruct a Player's ability to focus on the game and can even hamper a Player's ability to see clearly. Heavy winds can also cause serious safety risk to Spectators. Therefore, in the event of heavy winds, the game or practice must be immediately stopped. The game or practice may resume if the wind velocity reduces or stops altogether.

Very Hot / Humid Days

During the summer, the temperatures can rise to very uncomfortable levels. It's the Coach's responsibility to make sure that all Players have a sufficient amount of water for drinking. If a Player does not have a way to stay hydrated, it will be the policy of Stafford Little League not to allow that Player to play or participate in practice. Additionally, all Coaches should review this policy and the importance of adequate hydration and wet cloths with Parents at the team's Parent meeting.

Additionally, Coaches, Spectators, Volunteers, and Players should stay mindful that:

- Staying cool and hydrated is critical at all times of hot and humid weather. When hot and humid weather is expected, wear light-colored, loose-fitting clothing.
- Everyone, especially Coaches, should be extra mindful of their Players and attend to any Player that appears too hot.

Heat exhaustion and heat stroke are common threats during hot weather. A Player who has stopped sweating, is dizzy, nauseous, weak, or seems dazed could be suffering from heat exhaustion. This Player should be cooled down, rehydrated, and continually monitored. Professional medical attention may be necessary. Heat Exhaustion is easier to reoccur after the first time. Coaches are encouraged to ask Parents if their Players have ever suffered from heat exhaustion so special attention can be given to those Players.

Cool wraps can be used in the dugout to keep Players cool between innings. These are preferred over towels since they will not transfer water to the Player's jersey like towels. Coaches can provide a separate bucket of ice water to remoisten these throughout the game. **Do not use the same container that's used for drinking.** Mistifiers and fans can also be used to help alleviate the effects of the heat in the dugout.

- Ice water should be readily available to Players to rehydrate. Gatorade can also be used to replenish the electrolytes lost through sweating. If a Player is thirsty, it's already a sign they are becoming dehydrated. Players are advised to drink approximately 8 ounces of water at least every 15 minutes.
- Players should stay in the shade whenever possible. Between games, Players, fans, and Volunteers should retreat to buildings or vehicles as a reprieve from the heat.

Sunny Days

Sunscreen should be used any time games are played during the daytime. Remember, temperature has nothing to do with sunburn - sunburns can occur even when it is cloudy and/or cool outside. Sunscreen should be sweat proof, and of the highest SPF possible. Sunscreen made specifically for sports works well. Sunscreen should be reapplied often. Umbrellas also work well for fans to protect against the UV rays of the sun.

Players should always wear caps and sunglasses in the field whenever possible. These will help shield their eyes from the glare of the sun. Losing a thrown or hit ball in the sun is a leading cause of ball-related accidents. Learning to use the bill of the cap or the glove to shield the sun will help prevent the Player from losing sight of the ball.



A SAFETY AWARENESS PLAN (ASAP)



Safety Code

In order to ensure an enjoyable environment, it is imperative that we provide a safe environment for everyone involved. This safe environment will require the help from all of you – Parents, Coaches, administrators, etc. The Safety Officer shall complete the annual Little League facility survey and submit it to Little League Baseball headquarters. This Safety Manual will be posted on our website, a hardcopy will be available in the concession stand, and an electronic copy will be distributed to all Board Members, Coaches, and Volunteers.

Please read, learn, and follow the instructions in this manual, so that Stafford Township Little League can provide a safer baseball experience to our Players. It should be understood that the Safety Officer can make changes, with the approval of the Stafford Township Little League Board of Directors, to this manual during the season. If there are changes made, all Coaches and Volunteers will be made aware of the changes.

A Safety Awareness Program (A.S.A.P.)

Stafford Township Little League participates in the ASAP program sponsored by Little League International. Stafford Township Little League continuously strives to provide our Players and fans the safest environment possible. It is our belief that safety is a constant changing and growing area of concern that should never be overlooked by any League at any level.

There are several points to address in this document in order to make it ASAP compliant. References to specific ASAP Requirements can be found in Appendix J of the Safety Plan. Information beyond ASAP is available by contacting the Safety Officer. The following is a list of several important features of the safety plan.

Requirement 1: Safety Officer

Stafford Little League shall have an active Safety Officer on file with the Little League headquarters.

The Stafford Little League Safety Officer for the 2022 season is:

Michal J. Rogalski – MRogalski310@yahoo.com

Any questions regarding this plan and Stafford Little League safety can be directed to the Safety Officer.

Requirement 2: Safety Manual Distribution

The Safety Manual herein refers to play at the Stafford Township (Doc Cramer) baseball fields located in Manahawkin, NJ. Copies of this plan will be distributed to all Stafford Little League Board Members, Coaches, Volunteers, and/or the District Administrator. Additional copies are available from any Board Member, can be viewed on the League's website, or reviewed in hard copy at the concession stand.

Requirement 3: Emergency Plan

The Safety Manual includes an emergency plan that outlines contact information for police, fire and emergency medical services, as well as contact and reporting procedures for accidents and injuries. Also included is contact information for all Board Members including the Board President and the Safety Officer. The emergency plan is posted in the concession stand and should be referred to in the event of an emergency.

Requirement 4: Volunteer Application

All Coaches, Board Members, and any other Volunteer or hired help who have repeated access to Players and teams of the Stafford Little League will fill out and submit the Little League Volunteer Application and present a copy of a valid government issued photo ID, for verification of identity.

Stafford Little League will conduct a criminal background check on all prospective Volunteers using JDP at www.jdp.com. Failure or refusal to fill out the Volunteer Application will result in the individual being refused membership into the Stafford Little League.

Requirement 5: Fundamentals Training

All Coaches of Stafford Little League shall participate in Fundamental Coach's Training. Individual training is mandated once a year, with at least one team representative in attendance every year. Trainings shall be held prior to the start of each season.

Stafford Little League has contracted "Dominate the Diamond", an online based subscription baseball training platform. Access to the library of training videos and related items will be provided to each team at the start of the season.

Requirement 6: First Aid Training

Officials and Coaches must participate in Safety-First Aid Clinics. Individual training is mandated yearly, with at least one team representative in attendance every year. Trainings shall be held prior to the start of each season.

Requirement 7: Check Field Conditions

Prior to each game, Coaches and Umpires will walk the field to inspect for any hazards. Coaches and/or Umpires must remedy all hazardous conditions prior to the start of play. Coaches must also inspect the fields before each practice. Any substantial hazardous conditions found during the inspection shall be reported to the League Field Maintenance Coordinator for repair or remedy.

The Volunteers' Safety Roles and Responsibilities section details the responsibilities of the League Field Maintenance Coordinator whose primary role is field maintenance and the repair of issues found during pre-game inspections.

Requirement 8: Facility Survey

Prior to each season, a Facility Survey using the form provided by Little League International will be completed and uploading to the Little League Data Center. The review will note any changes and needs and will be provided to the League Field Maintenance Coordinator for review of any concerns that have been noted.

A copy of the completed will be uploaded to the Little league Data Center prior to start of the spring season by the League Field Maintenance Coordinator.

Requirement 9: Concession Stand Safety

The concession stand must be managed by a Concession Manager trained in safe food handling and preparation procedures. The concession stand must have written safety procedures that are posted in the concession stand and visible at all times. Volunteers working in the concession stand should be trained in the safe use, care, and inspection of concession equipment.

Requirement 10: Equipment Checks

The Stafford Little League Equipment Manager shall research the current Little League equipment standards and ensure that all equipment issued by the League meets the standards in place by the start of the annual season. The Equipment Manager also monitors any changes to equipment standards during the season and notifies the Board and Coaches of any changes.

Additionally, Stafford Little League will require regular inspection of equipment. Replacement of defective equipment must be done immediately by contacting the Equipment Manager or any League Official. The equipment checks will be done by three sources:

- 1) The Equipment Manager at the beginning of the season;
- 2) Coaches at the beginning of each game or practice;
- 3) Umpires prior to and during the course of games.

Requirement 11: Accident Reporting

All accidents and safety violations must be reported to the Safety Officer within 24-48 hours of the incident. Timely reporting of safety violations is a key factor in properly dealing with safety issues. A report will be generated and filed by the League and reported to the District Administrator. This report will be used as a training aid to help Coaches improve safety.

Requirement 12: First Aid Kits

Coaches must be sure to have a first aid kit available and for the kit to be in a quickly accessible location. Complete first aid kits are provided to each team at the start of the season and must be present at each game and practice.

Requirement 13: Enforce Little League Rules

Little League Rules as well as the Local League Rules have a basis in safety and everyone involved in Stafford Little League should follow them. Rules can be found in the Little League rulebooks as well as the Local Inter-League Rules and Safety Manual and shall be enforced at all times – including at practices and games.

Requirement 14: Player / Coach Data

Stafford Little League utilizes online Player registration through SportsEngine for Player registration. Player registration is then uploaded to the Little League Data Center.

Requirement 15: Answer Survey Question

The survey question posted under Requirement 15 in the Little League Data Center seeks to answer how many background checks were performed by the League and how those checks were performed. The question must be answered as a part of a complete ASAP Plan submission.



2023 Board of Directors Meeting Dates

January 5th, 2023 at 7pm
February 2nd, 2023 at 7pm
March 2nd, 2023 at 7pm
April 6th, 2023 at 7pm
May 4th, 2023 at 7pm
June 1st, 2023 at 7pm
July 6th, 2023 at 7pm
August 3rd, 2023 at 7pm
September 7th, 2023 at 7pm
October 5th, 2023 at 7pm
November 2nd, 2023 at 7pm
December 7th, 2023 at 7pm

**** Meeting dates are subject to change ****