**RANCOCAS VALLEY LITTLE LEAGUE**

 **SAFETY PLAN**

 **MISSION STATEMENT**

TO PROVIDE OUR CHILDREN THE OPPORTUNITY TO PLAY BASEBALL

IN AN ENJOYABLE AND SAFE ENVIRONMENT.

LEAGUE SAFETY OFFICER *ALEX DONAHUE*

This document has been developed by Rancocas Valley Little League to provide an overview of the procedures, policies, and activities that have been instituted by the League to provide a safe and healthy environment for those participating in our Little League Baseball program. As part of maintaining awareness of the importance of safety, this document will be printed and distributed to all league officials and volunteers active during the season. It will also be posted on the Rancocas Valley Little League website for reference by all volunteers, players, and parents participating in Rancocas Valley Little League. A copy will also be available in the Concession Stand at Monroe Park and submitted to the District Administrator

**Emergency Information**:

The emergency contact information sheet which also contains contact information for league officers and coordinators will be included as part of the Safety Plan that is distributed to volunteers as outlined above. Also provided with the contact information are Emergency Contact Procedures to assist in the event of an emergency situation.

This emergency information will be posted at the Concession Stand located at the Monroe Park.

**Background Checks for Volunteers**:

Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to Rancocas Valley Little League and/or have repetitive access to or contact with players or teams are required to fill out a 2021-22 Little League Volunteer Application form including a photocopy of a government- issued photo identification card for ID verification. Based on the volunteer application, Rancocas Valley Little League will conduct a nationwide background check including available sex offender registries.

Anyone refusing to fill out the Volunteer Application is automatically ineligible to be a league volunteer or member in any capacity. A copy of these forms and instructions are included within the appendix.

**First Aid Training**:

Rancocas Valley Little League intent is for all managers, coaches, and assistant coaches to attend a first aid training session prior to the start of the spring season. This training includes CPR and AED familiarity. The minimum requirement is for every manager or coach to attend a First Aid Training session once every three years with at least one team representative in attendance every year. To accomplish this goal, we will be offering First Aid Training for the 2021-22 Season: Volunteers will be notified when the details of the local training session are final.

All administrators, managers and coaches are required to take and complete a concussion training course. This mandatory training is to be completed prior to holding any practices or games with our players.

Please contact Alex Donahue, Rancocas Valley Little League Safety Officer, with Any Questions.

**Field Inspections**:

The City of Mount Holly inspects the fields every year at the beginning of the season for exposed fence wires, dugout conditions, benches, etc. The fields and surrounding areas are also reviewed on a regular basis during the season by the Safety Officer and/or other Board Members. In addition, Rancocas Valley team coaches and umpires will be required to review the field on which they will be playing before each game to look for and correct any unsafe conditions (holes, broken glass, rocks, equipment, etc.) prior to the start of play.

Any field or areas used for league practices shall be inspected for unsafe conditions by team coaches prior to all league practices as well.

**Facility Survey**:

Rancocas Valley Little League conducts a formal Facility Survey that is updated on an annual basis and submitted to the Little League Headquarters along with this Safety Plan. You may contact the league Safety Officer or other league officials for a copy or access if necessary.

 **Concession Stand Procedures**:

Rancocas Valley Little League operates a small concession stand between Minors and Majors at the Monroe Park Fields. This concession stand consists primarily of pre-packaged food, drinks, and snacks. There is also a small outdoor grill that is used for preparation of hot dogs and hamburgers.

Volunteers who operate the concession stand will be provided with instructions by the Concession Stand Manager and given copies of the Rancocas Valley Little League Concession Policy.

 **Equipment Inspection**:

Regular inspection of equipment is necessary to ensure safety. Replacement of defective equipment must be done immediately by contacting the Equipment Manager or any league official. Equipment checks are done formally by three

sources:

1) By the equipment manager at the beginning of the season and periodically throughout the year;

2) By coaches at the beginning of each game and

3) Umpires during the course of games.

**Accident Reporting and Tracking**:

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the league Safety Officer within 48 hours of incident. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

The league Safety Officer will log all reported incidents and track as noted below.

How to Make a Report:

The League will provide hard copy printouts of the Incident / Injury Tracking

Report with all First Aid kits that are provided to every Team as part of the standard issue equipment. This will allow teams to have the form with them when traveling to other towns. In addition, copies of this form will be kept in the concession stand and at Monroe Park. These forms are also located on our RVLL website.

A coach or league official must complete an incident/injury tracking report as soon as possible after the incident occurs and notify the league Safety Officer via telephone or email of the incident. The coach or official may either deliver the form to the Safety Officer or leave the form in the Concession Stand in a location designated in advance by the Safety Officer so that he can receive this information in a timely manner.

Within 2 days following the incident, the Safety Officer will contact the injured party or the party’s parents and:

(1) Verify the information received;

(2) Obtain any other information deemed necessary;

(3) Check on the status of the injured party; and

(4) In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor’s visit, etc.) will advise the parent or guardian of the Rancocas Valley Little League’s insurance coverage’s and the provisions for submitting any claims.

If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to:

(1) Check on the status of any injuries, and

(2) Determine if any other assistance is necessary in areas such as submission of insurance forms, etc.

The Safety Officer will continue this process until such time as the incident is considered “closed” (i.e., no further claims are expected and/or the individual is participating in the league again).

**First Aid Kits**:

A First-Aid Kit is required to be on hand for every game and practice. Rancocas Valley Little League supplies each team a First-Aid Kit with the team’s equipment bag. In addition, First-Aid Kits and first aid supplies are located in the concession stand If supplies are depleted during the season, contact the Safety Officer or a league official for replacements.

**Little League Rules**:

Rancocas Valley Little League Managers, Coaches, Umpires, and League Officials are required to enforce Little League rules at all games and practices, including proper equipment. Most Little League rules have some basis in safety, so it is important to follow them. Below is a list of both Rancocas Valley league rules and key Little League rules pertaining to safety:

**FIELD AND DUGOUT SAFETY**

It is important to remember that we want to make baseball a safe and enjoyable experience for all the players. A bulleted list of several of the league policies and key Little League baseball rules regarding field and dugout safety follows.

● A phone list for emergency numbers, non-emergency numbers, and league contact information is posted at the Monroe Park Field concession stand. The city of Mount Holly has 911 services for emergencies. It is good practice to identify those coaches and parents who have cell phones available for all games and practices

● A first-aid kit and first aid supplies are located in the Snack Bar at Monroe Park Field. In addition each team is issued a first aid kit with the team’s equipment bag. If supplies are depleted during the season, contact the Safety Officer or league officials for replacements.

● No games or practices should be held under severe weather conditions (especially lightning) or when field conditions are unsafe. It is important for coaches and officials to be diligent with regard to playing conditions. Always err on the side of caution.

● Follow league policy regarding Lightning Safety

● The fields and surrounding areas must be inspected on a regular basis.

The field will be reviewed before each game by the umpire and team coaches to look for and to correct any unsafe conditions (holes, broken glass, rocks). Any field or areas used for league practices shall be inspected for unsafe conditions by team coaches prior to all league practices and games.

● A Little League Facility Survey is updated annually, submitted to Little League headquarters and kept on file. Contact the Safety Officer or a league official for a copy or access if necessary.

● Only players, managers, coaches and umpires are permitted on the playing field during play and practice sessions.

● All bats and loose equipment must be kept off the playing fields. Bat racks are placed behind screens/fence. Organized equipment can prevent tripping hazards.

● Coaches should establish a procedure for retrieval of foul balls batted out of play. During practice sessions and games, all players should be alert and watching the player at bat on each pitch.

● Coaching staffs, Safety Officer and umpires are responsible for the regular inspection of equipment. This includes both league equipment and equipment brought by the player. Non-safe equipment must be removed immediately and replaced as soon as needed. Make sure the equipment is properly fitted to the players.

● Ensure players have required equipment at all times, even catchers warming up pitchers.

● All fields are to use bases that disengage from their anchors, as required by Little League.

● Pitching Machines will be maintained in good working order and must be operated only by adult Managers and Coaches.

● “Horseplay” should not be permitted on the playing fields.

**PLAYER SAFETY**

Rancocas Valley Little League and Little League key rules pertaining to player safety are outlined below:

● Coaches should inspect equipment on a regular basis, making sure it fits correctly and is in proper working order. Broken or improper equipment can be replaced by contacting the Equipment Manager or league officials. Batting and catching helmets are not permitted when they have been painted by anyone other than the manufacturer.

● Batters must wear protective helmets during practices and games.

● Catchers must wear a catcher’s helmet with face mask and throat guard, chest protector and shin guards.

● Male catchers must wear a long-model chest protector, protective supporter and cup at all times.

● Warm-up catchers must wear catcher’s helmet, facemask, and throat guard while warming up pitchers (skull caps are not permitted). This applies between innings, during bull-pen warm-ups and pre-game infield

drills. Adults may NOT warm up a pitcher. This is a safety issue for both the player and the adult.

● Rule 7.08a (sections 3, and 4) is particularly important for safety and will be vigorously enforced. A runner must slide OR avoid a fielder who has the ball and is waiting to make the tag. Except when returning to base, no head-first slides are permitted. If any coach or parent is unsure of the proper interpretation of rule 7.08a please see the Safety Officer or other league officials.

● Coaches shall instruct all players in safe sliding techniques as well has how to avoid a pitched ball.

● Players must not wear watches, rings, pins, jewelry or other metallic items by Little League baseball rule.

● Parents of players that wear glasses should be encouraged to provide “safety glasses”.

● Players who are ejected, ill or injured should remain under coach supervision until released to the parent or guardian.

● After a game or practice, coaches should not leave the area until all players have been picked up.

● Players will be instructed in proper stretching and general sports health maintenance procedures, including proper throwing, fielding and hitting techniques to limit injury.

● Injuries should be reported immediately per Rancocas Valley Little League’s “Accident Reporting & Tracking” procedures as outlined in the Safety Plan.

ADULT TRAINING & SAFETY

● All coaches are required to attend a Fundamental Training Clinic at dates/ locations specified earlier in this document. It is required that each manager and coach shall attend at least once every three years with at least one team representative of each team attending every year.

● Periodically, Rancocas Valley Little League will hold additional coaches training clinics during the season. Contact league officials for more information.

● All umpires are expected to participate in pre-season rules and umpire clinics at the local and/or district level.

● All coaches and umpires should be familiar with Little League and Rancocas Valley Little league safety, playing rules and procedures. These are distributed to all managers, coaches and umpires at the beginning of the season and are readily available thru league officials or via the concession and equipment sheds at the Monroe Park Fields as well as online at the league’s website.

● The Rancocas Valley Little League shall have a Safety Plan in effect that includes safety policies for its league Concession Stand. This plan will be reviewed and updated annually.

**Emergency Contact Numbers:**

Wayne Wishart: President

Alex Donahue: Safety Office 609-668-7441

Kevin Dolan: Treasurer

Michael Coughlin: Vice President