

2011

**STONEHAM
LITTLE LEAGUE
SAFETY
MANUAL**

BOARD OF DIRECTORS

President	Ray Mooney	rmooney@stonehambaseball.com
Vice President	Everett Allen	eallen@stonehambaseball.com
Secretary	Rob Coles	rcoles@stonehambaseball.com
Treasurer	Gordon Maloney	gmaloney@stonehambaseball.com
Player Agent	Tim O'Connell	toconnell@stonehambaseball.com
Information Officer	Brian Cann	bcann@stonehambaseball.com
CORI Officer	Dan Moynihan	moynihanlaw@verizon.net
Safety Officer	Mike Germano	mgermano@stonehambaseball.com
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Fundraising Director	Bill Leavitt	bleavitt@stonehambaseball.com
Field Maintenance Director	Chris Abreu	cabreu@stonehambaseball.com
Concession Manager	Paul McCarthy	pmccarthy@stonehambaseball.com
Equipment Director	Neil Deteso	ndeteso@stonehambaseball.com
Parade Director	Craig Celli	ccelli@stonehambaseball.com
Webmaster	Brian Cann	webmaster@stonehambaseball.com
Umpire Director	Rich DeAngelo	rdeangelo@stonehambaseball.com
Junior League Director	Dave Harrington	dharrington@stonehambaseball.com
Picture Day Coordinator	Everett Allen	eallen@stonehambaseball.com
Information Officer	Brian Cann	bcann@stonehambaseball.com
Major League Director	Paul McCarthy	pmccarthy@stonehambaseball.com
Minor League Director	John Roberts	jroberts@stonehambaseball.com
Farm League Director	Bill Reilly	breilly@stonehambaseball.com
Rookie League Director	Bill Riley	briley@stonehambaseball.com
T-Ball Director	Paul Olson	polson@stonehambaseball.com
Future Spartans Day	Craig Celli	ccelli@stonehambaseball.com





The 2011 Safety Night is scheduled for Wednesday, March 30th at 6:30 PM. The location for the event is the Stoneham High School Cafeteria. This is a mandatory meeting and attendance is required for all coaches and managers for the 2011 season. First AID Kits, Safety Manuals, Equipment, rulebooks, and other needed items will be distributed.

Topics

- Heat Related Illness and the Proper Prevention
- Concussions and Guidelines
- Proper Warm-Ups
- Field Inspection Guidelines
- Equipment Inspection
- How to Prevent Injuries with Instruction on How to Report them if they Should Occur
- Mandated Rules such as Catchers Gear and Helmets
- Conducting Practice and Drills
- Parent, Coach and Player Code of Conduct

All coaches and managers should contact their respective league directors for questions or additional information

STONEHAM LITTLE LEAGUE
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STONEHAM LITTLE LEAGUE EXPECTS COACHES
AND MANAGERS TO:

- Teach the philosophy of little league baseball.
- Instill a desire to win and improve.
- Exercise leadership but leave the game in the hands of players.
- Teach, not criticize. Try not to become upset with mistakes.
- Attend area coaching clinics.
- Teach proper techniques for basic skills.
- Be adamant about teamwork, punctuality and sportsmanship.
- Teach skills appropriate to the age level of your players.
- Treat all players with respect.
- Be patient. Go over something you've taught as many times as it takes for each player to learn it.
- Set reasonable expectations.
- Recognize that children will not always pay attention.
- Realize that some players need encouragement just to participate. Keep encouraging them.
- Recognize that not all players have equal skills.
- Managers should meet with parents and players to let them know what is expected of them and what they expect to accomplish

FIELD INSPECTIONS

Prior to each game the managers and / or coaches must inspect the playing field and surrounding area to ensure that the playing area is safe. Look for items such as broken glass, holes in the field, torn fences and anything that might be corrected prior to play when possible. Problems requiring repairs should be immediately reported to the League Director.

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STONEHAM LITTLE LEAGUE EXPECTS PARENTS
TO:

- Allow managers to run the team.
- Show respect for managers, coaches, umpires and all players.
- Discuss problems and other issues with coaches and managers in private.
- Ensure that their children are dressed properly with adequate equipment and on time.
- Be available during games and practices in the event of an injury.
- Be there when games and practices end to pick up their children.
- Support the team in a positive way.

STONEHAM LITTLE LEAGUE EXPECTS PLAYERS
TO:

- Be on time for practices and games
- Pay attention
- Don't yell at players on other teams.
- Respect the managers, the coaches, the umpires and other players.

STONEHAM LITTLE LEAGUE EXPECTS THE
SAFETY OFFICER TO:

- Implement and enforce a Qualified Safety Program in accordance with Little League international.
- Complete and file the Annual Little League Facility Survey.
- Provide an annual Safety Meeting to include First-Aid Training and Fundamentals Training for all volunteers, players and parents.

***STATEMENT TO MANAGERS AND
COACHES***

The Stoneham Little League provides professional first aid training for all managers and coaches. All managers and coaches are required to attend. This program is meant to familiarize you with basic techniques for first aid for minor injuries as well as a guide for procedures to follow for serious injuries.

Managers and coaches should not attempt to treat injuries requiring skills beyond the extent of their training.

Managers are responsible for keeping first aid kits, medical release forms and emergency phone numbers on hand and available. You are expected to act responsibly when dealing with injuries and all issues related to safety and sportsmanship

SAFETY RULES

- All batters must wear approved protective helmets during games and practice.
- No on deck batters.
- Batting donuts and sleeves are not allowed
- Eyeglasses should be secured with a wrap. Safety glass for eyeglasses is recommended
- No jewelry shall be worn
- Catchers must wear all protective equipment including helmets during practice, warm-ups and games. Boys must wear protective cups
- Only managers, coaches, umpires, players and league officials are allowed on the field and in dug outs during games
- Managers are responsible to see that all coaches and volunteers have filled out a current Little League Volunteer Application form. This mandated for background checks and insurance purposes
- Head first sliding is not permitted. No sliding is permitted in T-ball, Rookie, and Farm leagues
- Managers are responsible for keeping first aid kits and medical release forms with them and available. Have a cell phone at hand if possible
- No metal cleats can be worn
- Only balls approved for play at each level will be allowed in games and practice
- All players must wear a team cap with the brim in the front
- All play must take place within the confines of the playing field
- Managers must check the condition of all equipment on a regular basis to insure that it is safe to use. Unsafe equipment must be returned to the leagues equipment manager
- Managers and umpires are responsible for ensuring that field and weather conditions are safe for play (see lightning evacuation procedures)
- NEVER LEAVE THE FIELD UNTIL ALL PLAYERS ARE ACCOMPANIED BY AN ADULT THAT THEY RECOGNIZE!

Failure on the part of a manager/coach to abide by the rules of safety as put forth herein and approved by the Stoneham Little League will result in the forfeiture of his/her team for the remainder of the season, and the denial of future managerial or coaching opportunities.

ADMINISTERING FIRST AID

Do not administer first aid beyond your training and abilities ~ Be sure to involve the injured child's parents ~ if a child is injured you are usually the first to help ~ Remember to look for signs of injuries, ask if the child can listen and don't administer aid until you have ascertained the cause ~ Reassure players who are injured they are usually frightened ~ Have your first aid kit handy ~ Have your release forms handy ~ Do not administer any drugs ~ Do not give a child food or beverages ~ Don't hesitate to call 911 ~ Do not take an injured child to the hospital ~ NEVER leave children unattended during or after a game or practice.

CODE OF CONDUCT

No alcohol on or near the field ~ No smoking on the field ~ Don't use profanity ~ Don't allow players to use profanity ~ Observe speed limits in parking lots and adjacent streets ~ Have players clean up trash after games and practice. Our fields are part of our neighborhoods. Respect your neighbors ~ Respect the umpires ~ Demonstrate your respect and appreciation for the game ~ Teach players without yelling ~ Learn and observe the rules of play and ground rules ~ Parents and coaches should help to control younger players ~ Teach and encourage good conduct from players. No taunting of players allowed ~ Be a positive role model ~ No pets on field ~ Players must always remain in the bench area or dugout when not on the field ~ Don't argue during the game ~ Don't put players in dangerous situations

PROCEDURES FOR LIGHTNING EVACUATION

Be aware of weather conditions that may produce lightning ~ When lightning seems imminent managers and umpires shall meet to determine if play should be delayed ~ When play is stopped immediately bring your players together with parents and clear the field. Stay with players whose parents aren't there ~ Don't pick up metal bats ~ Get out of the dugout and away from fences ~ Go to an enclosed building or to a vehicle ~ Survey the field to make sure no one has been left behind ~ Don't wait until the lightning is over you

Common sense should tell you when the situation is unsafe. Remember you need time to evacuate. Give yourself at least ten minutes.

REPORTING PROCEEDURES

Any incident requiring medical treatment must be reported to the Stoneham Little League Safety Officer within 24 hours of the incident. The reporting for minor injuries or near misses can be made in writing or by telephone. When reporting provide the following information:

~ The name of the injured player ~ The date, time and location of the incident ~ A description of the injury ~ A description of treatment ~ The name and phone number of the person reporting.

The Safety Officer will record the information and follow up the report by calling the parents or guardian of the player to verify the information and to check on the status of the injury. This will help determine if further action is necessary. Any injury that requires professional medical treatment must be reported using the same procedures. However, in these cases, the person reporting the incident and the Safety Officer will fill out an accident form. The Safety Officer through the league president will advise the parents or guardian of the player of the leagues insurance policy and procedures for filing claims for medical expenses if necessary. The league will provide whatever assistance is needed to parents of an injured player within their means to ensure that the player receives adequate treatment.

The Safety Officer will be responsible for gathering and maintaining data for all reported injuries. This information will be compiled into a report to be submitted to the league president and kept on file as a public record.

EMERGENCY AND KEY OFFICIALS' PHONE NUMBERS

STONHAM POLICE

Emergency 911

Non Emergency 781-438-1215

STONEHAM FIRE

Emergency 911

Non Emergency 781-438-0127

President	Ray Mooney	rmooney@stonehambaseball.com	781-850-5918
Safety Officer	Mike Germano	mgermano@stonehambaseball.com	508-373-4710
Field Maintenance Director	Chris Abreu	cabreu@stonehambaseball.com	781-953-8900
Concession Manager	Paul McCarthy	pmccarthy@stonehambaseball.com	617-699-6609
Equipment Director	Neil Deteso	ndeteso@stonehambaseball.com	

GUIDELINES FOR CONCESSIONS

- **All volunteers must submit an application to Stoneham Little League for a CORI check and approval.**
- **Volunteers are required to attend a Safety meeting hosted by Stoneham Little League and Stoneham Board of Health.**
- **All guidelines set forth by the Stoneham Board of Health shall be followed.**
- **Certified Food Manager – If potentially Hazardous Food is being served, the CFM shall be on site at all times.**
- **Proper food and utensil storage and handling must be followed**
- **Consideration made for personnel, personal hygiene**
- **Hats and or hairnets shall be utilized**
- **Gloves worn at all times on “All Ready to Eat Foods”. Gloves being changed accordingly to prevent cross-contamination**
- **Proper Cleaning and Sanitizing of Equipment**
- **Sanitizer, wiping cloths shall be utilized to prevent cross-contamination.**
- **An approved water source shall be made available and maintained.**
- **Premises shall be maintained in a clean and sanitary fashion at all times.**
- **Proper storage and removal of garbage and refuse on a daily basis (Prevent rodent activity)**

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