

# Swansea Little League



SWANSEA, MASSACHUSETTS  
MASSACHUSETTS LL DISTRICT 6  
*LEAGUE ID # 221-06-14*

**2021**

## **SAFETY PLAN**



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## **1.0 EMERGENCY PHONE NUMBERS**

### **SWANSEA LL OFFICERS / EMERGENCY PHONE NUMBERS**

EMERGENCY	POLICE, FIRE, RESCUE	911
POLICE DEPARTMENT	NON-EMERGENCY	508-674-8464
FIRE DEPARTMENT	NON-EMERGENCY	508-672-4305
SAFETY OFFICER	JOE ARRUDA	401-464-2753
LEAGUE PRESIDENT	JOHN PRESTON	617- 991-7974
LEAGUE VICE PRES.	AL DIAS	508-889-4265
VICE PRESIDENT	JOE MARTIN	774-930-6220
VICE PRESIDENT	MARC HASLEM	774-930-6208
TREASURER	JEFF WOOD	508-264-2567
SECRETARY	JAY PICARD	774-488-4994
CONCESSIONS MNGR	KIM LEBREUX	508-677-0621
UMPIRE IN CHIEF	JOE MARTIN	774-930-6220

## **2.0 SAFETY MISSION STATEMENT, CODE OF CONDUCT AND SAFETY CODE**

Swansea Little League is a non-profit organization run by volunteers whose mission is to provide an opportunity for community's youth to learn the game of baseball in a safe and friendly environment.

The purpose of this Little League Baseball program is to develop healthy, well-adjusted youth who understand the principles of fair play, teamwork and sportsmanship. All volunteers will do

their best to provide a safe environment for our youth to pursue the game of baseball as governed by Little League Baseball Inc.; by following this Code of Conduct.

## **Code of Conduct**

No volunteer including: Managers, Coaches, Umpires, Players, Parents or Spectators shall:

- At any time become aggressive, threatening or assault an official.
- Be guilty of personal verbal or physical abuse upon any official for real or imagined belief of a wrong action, decision or judgment.
- Be guilty of an objectionable demonstration of dissent at an official's decision by throwing equipment or other articles or any other forceful unsportsmanlike action.
- Be guilty of using any unnecessarily rough tactics in the playing of the game against an opposing player.
- Be guilty of a physical or verbal attack upon any board member, manager, coach, umpire, player, parent or spectator.
- Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- Appear at any Swansea LL complex or other venue in an intoxicated state. Intoxicated state may be defined as an odor or behavioral issues.
- Be guilty of gambling upon any play or outcome of any game or at any practice with anyone at any time.
- Be guilty of smoking while in the stands, on the playing field or in any dugout at any time.
- Be guilty of publicly discussing in a derogatory or abusive manner any play, decision or opinion about a board member, manager, coach, umpire, player, parent or spectator during a game.
- Be guilty of speaking disrespectfully to any official, manager, coach, umpire or player before, after or during the course of a game.
- Be guilty of tampering with or manipulation of any league rosters, schedules, draft positions or selections, any official scorebooks, rankings, financial records or proceedings.
- Be guilty of challenging the umpire's authority. Umpires shall have the authority and discretion during the game to penalize an offender in an appropriate manner up to and including removing the offender from the game and Swansea LL Complex.

The Swansea LL Board of Directors will review any infractions of this code of conduct at its regular monthly meetings or at an emergency session, depending on the seriousness of the offense.

The Swansea LL Board of Directors has mandated the following planned program of safety, which is intended to reduce or eliminate personal injury to all players, spectators and league volunteers.

This Safety Plan will be published on our league website and made available to all parents and players in the league. It will also be distributed to managers, coaches and volunteers. Copies will be available at the concession stand, in the League Safety Manual and sent to the Massachusetts District 6 Administrator and Little League Headquarters. To support this and other safety related activities, a part of the Swansea LL operating budget is allocated for safety.

All coaches, manager and league officials and volunteers are required to complete the 2021 Little League Volunteer or Returning Volunteer Application Form and are subject to background checks. All individuals approved to be volunteers will be issued a league identification badge. This badge is required to be worn at all times during practices, games, tournaments and special events sponsored by the Swansea LL.

All coaches and managers will follow Little League rules and regulations published in the Official rulebook provided by Little League International.

### **3.0 FACILITY AND EQUIPMENT REPORT**

#### **3.1 FIELD INSPECTION (Jan 2021) documented via 2021 LITTLE LEAGUE FACILITY SURVEY**

- Bleachers
- Dugouts
- Fencing
- Field Conditions

Inspections **REQUIRED** prior to each use. Managers / Coaches and Umpires **must** inspect the playing field before each practice and game. All debris must be removed. Hazards must be repaired prior to play. Unsafe conditions or potential safety hazards must be reported to the Safety Officer as soon as possible.

- Uneven playing surfaces
- Base anchors
- Back Stop / Fencing
- Submit annual Little League Lighting Safety Audit (if artificially lighted fields are available in the future.)

- First Aid Kits

The Safety Officer will provide a First Aid Kit to each field and the concession stand. The Safety Officer is responsible for the maintenance of these kits.

- Bases  
Breakaway bases are used on all fields employing raised bases.
- Pitcher's Mound  
Mound must be inspected before every game for loose rubber and uneven surfaces must be filled in.
- Maintenance Tools -
- Riding mowers, brooms, shovels, rakes, hoses, mowers, electrical cords and pitching mechanism must be stored securely when not in use.

### 3.2 EQUIPMENT INSPECTION

- Inspection is required annually before the season begins by the Safety Officer, Equipment Manager and Field Maintenance Director.
- Unsafe equipment should be destroyed to prevent future use. Only equipment adhering to Little League rules for proper equipment is permitted. Reduced Impact balls are used in the T-Ball Division.
- Umpiring Equipment - Inspection is **REQUIRED** prior to each use.
- Player Equipment - Inspection is **REQUIRED** prior to each use. All player equipment will be inspected after each use. Necessary repairs may then be scheduled prior to the next use.
  - Helmets with face guards must be worn by batters during practices and games.
  - Helmets for base coaches (players) are provided. (Optional for adult base coaches).

### 4.0 SAFETY EDUCATION

#### 4.1 GENERAL MEETING with all managers and coaches regarding SAFETY PROCEDUES (Jan 6, 2021)

- Player Travel

Practice times and games must allow for sufficient adult supervision to ensure players reach their destination safely.

- Refer to the Little League International Safety Recommendations – no players are left behind after a practice or a game.

- **Darkness / Inclement Weather**

Darkness is called when conditions are deemed by the Umpire to be unsafe for play due to poor lighting conditions.

- Play will be halted when weather conditions are deemed unsafe (i.e.: rain, lightening or extreme heat, etc.).

## **4.2 REVIEW OF SAFETY PROCEDURES FOR ALL PARTICIPANTS**

- **Players** - All players must wear an athletic supporter or a cup during games and practices. Mouth guards are encouraged. Players may not wear jewelry or pins during practices or games unless that item serves as a medical alert purpose (and this must be taped into place). Managers are encouraged to appoint at least one player as a team safety representative to assist with the inspection of the facility and equipment prior to practices and games. At no time during a practice or game is “horseplay” permitted. Players should remain alert and focused on baseball.
- **Catchers** - Catchers must wear catcher’s mitts. First baseman’s or regular fielding gloves are not permitted due to risk of hand injury. Catchers must wear a fiber or plastic cup. Catchers must wear a helmet and facemask while warming up pitcher. Catchers are not allowed to squat unless they are fully equipped, (shin guards, chest protector, helmet, facemask, mitt and cup). Female catchers must wear long or short model chest protectors. Bullpen catchers must also be fully equipped. Coaches are not allowed to warm up pitchers.
- **Batters / Runners** - In the absences of an on-deck circle, on-deck batters are **NOT** allowed to handle bats. All batters and runners must wear a helmet, with a chinstrap and faceguard. Shoes with metal spikes or cleats are not permitted (this excludes the senior division). Shoes with molded cleats are permissible.
- **Managers / Coaches** - Managers and coaches must sign the Volunteer Code of Conduct Form. Only approved Managers and Coaches are allowed to practice teams, supervise batting cage and pitching sessions or coach a game. If a manager for some reason must leave the field or dugout, he/she must designate a Coach in-charge until the Manager returns.
- **Spectators** - Spectators must observe from a safe distance, out of the bounds of play including a safety margin for overrun and preferably behind the team’s dugouts and backstop area.
- **Safety Representative.** - Teams are required to appoint one team Coach as the Team Safety Representative to assist with reviewing the status of the facility and equipment prior to

practice and games. If a Manager fails to appoint a Coach, then the Manager is assumed to hold this responsibility.

- Dugouts - Only Players, Coaches and Managers are allowed in the dugout area and on the playing field. At least one Manager or Coach **MUST** remain in the dugout at all times. Food is not permitted in the dugout or playing field, but bottled water or sports drinks are acceptable.
- Pre-Game Field Inspection - Before each game, Manager / Coach and Umpires must walk the field and inspect for hazards before permitting the field to be used.
- Umpires - Umpires must wear proper protective gear (mask, chest protector, shin guards, etc.). An athletic supporter and/or cup is recommended.

#### **4.3 INJURY REPORTING PROCEDURES**

- It is the Manger's responsibility to report injuries to the League Safety Officer. (If the Manager is absent the "Coach in Charge" is required to report the injury)
- Injuries that **MUST** be reported to the League Safety Officer include:
  - Any injury that results in the Player, Manager / Coach or Spectator leaving the game or practice.
  - **ANY** injury to the head.
  - Any other injury that a Manager / Coach deems necessary to report (If you are unsure, **REPORT IT!**)
- The League Safety Officer's responsibilities in case injury or incident are:
  - Record the necessary information on an "Incident / Injury Tracking Report".
  - Contact the injured party to assess the degree of the injury.
  - Contact the injured party for a follow-up within 48 hours.
  - File a copy of the report in the Swansea LL Safety Manual and provide a copy to:
    - Swansea LL President and / or Vice President.
    - MA District 6, Administrator.
  - Summarize the Report at the monthly Board of Directors Meeting.



#### **4.4 FIRST AID TRAINING / CPR / AED / FIRST RESPONDER / CONCUSSION TRAINING**

- New Managers / Coaches **MUST** attend one First Aid / CPR/ First Responder / Concussion Training Clinic conducted by a Certified First Responder / CPR Instructor. **All returning coaches and managers are required to attend a class at least once every three years.** This is held in conjunction with the Swansea Police (MA) Police Department's Certified Instructors.
- At least one representative from each team **MUST** attend one First Aid / CPR / First Responder / Concussion Training Clinic **annually**, conducted by a Certified First Responder / CPR Instructor from the FRPD. This year's classes will be held on at the **Swansea Police Dept**

All Parent Volunteers and Umpires are encouraged to attend this Certified First Aid / Responder / CPR / Concussion Training Clinic. It is also mandated that at least one trained Manager / Coach or trained Volunteer be present at each practice and game.

- A first Aid Kit will be provided to every manager and must be with them at every game.

#### **5.0 MANAGERS / COACHES TRAINING**

**\*All managers/ coaches are required to attend a fundamentals to baseball training.** This is held in conjunction with local High School and College Coaches.

\*Returning Managers and Coaches **Must** attend, coaching trainings at least once every three (3) years.

**This year's fundamentals training will be held at** (Swansea LL)

#### **6.0 MONTHLY SAFETY REPORT**

\* League Safety Officer is obligated to attend the monthly Swansea LL Board of Directors Meeting to:

- Report on Injuries

- Report unsafe field conditions.
- Report equipment failures.
- Report suggestions from Managers / Coaches / Volunteers / Parents.

## **7.0 END OF SEASON: SAFETY PROGRAM EVALUATION**

- Presentation to the Swansea Little League Board of Directors.
  - Summarize injuries.
  - Evaluate overall field conditions.
  - Summarize overall equipment failures.
  - Safety evaluation survey results.
- Recommendations for following season.

## **8.0 FACILITY SURVEY OF FIELDS**

\* See Swansea LL Survey (2021) completed to and submitted to Little League International.

## **9.0 CONCESSION STAND SAFETY**

- The Concession Stand serves packaged foods, hot and cold foods and beverages and occasionally items pre-ordered from area restaurants.
- No person under the age of fifteen (15) is allowed behind the counter in the concession Stand.
- Volunteers working in Concession Stand are trained in safe food preparation and allergen awareness. Training covers safe use of equipment and plastic gloves are used when handling unpackaged food (such as hot dogs, hamburgers and buns). This training is provided by the Concession Stand Director.
- Cooking equipment is inspected prior to each use and repaired or replaced if necessary: (See Concession Stand Weekly Check List).
- Any use of a BBQ grills done outside in a properly ventilated area.
- Propane Tanks are turned off at the grill and at the tank after use.

- Foods not purchased by the Swansea LL to sell in the concession stand will not be cooked, prepared or sold in the concession stand.
- Cooking grease is stored safely in containers away from open flames.
- Cleaning materials are stored in an area separate from food and beverage products.
- A certified Fire Extinguisher suitable for grease fires **MUST** be in plain view of the Concession Stand workers at all times and inspected monthly. This training is provided by the Safety Officer.
- All Concession Stand workers are encouraged to attend a training session in the Heimlich maneuver. The training of this technique will be administered at the First Aid Clinic (Feb 6,2021).
- A fully stocked First Aid Kit and a copy of this Safety Plan are available in the Concession Stand.
- The Concession Stand main entrance door remains unlocked and free of obstructions when occupied by Concession Stand personal.

Respectfully Submitted,

Joe Arruda  
Safety Officer,  
Swansea Little League

