



Tri-West Little League (TWLL) 2018 Safety Plan

MISSION

The mission of the Tri-West Little League Safety Plan is to provide every child of little league age the opportunity to play baseball in the safest possible conditions. Although there are inherent risks of injury in the games, we will strive to minimize those risks by incorporating and renewing this safety plan every season.

SAFETY OFFICER

The Tri-West Little League safety officer is the direct link between the Board of Directors and the managers, coaches, umpires, players and other third parties regarding safety matters. The main responsibility of the TWLL safety officer is to develop, implement and communicate the League's safety program to all involved. The Tri-West Little League safety officer for 2018 is currently vacant.

THE TWLL SAFETY OFFICER'S RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

Post and distribute any relevant Little League ASAP (A Safety Awareness Program) newsletters to team managers, which are accessible via the TWLL website; complete the annual Little League Facility Survey; submit player registration data and coach/manager data; assist parent and individuals with insurance claims (incident/injury tracking report and Charter insurance forms are available upon request); distribute a copy of the Safety Plan to all managers on or before April 1, 2018; review and update the safety plan annually along with submitting a qualified safety plan registration form; inspect playing fields for potential safety hazards and notify appropriate persons for necessary corrective action; make first-aid training available to managers and coaches prior to the start of the season (on or before April 14, 2018); assure that first-aid kits are included with equipment distribution for each team and kits are present at games and practices; assure that all volunteers have completed the Volunteer Form and are verified as needed with the Board of Directors; act immediately to resolve unsafe or hazardous conditions; maintain the lighting at Scott Park and Scamahorn Park along with updating the facility survey prior to the start of the season.

As mandated by Little League, TWLL will be submitting player, coach, and manager data.

VOLUNTEER APPLICATIONS AND BACKGROUND CHECKS

Background checks will be required for all volunteers including but not limited to: board members, managers, coaches, team parents, and anyone else who has direct contact with the players. The purpose of the background check is to ensure that children are protected from anyone who has committed a sexual offense against a minor. TWLL utilizes First Advantage, a national database, to conduct criminal background checks. Prior to the start of the season, anyone who desires to volunteer

will be required to complete an application form and submit a photocopy of their driver's license or other form of government identification to verify their identity.

MANAGER AND COACH TRAINING

Prior to the start of every season, TWLL will offer some form of training for managers and coaches for the purpose of teaching the fundamentals of hitting, sliding, fielding, pitching, etc. At least one representative from each team will be required to attend the training. Additional training material can be found on our website (www.twbaseball.com or www.littleleague.org).

FIRST-AID TRAINING

A manager or coach from each team will also be required to attend first aid training prior to the start of the season. The training will be paid for by TWLL as a benefit of the manager or coach donating their time during the season. The first-aid training qualifies the volunteer for a period of two years; however, a representative from each team must be certified and a copy of their certification will be on file with the volunteer form. The safety clinic for 2018 will be held at Pittsboro Fire Department. The AED's at Scott Park, Scamahorn Park, and Liston diamonds are in working order and are certified for 2018.

FACILITIES AND EQUIPMENT

Prior to the start of the season, TWLL Equipment Manager Derek McMillan will inspect all equipment for safety defects before distributing to the managers. Defective equipment shall be destroyed and discarded. The fences at Scott Park and Scamahorn Park have protective fence tops in the outfield. Extra high fences will be used around the home plate areas and dugouts to protect spectators and players from balls going out of play. The bleachers at Scott Park have guard rails for safety. All game and practice fields will use only break-away safety bases. Double bag first bases should be used when available.

GENERAL SAFETY AND RESPONSIBILITY

Safety is the responsibility of managers, coaches, and parents. Each manager, coach, team parent, and player shall use proper reasoning and care to prevent injury to him/herself and to others. Arrangements should be made in advance of all games and practices for emergency medical services, as a copy of the game schedules will be distributed to the local Fire/EMS departments. Only league approved managers and/or coaches are allowed to practice teams. No games or practices are to be held when weather or field conditions are poor, particularly when lighting is inadequate. Managers and umpires shall inspect playing area before games and practices for holes, damage, stones, glass, and other foreign objects and repair or remove any obstacles. Team equipment will be stored within the team dugout or behind screens or fencing, and not within the area of defined as in play. Only players, managers, coaches, and umpires are allowed on the playing field or in the dugouts during games. Managers and coaches are responsible for keeping bats and loose equipment off the field of play. It is recommended the manager designate a different player this responsibility each game. Foul balls batted off the playing area shall be returned to the nearest dugout. During practice and games, all players should be alert and watching the batter on each pitch. During warm-up drills, players should be spaced so as to not endanger them of wild throws or missed catches. All pre-game warm-ups should be performed within the confines of the playing field. The condition of equipment shall be inspected regularly by the manager and coaches. Batters must wear Little League approved protective helmets during batting practice and games while batting and when on base. Chin straps are recommended, with an exception of Major divisions. Headfirst slides are not permitted except when a runner is returning to a base. During sliding practice, bases shall not be strapped down or anchored. At no time will horseplay be permitted in the dugout or on the field. Managers will only use official Little League balls supplied by TWLL. All male players in

Rookies, Minor and Major divisions will wear cups during practice and games. Male catchers must wear metal, fiber or plastic type of cup and a long model chest protector. Female catchers must wear a long or short model chest protector. All catchers must wear a facemask, throat guard, shin guards and chest protector when catching. Managers and coaches may not warm up pitchers. A catcher must wear their mask while warming up pitchers. Shoes or cleats with metal spikes are not permitted. Shoes with molded cleats only are permissible in all divisions. Players will not wear watches, rings, pins or other metallic items during practice or games. Managers will never leave a child unattended at a practice or a game. Never hesitate to report any present or potential safety hazard to the TWLL Safety Officer. Always ensure a cellular phone is available when a game or practice is held at a facility that does not have a public phone. No drugs or alcohol will be allowed on the playing fields or their premises at any time. No medication will be taken at a practice or game unless administered directly by the child's parents. No smoking is allowed on baseball fields or dugouts. No one is allowed to play baseball with open wounds. Wounds should be treated and properly bandaged. Be aware of any medical problems or allergies pertaining to your players; determine from the parent on how to detect or deal with any condition. At least two adults must be present at any game or practice. Dogs are permitted at both Scott Park in Pittsboro, the Lions Club in Lizton, and Scamahorn Park in Pittsboro; however, the owner is responsible for keeping the dog on a leash and clean up.

GAME PREPARATION

Conduct stretching prior to practice and games. The purpose of stretching is to increase flexibility within the various muscle groups and prevent tearing from overexertion. Stretching should never be done forcefully, but rather in a gradual manner to encourage looseness and flexibility. TWLL strongly supports stretching before every practice and game. Make sure that players are healthy, rested, and alert. Ensure that players returning from injury have a medical release signed by their doctor that the Safety Officer will keep on file. Ensure players are wearing the entire proper uniform. Ensure that all equipment is in good, safe working order. Check the concession stands at Scamahorn Park, Scott Park, and the Lions Club Park to ensure extra first-aid kits and a copy of the Safety Plan are available. Do a physical inspection of the playing field, correcting any hazardous conditions (i.e. fill divots, remove debris) immediately. Report any other repairs that are necessary to the Safety Officer or Field Maintenance Officer as soon as possible. Determine with the opposing manager that the playing field is fit to play on. In the event that it is not playable, contact TWLL President Lorinda Gibbs, or another board member on field duty. Have the players do a light jog around the field before throwing warm-ups.

Reminder: Managers and coaches are not permitted to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practices.

DURING THE GAME

Players shall not be alone in the dugout. A coach or parent (ensuring that three adults on/in the field is not exceeded for the specified divisions as set forth by LLI) shall be assigned to the dugout at all times. Utilize a player as a base coach if necessary. Assure no equipment is left lying in the field, either in fair or foul territory. Keep players alert. Maintain discipline and be organized at all times. Keep players sitting on the team's bench in the dugout unless they are preparing to enter the game. Make sure catchers are wearing proper equipment. Observe the "no on-deck" rule for batters and keep players behind the fencing at all times. Do not allow players to climb on fences! Get players to drink fluids often to prevent dehydration and get in shade during hot weather days. Do not play children who are ill or injured. Tend to children that become injured in a game or practice.

POST-GAME

Do not leave the field until every team member has been either picked up by a known family member or has left with a pre-designated driver. Notify parents if their child has been injured, no matter how small or insignificant the injury may seem. Return the field to its pre-game condition.

NO EXCEPTIONS

All safety problems shall be reported to the TWLL Safety Officer or President. Any injury that was treated must be reported to the TWLL Safety Officer or President within 24 hours of the incident in order to be logged into the tracking report for insurance purposes, should they arise. An injury tracking log will be kept in the concession stand at all 3 parks, of which the TWLL Safety Officer will double check the reports from the parents/team parent/team coach/manager/board member. Please help us ensure the safety of our children and prevent future incidents, by maintaining the open communication with the TWLL Safety Officer and the logs.

ACCIDENT REPORTING PROCEDURE

An incident that cause any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid/ice pack/bandage must be reported to the TWLL Safety Officer or the League President in the event the Safety Officer is not available. Such incidents should be reported within 24 hours of the incident. The Safety Officer for TWLL for 2018 is Kelly McDonald and can be reached at 317-289-9002. TWLL President for 2018 is Lorinda Gibbs and can be reached at 317-514-1769. Please be prepared to provide the following information:

- The name, address, and phone number of the individual(s) involved.
- The name and phone number of the reporting manager/coach.
- The date, time, and location of the incident.
- The division, position, and type of injury.
- A detailed description of the incident.
- The preliminary estimation of the extent of the injuries.

The TWLL board contact will verify the information, obtain any other information deemed necessary, and check on the status of the injured party. The Safety Officer will complete the accident/insurance forms for submission.

WEATHER

The TWLL shall be responsible for determining when games are cancelled. Managers/coaches should listen to current weather forecast the day of any game and be alert to changing weather conditions. If inclement weather is forecasted, it is recommended that prior to starting the game an adult be appointed to monitor weather conditions as they appear on the horizon.

RAIN

If it begins to rain, please do as follows:

- Evaluate the strength of the rain (is it a light drizzle or a downpour).
- Determine the direction the storm is moving.
- Periodically evaluate the condition of the playing field, and stop play if conditions become unsafe.
- Managers are to consult with the umpire because they make the final decision.
 - o If the umpire and managers opt to postpone, wait 20 minutes from this point before making a final decision to cancel the game.

LIGHTNING

When lightning is observed or thunder is audible, all outdoor activities will be suspended for 30 minutes. All players, coaches, and managers will return to their vehicles with the windows rolled up for this period of time. If a severe thunderstorm warning is issued, all field activities will cease and everyone directed to return home. The same holds true if the Outdoor Warning System is activated, assure all players are with adults and off the fields. If caught outside at this time, seek shelter inside the restrooms, concessions stands, a car or low-lying area. If at any time a Park employee informs you of an approaching storm, dismiss all players, coaches, and managers to their vehicles for a minimum of 30 minutes, after which manager and umpires may reevaluate conditions. Stay away from metal including fencing and bleaches and do not hold metal bats.

HYDRATION

Good nutrition is important for children. Sometimes the most important need is water, especially when they're physically active. During the season, encourage players to drink fluids every 15-20 minutes. If a player looks distressed while standing in the hot sun, substitute that players and get them into the shade as soon as possible.

CHILD ABUSE/NEGLECT

In the event you suspect that one of your players is a victim of abuse/neglect, you should immediately contact the TWLL President or Safety Officer for possible follow-up with local law enforcement. TWLL volunteers shall not investigate abuse/neglect case independently.

HEALTH AND MEDICAL

Each manager will be given a first aid kit to keep for their team, inspect your first aid kit and what it contains before it becomes necessary to use it. Additional kits can be obtained from the TWLL Safety Officer. First aid is the first care given to a victim. Know your limited when rendering care, always be assured to contact Emergency Personal by dialing 911.

GOOD SAMARITAN LAW

The "Good Samaritan Law" gives protection to people who provide emergency care to ill or injured persons. This legal immunity protects you, as a rescuer, from any litigation and being held responsible for the victim's injury. When citizens respond to an emergency and act as a reasonable and prudent person would under the same conditions, this immunity will prevail.

CHECKING A VICTIM, WHERE DO I START?

If the victim is conscious, ask them what happened. The victim may be able to tell you what happened and how he/she feels. This information helps determine what care may be needed. Never be in a hurry to move any victim, the ground is firm and works like a splint. Then do the following:

- If the victim is unconscious, obtain what happened from the bystanders.
- Check the victim from head to so you don't overlook any problems.
- Do not ask the victim to move or move the victim yourself until the check is complete.
- Examine the scalp, face, ears, nose, and mouth.
- Examine the arms and legs for cuts, bruises, bumps or depressions.
- Watch for changes in consciousness.
 - o Notice if the victim is drowsy, not alert or confused.
- Look for changes in the victim's breathing.
 - o It should be regular, quiet and easy.
- Notice how the skin looks and feels, note if the skin is reddish, bluish, pale or gray.

- Feel with the back of your hand on the forehead to see if the skin feels unusually damp, dry, cool, or otherwise.
- Ask the victim about the area that hurts.
- Ask the victim to move each part of the body that doesn't hurt
- Check the shoulders by asking the victim to shrug them.
- Ask the victim if they can move fingers, hands, and arms.
- This of how the body usually looks, and if you are not sure if something is out of shape, check it against the other side of the body.
- When you are finished checking, if the victim can move their body without any pain and there are no other signs of injury, assist them in sitting up.
- When the victim is ready, assist them to their feet.

CONCESSION STAND

TWLL operates the concession stands at Scott and Scamahorn Parks in Pittsboro, as well as the Lions Club Park in Lizton. Deliveries will be inspected to make sure all packaging is in good condition and have no odor or spoilage. They will be put away in proper order within 30 minute and all "Best if Used By" dates will be current. The temperatures in the refrigerators/freezers must have a properly functioning thermometer in place and in plain sight. They must be clean and sanitized, the refrigerator temperature is to be 33-43°F and the freezer temperature is to e 20°F. The interior lights should be working and properly shielded and shelves are to be clean, free of rust and in good repair. The temperature of the coffee/tea water is to be 180°F. Cup and lid dispensers/holders will be clean and in good repair. All items will be stored on shelves and at a minimum of 6" off the floor. Proper dishwashing methods are to be used. Hand sanitizer dispensers are to be mounted and in good use. Floor will be swept/clean and trash is to be emptied from the inside containers. Personal items are to be stored correctly. There is to be no sign of pest infestation. Chemicals are to be stored in locked containers and not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared. Maintain manufacturer's labels on or label containers accordingly. A fire extinguisher with a current certification and a fully stocked First-Aid kits is to be in plain sight. The opening/closing instructions are posted in each concession stand as they may differ.

CODE OF CONDUCT

Code of conduct is distributed to all parents at the time of registration and discussed again before the season begins at the manager/coach training conducted with the TWLL President. Managers/Coaches are instructed to remind parents and players of the Code of Conduct at their team meetings.

For all emergencies during practice, game or any TWLL event, dial 911.

2018 Tri-West Little League Board of Directors are as follows, and the information can be found on the website www.twbaseball.com

President, Lorinda Gibbs	317-514-1769
Vice President, Jon Breeding	317-445-1505
Treasurer, Gregg Elkins	812-208-8437
Secretary, Holly Cox	317-289-1484
Umpire-in-Chief, *VACANT*	
Safety/Award/Volunteer Officer, Kelly McDonald	317-289-9002
Director of Sponsorship/Fundraising, Ashley Paris	317-847-4939
Player Agent, Holly Cox	317-289-1484
Director of Major/Intermediate Divisions, Rob Miller	319-427-4256
Director of Rookie/Minor Divisions, *VACANT*	
Director of T-Ball/PeeWee Divisions, *VACANT*	
Director of Equipment, Derek McMillan	765-376-0327
Direct of Field Maintenance, Derek McMillan	765-376-0327
Direct of Concessions, Samantha Joseph	317-797-6196
Webmaster/Registrar, Scott Smith	317-281-5049

Emergency	911
Lizton Fire Department (non-emergency)	317-994-5500
Lizton Police Department	317-994-6000
Pittsboro Police Department	317-892-4897
Pittsboro Fire Department (non-emergency)	317-892-4386
Pittsboro Parks Department	317-892-5015

ASAP submitted by: Lorinda Gibbs, TWLL President
League ID #: 00097248

A copy of the safety plan is available on TWLL website: www.twbaseball.com