



WEST MADISON LITTLE LEAGUE

SAFETY PLAN – 2009

Responsibility for all safety issues is vested in a member of the West Madison Little League (WMLL) Board of Directors who serves as the Safety Officer. The Safety Officer reviews the existing safety policy and makes recommendations to the board for any additional items or changes to the plan. It is the responsibility of each board member, coach, assistant coach, and team representative to insure that the WMLL safety plan is followed.

IMPORTANT SAFETY NUMBERS

Emergencies – 911 (Police, Fire, Rescue and Ambulance)

Non Emergencies –

- Madison Police Department – 608-255-2345
- Poison Control Center – 800-222-1222
- WMLL Safety Officer – 608-848-7639 (Mike Metcalf)

GENERAL SAFETY PROCEDURES

The WMLL Safety Officer and members of the Field Committee will inspect the WMLL complex prior to the beginning of each season to determine that all facilities, dugouts, bleachers, parking lots, concession stand, batting cages, lighting and all other areas of the facilities including equipment owned by WMLL are safe for the season. The safety officer will periodically inspect facilities and equipment to insure that they remain in a safe condition. In addition the safety officer will continually review operational procedures to insure that the WMLL Safety Plan is being followed.

The WMLL permanent ground crew will be responsible for the monitoring of the facility and grounds for safety issues daily prior to the day's games. Any issues involving safety will be corrected prior to the playing of any games on the field. All safety issues should be presented to one of the full time staff in the concession stand, a regular grounds crew employee or a WMLL board member for remedy prior to play on the field.

A WMLL safety audit sheet (As approved by the Little League International) will be utilized to insure that all items are checked and tested on a weekly basis.

It is the responsibility of all head coaches and assistant coaches to know the proper procedure for contacting emergency medical services. There is a telephone in the concession stand for this purpose. Emergency numbers are located in the concession stand. Callers should remain on the line to provide all the information required by the emergency services dispatcher.

Should emergency medical services, fire rescue or the police be required, someone should be designated at the scene to make the call. That person should remain on the line to give the emergency call taker a full description of the situation and be prepared to remain on the line to answer any additional questions the call taker may have.

All coaches should have a basic first aid supplies available at all games as well as practices. Those supplies should include ice packs, bandages, band aids, and disposable plastic gloves. Additional supplies are available at the concession stand or by contacting the WMLL Safety Officer.

All WMLL volunteers including coaches and board members must submit an official application prior to serving WMLL in any capacity. This application will be used in part to request a criminal background check to determine if there has been any record of sexual misconduct. The applications are available at the National Little League Web Site and the WMLL Web Site or through your league coordinator. The WMLL safety director will be responsible for insuring that all required criminal sexual misconduct checks are completed with the United States Department of Justice Criminal Registry, also the national Little League Registry will be used for any checks in question. For the 2009 operating year, WMLL Safety Officer Michael Metcalf will conduct the checks. All checks will be completed by the time the first practice is scheduled.

All WMLL head coaches are also supplied with an instructional book in the fundamentals of coaching in the various leagues (age and softball specific).

All coaches will be required to sign off that they have received and understand the WMLL safety procedures. All umpires will be familiarized with the WMLL safety plan during umpire training. Head coaches, board members, full time employees will be provided with the 2009 WMLL Safety Manual. A safety manual will also be placed in the Grounds Facility and the Concessions Stand. The Safety plan will also be available on the WMLL computer site. Anyone desiring a copy of the safety plan may request one through the WMLL safety officer.

TRAINING

At least one coach per team is required to attend an annual coach's clinic. Every WMLL coach is required to attend a coach's clinic once every three years. It is recommended that the head coach attend the clinic, but in his/her absence, an assistant coach is required to attend. There are a number of coaching clinics offered each spring, some free and some with a fee. If a coach cannot attend a free clinic, WMLL will pay the cost of the clinic for one coach per team. Part of the clinic is training in basic first aid and the Heimlich Process. The WMLL President or a designee will retain the record of those attending to insure that all teams are in compliance. National Little League requires the training. In order to maintain our charter and insurance, WMLL must follow this directive.

Training will consist of coaching techniques, how to conduct practices, how to warm up players, safety do's and don'ts, how to inspect equipment, first aid procedures, proper procedures for reporting accidents, safety rules for conducting practices and games, etc. Coaches will also learn the proper techniques of sliding, hitting, fielding, warming up, etc.

TRAINING CLASSES AND DATES

Edgewood High School (District 4 Little League conducted training Clinic), Madison – March 22, 2009

Edgewood College Clinic, Madison – April 5, 2009

Sun Prairie Little League Clinic – April 19, 2009

Times of clinics will be provided by e-mail to all coaches and board members and also posted on our WMLL website.

SAFETY PROCEDURES

GAME AND PRACTICE

Players should not throw in the grass area between the batting cages and the parking lot at the main baseball complex. This area is to stretch and warm up prior to using the batting cage. Players may throw on the north side of the cages. Throwing the ball for practice may also be done on the grass area near the major field.

Players may not practice on the Channel 15 side of the fence.

Players should not swing the bat unless they are in an approved warm up area, in the batters box, or in a batting cage and then only when it is safe to do so. This means that bats may not be swung beside or behind the dugout. A player/team will get one warning if observed swinging a bat in an unauthorized area. Any subsequent swinging of the bat in an unauthorized area will result in the player caught being ejected from the current game and the next game. A team that received more than one ejection a year will result in the player and the coach being ejected for the next game. A tennis ball or soft toss station will be allowed prior to the game supervised by a coach and the area is not in direct path to the practice area.

Stages and Penalties:

1st time – player warned

2nd time – (same team) player ejected regardless of the player for the team first warned.

2nd player ejected during the year from the same team – player ejected and the coach ejected for that game and the next game.

Coaches need to stress the above rule very strongly

Umpires and coaches should inspect the field prior to games to determine if there are any areas that are unsafe such as holes in the field, a break in the fence, etc. If a problem is observed, the game will not be played until the problem is corrected.

All team equipment must be stored in the dugout or behind the dugout. It may not be stored on the field or next to any of the fences.

Only the head coach and no more than two adult assistants, and players in team's uniform may be in the dugout during games. Siblings, parents, friends, other players, etc are not permitted. The umpire will issue one bench warning to the team. Subsequent violations will result in the team forfeiting the game. Coaches, except base coaches must remain in the dugout when the game is in progress unless there is a time out between innings. Players must remain in the dugout unless they are actively playing the game or warming up.

It is the responsibility of the on deck batter to secure any bats or other equipment that is outside the dugout.

All players should be alert when they are in the batters box.

All players must warm up prior to the game in foul territory or in the outfield area. Players are not permitted on the infield.

Pitchers warming up prior to or during the game shall do so in each field's designated area. Pitchers shall throw from the area closest to the dugout. Catchers will be located farthest away from the dugout. This is to avoid wide throws hitting anyone sitting or standing near the dugouts. All catchers must wear a protective cup during games, warm-ups and practices.

Managers and coaches should regularly inspect all equipment and replace any equipment that is unsafe.

It is recommended (but not required) that all players wear a protective mouth guard (similar to those worn by football players) when playing or practicing.

Batting helmets are required of all players in an on deck area or batting cage. All players that are pitching in the batting cage are required to wear a helmet. It is recommended that all adults pitching batting practice in the cage wear a batting helmet. All offensive players outside the dugout must wear batting helmets including batters, on deck batters, base runners and player coaches.

Catchers must wear Little League approved helmets, mask, throat guard, chest protector and shin guards. Male players must wear a protective cup. **THERE WILL BE NO EXCEPTIONS.** It is recommended that all male players wear a protective cup during games and practices.

Players requiring glasses are encouraged to wear safety glasses.

Except when returning to a base, headfirst sliding is not permitted in the Minor and Little League divisions. Headfirst sliding is discouraged at all levels.

Coaches will enforce the "no horse play" rules prior to and during games and practices.

The WMLL girl's softball program will use a double first base. Base runners shall use the outside orange base; defensive players shall use the bag closest to the field whenever practical. In both baseball and girl's softball, defensive players should make every effort not to block the base. All bases used in the softball and baseball fields will be "break-away bases".

Players may not wear rings, watches, pins or metallic items during games and practices. Once the game has started, umpires will issue one warning and repeated violations will result in an expulsion from the game for the player or players violating the rule.

Coaches should never leave an unattended player after games or practices. Coaches should insure that all players have someone present to care for them before you leave the area.

Umpires should not allow anyone to stand directly behind the screen (behind the catcher). Umpires shall warn anyone that has their hands in contact with the wire fence to move away from the fence area.

Coaches may not warm up pitchers before and during games. Only players wearing the required protective equipment may warm up pitchers. This rule includes warming up pitchers between innings. All teams should have an additional set of catching gear to allow a player to warm up pitchers. Coaches or players warming up a pitcher without proper safety equipment will be given a warning for the first offense. Subsequent offenses will result in the coach being removed from the game. Umpires will be required to report any coach removed from the game to the umpire coordinator for review by the WMLL board.

MEDICAL INFORMATION

Do:

- Ensure that proper emergency medical attention is provided should it be required.
- Know your first aid limitations.
- Carry your first aid supplies to every practice and game.
- Insure that players have plenty of fluid to drink, particularly when the temperature is hot.

When assisting those that require medical attention, remember to:

- Look for signs of injury, blood, black and blue deformity, etc.
- Listen to the injured; describe what happened and what hurts.
- Calm the injured.
- Feel the injured area carefully for signs of a broken bone or swelling.

Don'ts:

- Administer any medications.
- Provide any food or beverage except water.
- Be afraid of requesting help if you are not sure of the proper medical response.

COMMUNICABLE DISEASE PROCEDURES

Bleeding must be stopped, the wound covered and, if there is any blood on it, the uniform changed before the player may continue to play.

The use of protective gloves is required to prevent mucous membrane exposure when in contact with blood or other body fluid is anticipated.

Immediately wash hands and other skin surfaces contact with the contaminated blood.

Clean all blood contaminated surfaces and equipment.

Managers, coaches and players with open wounds should refrain from all direct contact until the condition is resolved.

Remember – Protection – Rest – Ice – Compression – Elevations – Support

LIGHTNING AND SEVERE STORM PROCEDURES

It is the responsibility of the game umpires to postpone or terminate a game should lightning become a safety factor. It is understood that at some playing levels, umpires may be reluctant to make a decision (typically the 8 to 12 year old leagues with younger umpires). In these cases coaches should step in and stop the game in any league should there be a presence of lightning. It is the responsibility of the head coaches to make the decision to terminate or postpone the game should lightning become a safety factor. A

game should never be played with lightning in the area. Coaches that refuse to stop a game due to lightning will be removed as a coach in WMLL and will assume any liability for any result of not stopping the game.

WMLL has a lightning detector at the baseball complex. Once lightning is detected the alarm will activate. Once the alarm is activated, all players and coaches must take cover immediately. The concession stand or the dugouts offer limited protection (but better than no protection). Generally the alarm will sound in time to give a subject a chance to get to their vehicle. Subjects should never seek shelter under any of the trees around the WMLL property.

ACCIDENT AND SEVERE STORM PROCEDURES

Any accident that causes any player, manager, coach, umpire or fan to receive medical attention and/or first aid must be reported to the WMLL Safety Officer. Written reports may be placed in a mail box provided for the Safety Director. The mail box is located in storage building #1. The individual filing the report should also call the Safety Officer (Mike Metcalf, 848-7639) or the League President (Tom Heneghan 256-9233) Executive Director (Bill Battista, 233-2413). All reports should be submitted no later than 48 hours after the incident.

Within 48 hours of receiving the incident report the Safety Officer will contact the injured party of their family to check on the status of the injured party. The Safety Officer must determine for the WMLL records if the subject received further medical treatment.

Safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Safety Officer or a member of the WMLL Board. Don't play on a field that is not safe of with equipment that is not safe. Be sure that your players are fully equipped at all times especially the catchers and the batters. Check your equipment often.

PARKING

Only coaches transporting equipment or vehicles displaying an official disabled permit issued by the State Department of Transportation will be allowed to park in the WMLL parking lot. All violators will be subject to a citation and may have their vehicle towed. This is being done to make the parking lot a safer place. Players should be picked up and dropped off at the designated area adjacent to the street near the entrance to the parking lot.

CONCESSION STAND OPERATION

The WMLL Safety Officer will be responsible for establishing and posting a written set of safety guidelines for operation of the WMLL concession stand. All parents and employees working in the concession stand will be required to read and to agree to follow the safety guidelines prior to working in the concession stand.

CONCESSION STAND SAFETY PLAN

The concession stand must be staffed with a trained staff member paid by WMLL while in operation. Parents may assist but only in the presence of a trained staff member.

Only the paid trained Concession stand staff may operate any of the hot appliances wit the popcorn machine.

Nothing is to be stored in and around the hot burners or cooking appliances.

Combustible objects such as pot holders, towels, aprons etc will not be placed near cooking appliances.

All loose material, boxes, packages, napkins, etc must be stored on shelves.

Keep hands clean at all times – frequently wash hands in soap and water.

The fire extinguisher is located on the wall by the rear door to the concession stand. All workers in the concession stand must understand how to operate the extinguisher prior to working in the stand – rules for operation are posted next to the extinguisher.

If there is an emergency contact 911 as soon as possible – remain on the line to give the call takers clear instructions on the situation.

All employees must familiarize themselves with the operating procedures for each piece of equipment in the concession stand. An equipment operations and concessions safety operations procedures book is located in the concessions stand. It will be the responsibility of the concessions stand manager to insure that each employee had read the procedure book and understand the operational procedures outlined in the book. Concession stand workers must sign the policy Confirmation form indicating that they have read the procedures and understand them.

Note – if your clothing catches on fire, Stop Drop and Roll. Once the emergency is handled, contact one of the following:

Mike Metcalf – Safety Officer – Vice President – 608-848-7639

Harry Miller – Vice President – 608-233-0866

Thomas Heneghan – President – 608- 256-9233

Bill Battista – Executive Director – 608-233-2413 (Cell: 608-239-6161)

WEST MADISON LITTLE LEAGUE

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Web site – www.wmll.org

Telephone – 608-274-6556

National League Charter Number – 01490403

American League Charter Number - 01400410