



DOVER LITTLE LEAGUE

SAFTY PROCEDURES

2007

P.O. Box 1738, Dover, New Hampshire, 03820
Email: info@doverll.org

Dover Little League

2007 Safety Procedures

Table of Contents

Introduction	3
Phone Numbers [Emergency, Fields, Board Members]	4
Volunteer Requirements	5
Safety Code and Safety Rules	
Training and First Aid Standards	5
Weather Standards	6
Field and Dugout Standards	7
Practice and Game Standards	7
Equipment and Health Standards	8
Foul Ball Standards	9
Spectator Safety and Health Standards	9
First Aid Guidelines	10
Communicable Disease Procedures	11
Players with Allergies/Medical Conditions	11
Accident Reporting Procedures	12
Storage Procedures	13
Concession Stand Operations and Procedures	13
Electrical Safety	14
Parent Orientation	15
Umpire Safety	15
Summary	15
Preliminary Accident Report Form	16
League Expectations	17
Volunteer Application Form – Contact League Official	
Volunteer Background Check Request Form – Contact League Official	

Safety Procedures 2007

This safety manual has been developed and will be revised annually using the Little League's ASAP – *A Safety Awareness Program* as a guide. In 1995, ASAP was introduced “to create awareness, through education and information, of opportunities to provide a safer environment for kids and participants of Little League Baseball”. The goal of this manual is to provide managers, coaches, players, and volunteers with information to enhance overall safety at practices and games while maintaining the prospect of having fun and learning. The Safety Manual will be posted on our website. Managers must review the contents of the manual at the beginning of the season with coaches and players and to support the safety standards of the league at all times.

The name, address and phone number of the Safety Officer and League Officers are posted on our website. The Safety Officer is an elected member of the Board of Directors.

Safety and Board of Directors Phone Numbers

Ambulance, Police, Fire Emergency: 911
Police (non-emergency): 742-4646
Fire (non-emergency): 742-6150

Field: TBD

Ronan O'Doherty (President); 749-5810; Mobile # 512-0215
Burt Tuttle (Vice-President); 750-3228
Mike Palczynski (Safety Officer); 742-4216
Steve Towne (Player Agent); 742-6815
Jeff Downs (Treasurer); 749-1718
Kim Berry (Secretary/Tag Day Coordinator); 742-6501
Jim Berry (Co-Equipment Manager); 742-1925
John Adams (Co-Equipment Manager); 749-5206
Mark Shafer (Umpire in Chief/Public Relations); 749-5753
Jim Sullivan (Managers Representative/Scheduling); 740-0962
Tricia Loudon (Auxiliary Chairperson); 343-2305
Paul Vatcher (Field Maintenance Coordinator); 332-1958
Dave McCann (Signs/Fundraising); 742- 2348
Beth Shafer (Opening Day); 742- 1469

Managers

Police Team – Steve Towne; 742-6815
Kiwanis Team – Mike Palczynski; 742-4216
Weathervane Team - Jim Sullivan; 740-0962
Reds Shoe Barn Team – Jim Berry; 742-1925
IOOF Team – Dave Amari; 749-2079

Volunteer Application Form and Background Checks

All appointed and elected adult volunteers [age \geq 16] of the Dover Little League must complete the official Little League Volunteer Application Form prior to assuming their duties. All adult volunteers who have regular contact with players (managers, appointed coaches, parents who help at practice, umpires, board members, and any others so identified by the local Board of Directors) shall agree to a background check. The background check will at very least be requested from the New Hampshire Department of Safety, Division of State Police, Central Repository of Criminal Records or, if available, will be performed by reviewing the most recent NH state sponsored sex offender registry.

Volunteers will be required to complete and sign such forms as instructed by the league and provide a photocopy of their driver's license. These forms will be provided by and cost of the background check paid by Dover Little League. Volunteers may not assume their duties until the background check has been completed and the President has cleared them for participation.

The Little League Volunteer Application Forms will be maintained by the league for a minimum of the duration of the applicant's service to the league for that year.

The Dover Little League Vice-President will be responsible for conducting the necessary background checks with the exception of his/her own. An officer designated by the President or the President will conduct the background check concerning the Vice-President.

Safety Code and Safety Rules

- The responsibility for providing a safe environment for baseball lies with the every adult volunteer of the league. Field Maintenance officials should be especially aware of conditions required for safe play.
- Managers, coaches, and umpires must also be especially aware of conditions required for safe play.
- The safety needs of the league are reviewed annually by the Board of Directors. Equipment and supplies needed to maintain a safe playing environment are included in the annual budget and generally purchased prior to the season and as needed.

The following safety standards are to be maintained at all times:

Training and First Aid Standards

- At least one manager or coach must be skilled in basic first aid - must attend a clinic featuring at least basic first aid training each year no later than May 13 for the 2007 season. This clinic may be presented by the Fire Department EMTs, or other qualified person deemed acceptable to the league. Each manager and coach must attend this training at least once in every three year period.

- The Safety Officer is responsible for seeing that each team has basic first aid supplies and that the concession stand has supplies as well. First aid kits are provided for each team and one is available in the concession stand. If supplies are depleted, it is the responsibility of the team managers and/or the auxiliary chairperson to advise the safety officer who should then re-stock the kits.
- Each team should identify those parents/guardians with medical backgrounds [doctors, dentists, nurses, EMT's, AT's] who can serve as resources or assist in medical emergencies, if any.
- Volunteer managers and coaches in the league should attend a Coach's Clinic organized by Dover's High School Coach, UNH-sponsored, the Recreation Department, or one sponsored by Little League Baseball, if offered. This clinic is designed to review methods to teach and evaluate skills fundamental to youth baseball players. The dates of these clinics will be announced each year. As local options will most likely be provided on different dates, managers and coaches should attend one that they are able and that meets Dover Little League requirements. First year coaches must start with NYSCA as a minimum. Managers and coaches who fail to fulfill this requirement will be removed from their managerial/coaching position for the 2007 season. In addition, videos for teaching the fundamentals of baseball are available for use.
- The coaching staff of each team will develop a plan for instruction during the practice and regular season. The plan will focus on learning and improving performance in the fundamental skills of baseball [fielding, throwing, hitting, sliding, and base running]. In the practice environment, each player should be encouraged to improve his/her skill level in an environment that promotes learning and emotional safety.
- In addition to the league safety manual, each member of the coaching staff is given pages 10 to 14 of "Play It Safe" [sections on safety inspections and Exposure to Unsafe Practices] to review before (must) and periodically (hopefully) during the season.

Weather Standards

- Games and practices will not be held when weather conditions expose players to an increased risk of injury. The authority for canceling practices and games is vested generally in the two managers who are involved in games on that evening and, if they disagree, then the home plate umpire who will have jurisdiction once the game is started. The Field Maintenance Supervisor may intervene as necessary if he feels that the fields are unplayable (this is an unusual circumstance that is usually governed by a period of poor weather preceding the decision).
- Umpires are urged to be proactive and to call games when darkness approaches.
- When lightening approaches:
 1. Stop the game or practice immediately.
 2. Players walk, not run, to a dugout, or, preferably, the concession stand, or to their family's car, to wait out the storm and for a decision on whether or not the game or practice will be resumed.
 3. Stay away from metal fences, bleachers, and any metal that may be part of a dugout.
 4. Do not hold metal bats.
 5. Resumption of a practice or game must only take place if it is clear that lightning no longer presents a hazard.

Field and Dugout Standards

- Each season the fences will be inspected; damaged sections are to be repaired prior to the first game being played.
- Prior to practices or game play, coaches should inspect the field for holes, damage, stones, glass, or other foreign objects. Rakes are available to prepare the fields. Field preparation and condition before the game is the responsibility of the home team. Following the game, it is the responsibility of the visiting team.
- Managers and the home plate umpire are to walk the field prior to games to agree on the suitability of the field for safe play.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practices.
- Team equipment is to be stored in the dugout and/or in the previous on-deck area next to the dugout in a manner to prevent injury. No equipment is to be left on the field or obstruct play on the field.

Practice and Game Standards

- All pre-game warm-up activities are to be performed within the confines of the baseball field, batting cage, and surrounding field areas. Players and coaches should be aware of the location of spectators and team members to avoid injury from thrown balls or swinging bats.
- During practice and warm-up drills, players should be spaced a minimum of an arm's length apart to avoid injury from wild throws or missed catches.
- During practice and games, players should be alert for the possibility of batted balls and prepared to make a play on the ball (coaches should watch the fielders and batter at all times as the ball is put in play).
- During sliding practice, bases should not be anchored in place and players should wear long pants and socks to prevent leg abrasions or lacerations.
 - a. Long pants and socks should be worn to all practices
 - b. Metal cleats are not allowed.
- During practices and warm-ups defensive baseball positions are to be filled by players. We allow managers and coaches to act in the role of warm-up catcher if necessary to allow contests to proceed, but we encourage use of the substitute players for this, if risk of injury to a player is not an issue including warming up pitchers before or during games as they have the proper equipment to wear in this situation.
- In accordance with Little League rules, the home plate umpire or his/her designee is to inspect equipment [bats, balls, and batting helmets] prior to each game to the extent possible to be sure the equipment adheres to Little League regulations.
- Batters must wear a Little League approved batting helmet when at bat during practices and games. All helmets must bear the NOCSAE stamp; all bats must be Little League approved. Batting vests are available for use at each field.
- Bats may only be swung in the vicinity of home plate and in the batting cage.
- In the event the batter reaches base, the next player up-to-bat is to retrieve the bat and return it to the dugout. No batboys or batgirls are permitted.

- Catchers must wear a catcher's mask with a throat protector and helmet, long model chest protector with a neck collar, shin guards, and protective cup with an athletic supporter (boys) for all games and practices. This rule also applies during those times when a catcher is warming up a pitcher and anytime a player is acting in the role of catcher at practice (exception: shin guards and chest protectors not required for warming-up).
- Except when returning to a base, headfirst slides are prohibited.
- If a play is imminent (a reasonable expectation that the ball will reach the plate or base before or simultaneously with the runner (except first), then the player must slide appropriately (see Little League Rules) **or** avoid contact with the defensive player. If he/she does not do that, he/she must be called out on that play. The player should be removed from the game if the contact is determined to be extreme and/or unsportsmanlike by the umpire.
- Players assigned to base coach are required to wear helmets with a face guard.
- Only Manager, coaches, and trained volunteers may operate the pitching machine.

Equipment and Health Standards

- All equipment is inspected at the beginning of the season by the league's equipment manager for safety standards. Prior to each use, a designated coach should inspect the team's equipment; once the season begins players are expected to treat equipment with respect (no throwing batting helmets, gloves, or bats) and managers/coaches are to return equipment that no longer meets safety standards. Defective equipment is to be destroyed by the equipment coordinator so that it is no longer available for inadvertent use by the league.
- Boys must wear athletic supporters, athletic briefs, or sliding pants for all games and are encouraged to wear them to all practices as well. Boys are encouraged to wear protective cups at all times, regardless of the position they play. When catching, they must wear a cup.
- Parents of players who wear glasses are encouraged to provide "safety glasses".
- Other than medical alert jewelry, no other jewelry is to be worn during games or practices.
- Players are encouraged to wear mouth guards and batting helmets with a face guard.
- Parents should be sure that players are wearing sunscreen on those days in which sun exposure may present a problem.
- Water is to be available for the players, umpires and coaching staff to prevent dehydration and heat related illness at all games and practices. Water is provided either via the outdoor water faucets or sinks inside the concession stands. In addition, bottled water is available for purchase at each game.
- Parents must notify the manager when a player has recently been treated for head lice; the player should use a designated batting helmet and disinfectant spray is to be used when the helmet is removed. Players with an active case of head lice should not attend practices or games until treatment has brought the problem under control.

Foul Ball Safety Standards

- It is preferred that players not retrieve foul balls during games, if that is possible. Players should remain in the dugout area when not on the field.
- Spectators are usually enlisted in this endeavor. They should be aware of the possibility of additional foul balls as they retrieve them and not be unnecessarily aggressive in retrieving them even if a reward is offered to return them to the field.
- All should be aware at the Red Murray Field that surrounding wooded areas may offer exposure to poison ivy or other hazards that should cause them to exercise caution.
- In order to minimize the risk of injury to spectators should be made aware of areas where foul balls are most likely to be hit.
- Spectators will be warned to avoid parking vehicles in high foul ball risk areas, if any. This exposure, at this point, is most likely to occur at adjacent fields.

Spectator Standards

- No smoking is permitted within the confines of the ballpark.
- No alcohol is permitted within the confines of the ballpark.
- No foul language is permitted within the confines of the ballpark. Persons using foul language or who are unruly are subject to removal from the premises. The umpire may suspend play and order players into the dugouts [9.01f] until unruly situations are resolved.
- No throwing or tossing balls against the dugouts, backstop, or fencing.
- No climbing fences, dugouts, or other buildings accessible from the ground.
- No children under age 16 are permitted in the concession stand when concession operations are in progress.
- No littering: Trash is to be placed in proper collection receptacles. Please keep our park clean.
- Parents or guardians are responsible for monitoring the whereabouts and activities of children not playing in a game but at the ballpark. Throwing objects, swinging bats, or general horseplay is not permitted. Care must be taken to supervise children in attempts to retrieve foul balls.
- Parents or guardians are requested not to go into or visit a dugout while a game is in progress, unless in case of medical emergency or some other unusual situation that requires that they be present.

First Aid Guidelines

Injury prevention and treatment is a critical area of concern for all.

The safety officer is responsible for disbursing medical release forms to the teams and seeing that the teams retain a copy for use, if needed and that they provide a league copy to him/her for review and retention (these are destroyed after the season has ended). He/she is also responsible for requesting supplies from local hospitals, the fire department or vendors and providing team first aid kits to each team manager. He/she will maintain the stock and condition of first aid kits as is needed. The concession stand will have a fully stocked first aid kit including: instant cold packs, elastic bandages, sterile dressings of various sizes, adhesive bandages of various sizes, gauze bandages, hypo-allergenic tape, eye pads/shields, scissors, waterless antiseptic soap, hydrogen peroxide, isopropyl alcohol, providone-iodine solution, disposable gloves, barrier devices for CPR, and a first aid manual.

Managers/coaches are expected abide by the following:

- Have the team's first aid kit available at all games and practices; know the contents of the kit and how to use its equipment and supplies. Re-supply the kit as needed either from supplies available in the concession stand or from the safety officer.
- Have the player medical release forms available to them at all games and practices; check each form for medical conditions that may require attention during practices or games.
- If necessary, it is preferable to call the Fire Department for assistance by a fully trained EMT. If not, or in conjunction with such a request,
- Provide or obtain medical assistance for any player who is injured. When administering first aid:

1. **LOOK** for signs of injury (swelling, discoloration, deformity)
2. **LISTEN** to the player describe what happened and what hurts
3. **CHECK** gently and carefully for swelling, pain, and/or deformity
4. **FOLLOW RICE: Rest – Ice – Compress – Elevate** the injured part.

- Reassure all injured players.
- Stay with an injured player until another adult has taken responsibility for the player; do not leave an injured player unattended or allow them to leave the field alone.
- Make sure that if you are practicing at a location other than the league's fields you have access to a telephone (cell-phone) in the event of injury.
- Take advantage of opportunities to obtain or maintain emergency care skills (e.g., CPR classes, first aid classes, EMT training)
- Know your limitations – provide needed first aid and reassurance but do not treat beyond the comfort of your limitations. Use the reasonable person standard in directing the care that you either provide or withhold.

Managers/Coaches should not:

- Administer any medications but may assist the player/parent in administering their own emergency medications.
- Give any food or drink (other than water).
- Be afraid to ask for help from other adults, especially if you are unsure of first aid or emergency care techniques.
- Transport an injured player yourself; call 911 for the ambulance service and wait for their arrival.
- Hesitate to report any safety concerns or hazards to the Safety Officer immediately.

Communicable Disease Procedures

1. Bleeding must be stopped and any blood removed from the player's uniform or person to the extent possible before the player can continue to play in a game; hydrogen peroxide is available in the concession stand first aid kit for blood removal from clothing.
2. Open wounds should be covered with a band-aid or gauze dressing. This applies to players, managers, coaches, and umpires.
3. Gloves must be worn when coming in contact with another person's blood or body fluids (available in all first aid kits).
4. If you are exposed to the blood or body fluids of another person wash your hands and the affected area with soap and water or waterless antiseptic as soon as feasible – report the contact to the safety officer and complete an *Incident Report* form.
5. Equipment must be clean of blood or body fluids prior to use.
6. Follow the complete guidelines of Little League Baseball, Inc. for communicable disease procedures and contact with body substances (p. 120 of 2005 Official Regulations and Playing Rules).

Players with Allergies/Medical Conditions

When players have an allergy or medical problem that may need attention at a practice or game, the following procedure will be followed:

1. The manager and coaches must be made aware of this condition by the parents/guardian and from reviewing the medical release forms.
2. The manager and coaches are expected to avoid placing a player with an allergy or medical condition at known risk for injury or illness. However, it is not the responsibility of the league to provide other than standard first aid to such children – league volunteers' training extends only to basic first aid.
3. Parent or legal guardians must be notified at the preseason parent meeting for each team that the league does not provide other than basic first-aid materials and that they are responsible to see that necessary treatment materials accompany the player to the games or practices and to provide the needed treatment when a medical emergency from a known condition occurs.

4. In the event the player and/or parent cannot provide such treatment, league officials (including managers and coaches) will provide basic first aid and call 911 for emergency medical care.
5. Nothing in this policy precludes volunteers or others at the scene with more extensive medical or emergency training from giving additional help as they see fit to the player. However, this care is provided outside of the scope of the league's responsibility.

Accident Reporting Procedures

What to report:

Report to the Safety Officer any injury or incident that causes a manager, coach, umpire, player, or volunteer to receive first aid of any type at the scene. This includes exposures to blood, vomit, or any other bodily fluid.

When to report:

All incidents and injuries must be reported to the Safety Officer within 48 hours of occurrence unless formal emergency medical care is rendered [EMS or hospital]. If emergency medical care is needed the incident must be reported to the Safety Officer or, in her absence, another officer of the Board of Directors as soon as feasible, but no later than 24 hours after occurrence. See page 1 for telephone numbers.

How to report:

The *Incident Report* must be completed and submitted to the Safety Officer within 48 hours of the injury [form is available on website, or in the concession stand].

Follow-up procedures:

The Safety Officer will review the report and within 48 hours:

1. Call or talk with the injured person and/or the parents (in the instance of a player) to verify report information and inquire about current status.
2. Obtain any additional information that is needed.
3. If the injury results in the need for an insurance claim, the Safety Officer or League Official will assist the manager/coach and player's parents in completing the form and submitting it to Little League Baseball, Inc.
4. The safety officer or League Official will continue to be available for consultation and assistance with insurance claims submitted to Little League Baseball, Inc. until the injury resolves or the case is deemed closed.
5. Bring to the attention of the Board of Directors any injury patterns to be used proactively to minimize/avoid future accidents and injuries.
6. The League President will provide a report of accidents and near misses to the District Administrator at a regularly scheduled meeting of the district.

Storage Procedures

The following guidelines will be followed by anyone who has access to the storage sheds/closets:

- All persons with a key to the storage sheds shall be responsible for leaving them in an orderly fashion, returning all equipment, and locking them before leaving the field.
- Rakes, shovels, pitching machine, bases, wheelbarrows, hoses, and all other equipment shall be stored in a fashion to provide ready access and to prevent injury.
- The Home Team is responsible for lining the field and installing the bases. The liner and batters box frame are to be returned to their original placement out of the way and orderly so that proper and safe access to the storage area can be achieved by the next person needing to access it.
- The visiting team is responsible for raking the field after a game and returning the bases to a storage area. All equipment must be returned to the proper storage area and arranged in a properly so that safe access to the storage area can be achieved by the next person needing to access it.
- Managers and coaches storing their equipment in the storage area must place their equipment in their locker. Do not store equipment outside the locker in the area designed for general use.
- Instructions for use shall be reviewed prior to using any equipment located in scoring/announcing area.
- The scoring/announcing area will be cleaned up and the waste basket emptied by those who keep score/announce. If the area is not picked up, those individuals will not be allowed to scoring/announce for a week. A second infraction will mean that they will not be allowed to scoring/announce the rest of the season.
- All chemicals or potentially hazardous materials will be stored in the storage area used by the by the Field Maintenance Supervisor and not generally accessible to the players. They will be stored in a manner to prevent accidental spillage or puncture of containers.
- Only the Field Maintenance Supervisor and/or persons designated to help him can treat the fields with fertilizers, insecticides, or other potentially hazardous chemicals. While it is unlikely that anything we use will pose a particular hazard to use of the fields, if fields are treated with a substance requiring a limitation of use for a specified period of time will require signs to be posted indicating the date/time it is safe to resume use of a field.

Concession Stands Orientation and Procedures

- Each year the concession stand is set up and supplied by the Auxiliary Chairperson and those designated to help him/her. In most cases, that person has experience acquired from a prior season. If not, or as a back-up to knowledge gained from prior experience, it is suggested that food service supervisors at Wentworth Douglass Hospital or local food service operations be consulted for suggestions for safe food preparation, handling, and storage.

- Prior to concession operations, the fire extinguishers at each concession stand will be checked as to proper function and type. Concession operations may not begin until this inspection has occurred.
- All persons with a key to the concession stand shall be responsible for leaving it in an orderly fashion and for locking up before leaving the field.
- No children under the age of 16 are permitted in the concession stands while food operations are in progress.
- Instructions for opening and closing and safe use of the concession stands are posted on the walls of the concession stand.
- Parent volunteers who work in the concession stand should make every attempt to review the instructions for operating equipment prior to initial use. These instructions will be provided by the Auxiliary Chairperson or his/her representative who is familiar with the operation of the equipment. It is especially important that concession stand volunteers know the safe operation of the fry-o-later, microwave oven, hot dog steamer, popcorn maker, and outdoor grill (used occasionally). If anyone is unsure how to operate any equipment they should ask for a demonstration from an experienced volunteer or a league official.
- Food must be properly stored and refrigerated as necessary.
 1. Cooked food that is not sold shall be discarded. It is recommended that waste baskets be emptied in the dumpster prior to locking up each day and make sure that the cover is placed on top of the dumpster.
 2. All foods must be discarded once the expiration date on the food package has been passed, if visible signs of spoilage are present, or if the food has not been properly stored.
 3. All opened foods and condiments must be stored in sealed containers.
 4. The temperature in the freezer and refrigerators needs to be monitored each day the concession stand is in operation to be sure foods are stored at the correct temperature; refrigerator temperature must be $\leq 40^{\circ}$ F and freezer temperature maintained $\leq 0^{\circ}$ F.
- Food service gloves are provided in the concession stands for direct handling of foods; concession volunteers are expected to wash their hands before beginning their shift, after using the restroom, and after eating.
- The used oil from the fry-o-later must be disposed of properly. The oil is changed prior to use; to change the oil drain the used oil into its original container, cover with the seal, and notify the concession stand manager that a container of used oil is ready to be discarded. Pour the new oil into the fry-o-later prior to turning it on. Save the container (store nearby) for use in discarding the oil.
- All injuries sustained to volunteers in the concession stand are to be handled following the First Aid Guidelines and Accident Reporting procedures in this manual.

Electrical Safety

- Each year, prior to using any electrical equipment, a certified electrician will complete an electrical safety inspection. Equipment that does not meet electrical safety standards will be removed from operation and either repaired or replaced. Any electrical cord that becomes frayed shall be removed from use.

- All electrical equipment will be turned off and unplugged prior to cleaning, servicing, or repairing.
- Portable electrical devices in the concession stands will be unplugged as part of the clean-up procedure, and all electrical devices used intermittently will be unplugged or turned off prior to leaving the field.
- Persons using electrical equipment should be sure that their hands and the environment they are working in are dry.
- Where possible, equipment with a ground wire and 3-prong plug will be used.
- At the end of the season, electrical service to the field is shut off at the electrical panel until the start of the next season's practice schedule with the exception of the outdoor floodlight. If someone needs to access any building, they must restore electricity at the electric panel and then shut it off after use.
- Electrical equipment that is damaged, fails, or is suspected of no longer meeting safe standards of use shall be immediately taken out of service and reported to the Field Maintenance Supervisor or other appropriate League Official for action.

Parent Orientation

Each year at each managerial preseason meeting an initial orientation for parents will be provided. At this meeting, the manager will review the league's safety program and advise the parents that the safety manual is posted on the league website for review. It is also suggested that reference be made to the league's local rules, game schedules, fundraising and volunteer expectations. The expectations for behavior [attached at end of this manual] will be reviewed.

Umpire Clinics

Prior to the start of each season area clinics are held which are open to returning and new volunteer umpires. The clinics cover many aspects of umpiring and safety. All umpires are urged to attend as many of these sessions as they are willing and able. The League will cover the (reasonable) cost of any one of these local offerings.

Summary

Providing a safe experience a critical responsibility of all adults involved in Little League Baseball. Safety is **everyone's** responsibility – act on and report any conditions that may be hazardous to any League Official. Be willing to help remedy the problem, if it is feasible to do so. Before starting a game or practice, make sure conditions are **SAFE** – check the field, team equipment, and players to be sure safety guidelines are being followed.

DOVER LITTLE LEAGUE
DOVER, NH
Preliminary Accident Report

Name of Injured Individual: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Type of Accident:

Struck by:	Collision with:	Other:
___ pitched ball	___ other player	___ tripped
___ batted ball	___ fence	___ fell
___ thrown ball	___ backstop	___ over-exertion
___ bat		___ sliding injury

Accident Causes:

Unsafe Condition:	Unsafe Acts:
___ uneven field surface	___ mishandled ball/wild throw or pitch
___ foreign object	___ mishandled bat/wild swing
___ too many people	___ poor evasive action
___ poor weather condition	___ incorrect sliding form
___ lack/poor fitting protective equipment	___ not watching ball
___ other	___ distracted/inattentive/horseplay
	___ other-describe _____

Brief statement of what happened: _____

Action taken at field:

___ no treatment needed ___ first aid at field ___ to doctor ___ to hospital

RETURN COMPLETED FORM TO THE CONCESSION STAND OR MAIL TO THE SAFETY OFFICER, MIKE PALCZYNSKI, MIDDLE ROAD, DOVER, NH 03820.

NOTE: This form is for Little League purposes only. When an accident happens obtain as much information as possible. **The reason for this form is to establish a record of all accidents and to provide the Little League Baseball with advance claim information as necessary.**

Expectations in Dover Little League

Board Members:

1. Put the physical and emotional safety and welfare of the children first.
2. Make fiscally responsible decisions that will make this year and years to come safe and enjoyable.
3. Know and follow the operating guidelines, rules, and regulations of Little League Baseball, Inc.
4. Gather input and consider all points of view when making decisions that affect the League.

Parents:

1. Recognize that Little League baseball is a game that has its focus not on *winning* but on learning and living in a *winning way*; remember it is the children who are on the field – it is their experience and their game.
2. Fulfill volunteer and fiscal responsibilities to the League as you are able.
3. Voice concerns to the Board in a constructive and considerate fashion and help us with the things that can be done to enhance the children's playing experience.
4. Remember that managers, coaches, league officials, and umpires are *volunteering* their time and talent to the league. Please don't criticize or challenge their decision – especially umpire judgment calls – unless you are willing to “walk in their shoes”.
5. Be sure that your child is ready to practice and play; i.e. his/her uniform is clean and complete, he/she has eaten, his/her equipment is safe, he/she is wearing required safety equipment (athletic supporter if boy, cup if catcher, etc.) and he/she has a winning attitude.
6. Write your child's name on of his/her hat, glove, and other equipment.

Umpires:

1. Know the playing rules of Little League baseball and follow them impartially.
2. Keep the emotional and physical safety needs of the children as the most important part of the game.
3. Respond in a reasonable, controlled manner to questions from managers regarding rule interpretations.
4. Monitor and react fairly to inappropriate behavior.

Managers and coaches:

1. Place the emotional and physical safety needs of the children first followed by instruction in baseball skills and how to play the game of baseball – both physically and mentally.
2. Recognize players for their efforts as well as their results.
3. Be fair in providing an opportunity for each player to participate fully in the game.
4. Keep the lines of communication open with parents and inform them of practice and game schedules and changes as they occur.
5. Question umpires in a reasonable, controlled fashion when an issue or instance occurs that requires a rule interpretation; project an image of respect for the game and its rules by setting a good example.
6. Know the playing rules of Little League Baseball.
7. Obtain required training and certifications and know how to administer first aid.

Players:

1. Remember that it is a privilege and not a right to play Little League baseball; do the things that are required at home and at school so that you can enjoy this privilege.
2. Come to each game and practice with a winning attitude and the desire to do your best at each position, each at-bat, and with every play.
3. Listen to the manager, coach, umpire, and league officials.
4. Respect your teammates and support them as they learn and play the game.
5. Be in full uniform for all games and follow the Little League baseball dress code – show respect for your sport (no jewelry, caps on correctly, shirts tucked in, and socks showing team colors, athletic supporter for boys).
6. Eat properly prior to games and practices.
7. Follow the rules.