

Comprehensive Safety Plan
Playing Year 2011

Little League Baseball Program
Princeton Baseball Association
League ID# 2210420

March 14, 2011

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Introduction

The Princeton Little League Program (ID# 2210420) operates in Princeton, MA under the direction, guidance and management of The Princeton Baseball Association, a non-profit, volunteer, community-based organization. The program competes in the Princeton/Sterling Regional League, which is made up of teams from Princeton and Sterling. These teams participate at the Farm, Minor and Major Little League level(s). T-Ball level teams participate in an intra-town grouping. Teams participate in Princeton on facilities owned and maintained by the Town of Princeton.

1. Active League Safety Officer Identification and Responsibilities

James J. Elie, of 44 Gleason Road, Princeton, MA is the Little League Safety Officer for the 2011 Season. All safety related concerns and inquiries should be made to the league through the safety officer. Please use the following phone numbers to contact the Safety Officer: Home phone: (978) 464-5895; mobile phone: (978) 273-0412. The Safety Officer shall be placed on file at L.L. Headquarters with the submission of this plan.

2. Distribution and Usage of Safety Plan

The Safety Officer will distribute the Comprehensive Safety Plan to all the league officials and head coaches. A copy of the Plan is to be made available on the Princeton Baseball Web Page, and at the Snack Shack building at the Thomas Prince School. Any modifications, revisions and/or updated to the Safety Plan will be made solely by the Safety Officer, following discussions with the Princeton Baseball Executive Board. Official League forms and publications can be found at - http://www.littleleague.org/Learn_More/forms.htm

3. League Officials and Emergency Phone Numbers

A list of Emergency phone numbers along with the phone numbers of key league personnel will be distributed to all league officials, coaching staffs and volunteers. A copy will also be posted, visibly, at the concession stand.

President:	Gary Farr	(978) 464-5814
Vice President:	Eric Gardula	(978) 464-5583
Treasurer	Rachel Simin	(978) 464-5028
Secretary	Christine Trudeau	(978) 464-7782
Player Agent	Christine Trudeau	(978) 464-7782
Safety Officer	Mr. James Elie	(978) 464-5895

Emergency Fire/Police/Medical Emergency: dial 911

4. Volunteer Application Form

All league coaching staffs, Members of the Board of Directors, volunteers and hired help who have repetitive access to players and teams shall fill out completely and submit a 2011 Little League Volunteer Application along with a copy of a Government Issue photo ID for identification verification. A background check using the Massachusetts Criminal History Systems Board and the National Sex Offender Registry will be done on all prospective volunteers. In addition to the Massachusetts Criminal History Back Ground check, PBA also does a National Criminal History Check with Lexis-Nexis. Anyone refusing to submit the Little League Volunteer Application will not be permitted to be a member of the Princeton Little League. Princeton Little League's President Gary Farr completed a two year CORI Certification program on February 23, 2010, at the Beaver brook Park Field House 9 Mann St., Worcester.

5. Fundamental Coaches Training

A coaching clinic will be conducted by League President Gary Farr on April 5, 2011. Intent is to provide training to ALL coaches/managers. It is required that all managers/coaches attend the Coaches Training Clinic at least once every three years with at least one member of each teams staff in attendance every year. Topics to include: hitting, throwing, fielding, sliding, and sportsmanship. Safe, fun and enjoyable play will be emphasized. In addition, all coaches have been made aware of a coaching clinic conducted by Danvers, District 15, on 4/2/11.

6. First-Aid Training for Coaches

A general first aid clinic coordinated by James Elie, will be held on Sunday March 27, 2011 Princeton Town Hall Annex. Intent is to provide training to ALL coaches/managers. Managers and coaches are required to attend the Safety First Aid Clinic at least once every three years with at least one member of each team's coaching staff in attendance every year. **All coaches must attend a safety clinic.** In addition to the clinic provided by James Elie, District 4 Safety Presentation was available to all coaches on Saturday March 5, 2011 (9am-11noon) at WPI, Kaven Hall Worcester, Mass.

7. Game Day Field Hazard Survey

Prior to the start of each home game, a home team coach will walk and survey the playing field. The purpose of this survey is to look for any hazards, which need to be addressed prior to the start of the game. Fencing problems, debris, holes in the turf, rocks, or broken glass are just a few examples of these hazards, which may routinely be found. The fact that your team played at the location yesterday does not mean that the field is still safe - conditions change and change rapidly. It is a good practice to do this every game, home or away. The fact that you're a visiting team does not relieve you of the responsibility of protecting your players and team - better safe than sorry. All information concerning necessary repairs to the facility should be forwarded to the Safety Officer and/or Field Coordinator. There will be a form available to track that this requirement is being accomplished and for documenting any facility issues that need to be addressed.

8. Annual Field Survey (Annual 2011 League Facility Survey)

The Safety Officer will complete an annual survey, provided by Little League Baseball. The completed survey will be forwarded to the national organization. A copy of the Annual Field Survey will be incorporated into the Comprehensive Safety plan as Appendix B.

9. Concessions Stand Safe Handling-Preparation and Procedures

All activities within any concessions stand will be conducted as to comply with any and all federal, state, or local regulation(s). Each season, a specific operating policy for concessions stand activities will be established by the Safety Officer and/or designee to insure regulatory compliance. A copy of this operating policy will be posted within each concessions stand and will be incorporated into the Comprehensive Safety Plan as Appendix C.

10. Inspection and Replacement of Equipment

Prior to the start of the season (preferably during the off-season, winter months), all league equipment (bats, helmets, catching gear, etc.) will be thoroughly inspected for wear, breakage and/or unsafe conditions. The Safety Officer or designee will make this inspection. Worn and defective equipment will be replaced or repaired prior to the start of the upcoming season. All bad equipment will be destroyed to make unusable. All equipment will also be checked and inspected on a regular basis during the season, by the umpires (games) and team coaching staffs (games and practices). All unsafe equipment shall be removed and destroyed.

11. Accident Reporting and Tracking

Any accident occurring at a practice or game will be documented, tracked and reported. An accident shall be defined as any event, mishap, or injury, which requires first aid and/or medical attention. The application of ice or cold pack shall be considered medical attention. An Accident Report (contained within this plan Appendix D) must be completed for each occurrence and/or individual injury. The Head Coach (or acting head coach) is responsible for completing this report and forwarding to the Safety Officer within 24 to 48 hours of the injury. Should a severe injury occur which requires immediate attention by outside providers (ambulance), EMTs, etc.), the President and Safety Officer must be notified as soon as possible. Near misses will be tracked and used as a proactive tool to evaluate potential hazards and take necessary precautions. In a situation which results from a collision resulting in the injury of two (2) players will require the completion of two (2) Accident Reports, (1) for each injured player. The Safety Officer will forward a copy of the completed Accident Report to the injured player's parent or guardian. The original report will be maintained on file with the Princeton Baseball Association for a period of up to three (3) years. Submissions of reports to the District and/or National Headquarters will be made by the Safety Officer, as required.

Any marginal injury should be treated and an Accident Report should be completed.

12. First Aid Kits

A first aid kit will be located at each of the home playing fields utilized by the Princeton Little League. Contents of each kit will be checked and maintained by the Safety Officer regularly. Any coach who uses materials within a kit is responsible for contacting the Safety Officer to replenish supplies.

Coaches will be responsible to bring smaller, league supplied, first aid kits to all away games and off-site practices. Should first aid materials be needed at away games, the first aid kit in possession of the home team shall be utilized. A reciprocal arrangement has been made for Sterling teams playing at Princeton field(s). Should visiting teams require first aid materials, all Princeton Little League resources shall be made available as needed.

13. Little League Rules and Enforcement including proper equipment

All little league rules and regulations will be followed as to ensure a safe as well as a fun environment. All applicable rules will be summarized and presented at the Annual Coaching Clinic. Coaches must make all efforts to enforce all applicable rules during games and practices. Bad habits exhibited during practice time typically find their way into games.

No modifications, revisions or changes will be made to the existing rules without the expressed written consent of the President of the Princeton Baseball Association. We will ensure that players have required equipment at all times, such as catchers wearing mask, helmet and dangling throat protector during both pitcher warm-up and pre-game and practice infield drills. We will remind managers and coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.

Princeton Little League adheres to the Little League Baseball® and Little League Softball® mandate and all field bases disengage their anchor (e.g. "safety-release bases").

For more information check out http://www.littleleague.org/Learn_More/programs/asap.htm

THINK SAFETY FIRST!!

Emergency

911

POLICE – AMBULANCE - FIRE

REMEMBER THAT WHEN CALLING 911 ON A CELL PHONE YOU ARE NOT CONNECTED TO LOCAL POLICE. STATE POLICE TAKE ALL CELL PHONE 911 CALLS. BE PRECISE IN YOUR DESCRIPTION OF THE INJURY AND GIVING YOUR LOCATION.

From your friends at Princeton Little League Baseball and Softball

**League President
Gary Farr 978.464.5814**

**League Safety Officer
Jim Elie 978.273.0412**



Appendix C

Princeton Baseball Association Snack Shack Safety Procedures

1. The parents of the league players the concession stand will operate under the supervision of the League President and Safety Officer. All volunteers for concession stand duty must have a background check with the Massachusetts Criminal History Systems Board.
2. No one under the age of 10 will be permitted in the Snack Shack.
3. No one will be permitted to lean on counters or hang on outside awning
4. Each outlet will have only one large appliance plugged into it to avoid tripping circuit breakers. These appliances include: large coffee pot, freezer, refrigerator and hot dog machine.
5. Latex gloves and tongs will be used when serving hotdogs. All food must be handled with paper towels or plastic wrap. Staff members must wear plastic/rubber gloves while working. All staff members must wash their hands.
6. All crackers, cookies, candy, and freezer items will be sold in pre-packaged wrapped packages. Juice will be sold only if cellophane wrapped and soda and water will be available only if pre-bottled or canned with sealed covers.
7. When Snack Shack is unattended, all appliances on the counter top will be disconnected; this includes coffee pots, crock pot, and hotdog machine.
8. All surfaces will be wiped clean with disinfectant and towel dried. Appliances will be removed on a daily basis and cleaned and disinfected before returning to be used again.
9. The Snack Shack shall have a fully stocked First Aid Kit.
10. A list of emergency numbers and key league personnel telephone numbers shall be available in the Snack Shack for emergency use.
11. All trash shall be removed from the Snack Shack at the end of each day. Rubber gloves shall be worn by the staff while handling trash.
12. No glass containers of any type shall be sold at the Snack Shack.
13. Fire extinguishers must be placed at each end of the Snack Shack in a visible and unblocked area. All staff shall be instructed in the use of the fire extinguishers before they are permitted to work in the stand.