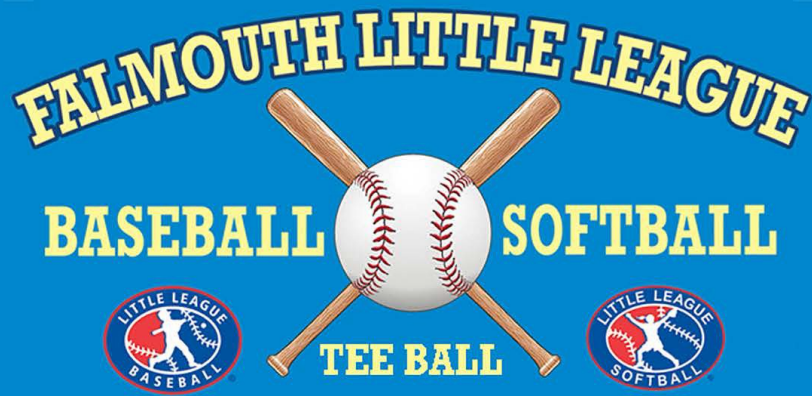




SAFETY MANUAL

2024 SEASON

Falmouth LL# 2190602

Falmouth Police/Fire - Emergencies Dial 911
Non-Emergencies: FLL Safety Officer – Chris O'Neill
(Email: cponeill22@gmail.com) (Cell: 207-590-3842)

Common Sense Safety Guidelines - Dedicated to Injury Prevention

- Responsibility for safety procedures should be that of an adult member of Little League.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- Managers, coaches and umpires should have training in first-aid.
- First-aid kits are issued to each team manager and are located within the concession stand and equipment sheds.
- No games or practices should be held when weather or field conditions are poor, particularly when lighting levels are inadequate.
- Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- All team equipment should be stored within the team dugout or not within the area defined by the umpires as "in play".
- Equipment should be inspected regularly for condition as well as for proper fit.
- It is mandatory that all AAA Minor and Majors softball pitchers wear a protective face mask. FLL will be providing 5 masks to each team to be used by players. The face mask should be certified by NOCSAE (National Operating Committee on Standards for Athletic Equipment). We are also recommending that all first and third base players wear masks as well.
- Catcher must wear catcher's helmet & mask certified by NOCSAE, throat guard, long model chest protector, shin guards and protective cup with an athletic supporter at all times for all practices, games and while warming up pitchers. This applies between innings and in the bullpen during a game and during practices. **NO EXCEPTIONS.**

- Managers should encourage all players to wear protective cups and supporters for practices and games.
- “Head first” slides are not permitted except when runner is returning to a base.
- During sliding practice, bases should not be strapped down or anchored.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- 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 that no one is endangered by wild throws or missed catches.
- All pre-game warm-ups should be performed within the confines of the playing field or practice area.
- At no time should "horse play" be permitted on the playing field or in the dugout.
- Parents of players who wear glasses should be encouraged to provide “safety glasses.”
- Players must not wear watches, fitness trackers, necklaces, rings, pins or metallic items during games or practices.

This manual will be updated annually and provided to the League and District Headquarters.



EMERGENCY CONTACTS

FIRE, EMS 911

FALMOUTH POLICE DEPARTMENT 911

(2 Marshall Drive).....207-781-2300

MAINE MEDICAL CENTER..... 207-662-0111

CENTRAL MAINE POWER 800-696-1000

POISON CONTROL CENTER 800-222-1222

JEFF BOWDEN (FLL President)..... 207-332-2286

Code of Conduct

- The speed limit is 5 mph in roadways and parking lots while attending any Little League function. Use cross walks when crossing roadways. Always be alert for traffic. Observe all posted signs.
- Please watch for small children around parked cars. Playing is not allowed in parking lots at any time or around law equipment.
- Alcohol is not allowed in any parking lot, field, or common areas within a Little League complex.
- No one is allowed in the concession stand without the manager's permission.
- Profanity is not allowed.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of a Little League complex.
- No throwing balls against dugouts or against backstop. Throwing rocks or climbing fences is not allowed.
- Only the player on the field "at bat" may swing a bat (Age 5 - 12).
- Players and spectators should always be ALERT for foul balls and errant throws.
- During a game players must always remain in the dugout area in an orderly fashion.
- After each game, each team is responsible for cleaning up trash in the dugouts and around the stands.
- All gates to the field must always remain closed. After players have entered or left the playing field, gates should be closed and secured.

Failure to comply with the above may result in expulsion from the Little League fields.

Important Reminders

Please do:

- Reassure and aid children who are injured, frightened, or lost.
- Know your limitations.
- Carry your first aid kits to all practices and games, whether they are at home, away, or on non-Little League fields.

Assisting those who require medical attention:

- ☒ **Look** for signs of injury including blood, black and blue, deformity of joint, etc.
- ☒ **Listen** to the injured describe what happened and what hurts if conscious.
Before questioning you may need to calm and soothe an excited child.
- ☒ **Feel** gently and carefully the injured area for signs of swelling or grating of a broken bone.
- Be sure to have your player's medical clearance forms available to you **at all times** during all games and practices.
- Be sure to have a cellular phone available any time your game or practice is at a facility that does not have public phones.

Please don't:

- ☒ Administer any medications.
- ☒ Provide an injured player food or beverages other than water.
- ☒ Hesitate in giving aid when needed. Ask for help if you are not sure of the proper procedures (i.e. CPR, etc.)
- ☒ Transport an injured child except in extreme emergencies.
- ☒ Leave a child unattended at a practice or game.
- ☒ Hesitate to report any present or potential safety hazard to the Director of Safety immediately.

Communicable Disease Procedures

1. Before an athlete can continue playing, any bleeding must be stopped, all open wounds must be covered, and the uniform containing blood must be changed.
2. Always use gloves to prevent mucous membrane exposure when any contact with blood or bodily fluids is anticipated (gloves are provided in all first-aid kits).
3. Immediately wash hands and other skin surfaces if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with an open wound should refrain from all direct contact until the condition is resolved.
6. Follow acceptable guidelines in the immediate control of bleeding as well as the disposal of bloody dressings, mouth guards, or other articles containing body fluids.

Reporting Procedures

WHAT TO REPORT: Any incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Director of Safety. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

WHEN TO REPORT: All such incidents described above must be reported to the Director of Safety, by filling out an accident or incident report, within 48 hours of the incident.

The Safety Officer for 2024 Season is Chris O'Neil. He can be reached at (207) 590-3842 or by email at: cponeil22@gmail.com

1. The name and phone number of the individual involved.
2. The date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the person reporting the incident.

Safety Officer's Responsibility

With-in 48 hours of receiving the accident report, the Safety Officer will contact the injured party or the party's parents and

1. Verify the information received
2. Obtain any other information deemed necessary
3. Check on the status of the injured party; and
4. If the injured party required other medical treatment (i.e. Emergency Room visit. Doctor's visit, etc.) will advise the parent or guardian of Little League's insurance coverage and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Director of Safety shall periodically call the injured party to check on the status of any injuries and to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league again).

The Safety officer or league president will distribute ASAP newsletter within league.

Falmouth Little League 2024 Season

Position	Name	Email	Phone
President	Jeff Bowden	jeffbowden74@netscape.net	207-332-2286
Player Agent	Craig Bowden	craigbowden76@gmail.com	207-653-8475
Treasurer	Dave Hanson	dhanson@iisfinancial.com	207-415-4717
VP Baseball	Craig Bowden	craigbowden76@gmail.com	207-653-8475
VP Softball	Emily Bienek	emily.bienek@gmail.com	513-965-1264
VP Tee Ball	Jacob Furey	jacob.furey@gmail.com	207-329-6465
Secretary	Craig Francis	craigeFrancis@gmail.com	207-253-9155
Umpire Coordinator	Chris Stevenson	cstevenson@dwmlaw.com	207-632-4426
Sponsorship Coordinator	Crystal Sweeney	crystal.i.sweeney@gmail.com	207-838-3274
Fields & Facilities Director	Anthony DeRice	anthony@dericellc.com	207-712-3948
Safety	Chris O'Neil	cponeill22@gmail.com	207-590-3842
Equipment Director	Chris O'Neil	cponeill22@gmail.com	207-590-3842
	Allen Berry	allen.j.berry@gmail.com	207-314-9709
	Todd Miranda	todd@lincolncapital.me	207-450-7030

Falmouth Little League Expectations

What coaches expect from their players:

- Players will be on time for all practices and games.
- Players will always do their best.
- Players are always expected to be cooperative and share team duties.
- Players are to respect themselves and others. Be positive.
- Players should be tolerant of their own mistakes and those of others.
- Players understand that winning is only important if you can accept losing, as both are important parts of any sport.

What *Little League* expects from coaches:

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do their best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- Any disagreements will be handled in a respectful, quiet, and individual manner.

What *Little League* expects from parents & families:

- Come out and enjoy the games. Be encouraging of all players, regardless of skill.
- Allow the coach to coach the team. Know that coaches will occasionally make mistakes. If you wish to discuss a coach's strategies or leadership style, schedule a time to discuss your concerns at a more appropriate time (not during a game).
- Do not yell/make inappropriate remarks at coaches, players, or the umpires.

- Understand that most children playing Little League do not have strong baseball skills. Be tolerant of those players who are learning/need to be coached.

Volunteer Requirements

- Use the current year *Little League Official Volunteer Application Form* and check for sexual offender status.
- Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out an application form as well as provide a government-issued photo identification card for ID verification. Check name spellings and numbers for accuracy.
- League must at a minimum conduct a search of the Department of Justice's nationwide sex offender registry, using Volunteer Application Forms, on all applicable volunteers.
- Information on running background checks that go beyond this minimum to contain not only references of those on a sex offender registry, but also include other crimes of a sexual and non-sexual nature.
- Anyone refusing to fill out the Volunteer Application is ineligible to be a league member.
- League president must retain these confidential forms for the year of service.
- Do not send in volunteers completed forms; provide a blank copy of league's application form from correct year with league safety plan (see attached).
- FLL will use J.D. Palatine (JDP) to search a nationwide database for all volunteer applications. Social Security numbers are required and will be redacted from all paper forms once they are entered into the J.D. Palatine (JDP) database.
- **Mandatory requirement** - League player registration/roster data and coach/manager data must be submitted via the Little League Data Center.

Fundamental Training Requirements

- Provide and require fundamentals training, with at least one coach or manager from each team attending (fundamentals including hitting, sliding, fielding, pitching, etc.).
- Publish and distribute safety manual.
- Training qualifies a volunteer for 3 years; but one team representative is still required each year to attend the training.
- Break down the training to specific divisions. Provide training appropriate to the age and skills of the players involved. Give softball and baseball specific training as needed.
- Districts can assist by providing training sessions on a district-wide basis.

Annual Fundamental training will be completed online by April 25, 2024.

Gentle Reminders

- Little League goes to great lengths to provide as much training and instruction as possible. Attend as many of the clinics as possible.
- Remember, safety is everyone's job.
- Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to the Director of Safety or another Board member immediately.
- Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times especially catchers and batters. Check your team's equipment often.

Ball Field Requirements

Annual Field Survey will be completed by April 15 and repeated prior to opening day.

***An inspection of the field prior to the start of any practice or game shall be made.
Safety hazards will be corrected prior to play***

Before the Practice:

- Inspect the field for unsafe conditions.
- Report any problems to the League Safety Officer or League President for immediate attention.
- Make sure players are not wearing any jewelry or metallic objects.
- Make sure catchers are wearing the proper equipment.
- Monitor the field for safety and playability at all times.
- Manager/Coaches/Team Safety Parent shall inspect equipment for damage and to make sure it meets regulations and get replacements equipment as needed.

Storage Shed Procedures

- The following applies to all the storage sheds used by Little League and apply to anyone who has been issued a combination by Little League to use those sheds.
- All individuals with access to the Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc.

Before you use any machinery located in the shed (i.e. lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.

- All chemicals or organic materials stored in Little League sheds shall be properly marked and labeled as to its contents.
- All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e. rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
- Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.

Controls are Essential

Let's look at the control of unsafe conditions. Accident causes can be controlled more readily than those involving human element.

RESPONSIBILITY

The League President has the primary responsibility for safe conditions. However, it is not possible to cover all details personally, so it is necessary to delegate most of this responsibility to others. Little League Coaches, Umpires and players attend clinics in the pre-season that cover the proper mechanics and fundamentals of Little League as well as safety procedures. The following assignments are suggested:

- Safe maintenance of the fixed ball field property, including structures, to the head groundskeeper.
- Procurement and upkeep of practice and playing equipment, particularly personal protective equipment, to the equipment manager.
- Each manager should see that the use of the field and playing equipment by players does not constitute a hazard.
- The umpire should take the initiative to ensure unsafe conditions are corrected on the playing field and in foul territory during games.
- While the responsibility for maintaining safe conditions for the entire league falls on the shoulders of the president, some important safety jobs can be delegated to whoever is most suited to handle them, as follows:
 - The safety of players and adults going to and from fields is very important as shown by the severity of traffic accidents.
 - The first aid kit must be kept properly equipped and arrangements for emergencies up to date.
 - Taking measures to counteract the hazards that may relate to special events such as picnics, fund-raising projects, etc.
 - The safety of spectators including parking facilities.
- The warning track should be well defined and not less than 10 feet wide.
- Bat rack and on-deck circle should be behind the screen.
- The dugout should be clean and free of debris.
- Dugouts and bleachers should be free of protruding nails and wood splinters.
- Home plate, batter's box, bases and the area around the pitcher's rubber should be checked periodically for tripping and stumbling hazards.
- Loose equipment such as bats, gloves, masks, balls, helmets, etc., must be kept off the ground.
- Constant attention must be given by managers, coaches and umpires to the possible lack or poor fit of personal protective equipment. This would include helmets, masks, catcher's pads and safe shoes. Plastic cup supporters are required for regular and reserve male catchers and are recommended for all male players in addition to regular supporters.
- Personal jewelry, badges, pencils, etc. can be a hazard to the player and should not be permitted.

- Corrective glasses should be of the sports-type and equipped with "industrial" safety lenses. Shatterproof, flip-type sunglasses are good protection against losing a fly ball in the sun.
- Safety ball will be used in tee ball.
- First Aid kits at each field and with the travel managers contain basic first aid items and can be restocked by calling the Equipment Manager or Safety Officer.

Lightning Safety

The League will maintain an electronic lightning detector at League facilities. If lightning is detected within 6 miles, play is immediately suspended for a minimum of 30 minutes, and all in attendance should seek cover, preferably away from the field, in vehicles. Players and fans should be directed to wait inside their vehicles until a determination is made as to whether to cancel or resume the game once the lightning has stopped.

Per Little League guidelines, there must be at least 30 minutes without visible lightning before a game can be resumed.

Coaches can make the decision to cancel the game or practice on account of lightning. In most cases, this is going to be the appropriate decision as any delay would be a minimum of 30 minutes.

If the coaches determine that they would like to attempt to resume the game, they should get approval from a FLL board member who is not coaching in the game in question.

Consider the following facts:

- The average lightning strike is 6 - 8 miles long.
- The average thunderstorm is 6 - 10 miles wide & travels at a rate of 25 miles/hour.
- Once the leading edge of a thunderstorm approaches to within 6 miles, you are at immediate risk due to the possibility of lightning strikes coming from the storm's cloud.
- On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

Determining how close a lightning strike is to your location:

- One way of determining how close a recent lightning strike is to you is called the "flash-bang" method. With the "flash-bang" method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows

it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 10 seconds or less.

- Lightning is unpredictable and must be taken seriously. Therefore, a manager, coach, or umpire who feels threatened by an approaching storm should stop play and get the kids to safety - regardless if the "flash-bang" proximity measure applies.

Falmouth Little League

Code of Conduct for Players

The following information will be reviewed with all players by the Manager or Coaches of their respective teams prior to the start of the Little League season. The Manager or Coach will address any player who intentionally disregards this code of conduct during the playing season.

- Players will engage in good sportsmanship and fair play at all times.
- Players will show respect for other players, coaches and umpires.
- Players will maintain a positive attitude at all times. This includes trying hard, helping and encouraging teammates, complimenting opposing players if they make a good play and being a gracious winner or good loser.
- Players will not physically or verbally abuse another player, coach or umpire.
- Profanity, swearing, taunting, ridiculing and yelling at others is prohibited.
- Players will not argue or disagree with the decision of an umpire or coach.
- No player will intentionally throw his/her bat, helmet, glove, or other equipment during a practice or a game.

Falmouth Little League Discipline Guidelines

Children participating in Falmouth Little League are expected to conduct themselves in a manner reflective of good sportsmanship. Players engaging in behaviors that are disrespectful, disruptive, or interfere with the safety of others may be disciplined according to the following guidelines.

First Incident

- The Manager conducts a conference with the player and parent that include identification of the problem behavior and discussion of acceptable behavior. This should take place off the field & away from other players & parents.
- The Manager will send the League Head & Player Agent an email with a description of the incident, the date, the parties involved, and the action taken.

Second Incident

- The Manager conducts an immediate conference with the player and may decide to remove the player from the game. Although this is addressed immediately, this should take place as discreetly as possible & as far away from other players & parents as possible. The decision to remove the player from the game is at the discretion of the Manager. The Manager may ask the parents to remove the player from the ballpark.
- The Manager contacts the parents to schedule a time to discuss the reoccurring inappropriate behavior and to explore strategies for assisting the child in changing the behavior. The League President & Player Agent should also be part of this discussion.
- The Manager will send the President & Player Agent an email with a description of the incident, the date, the parties involved, and the action taken.

Third Incident

- The Manager immediately removes the player from the game and parents are directed to remove the player from the ballpark.

- The Manager will send the President & Player Agent an email with a description of the incident, the date, the parties involved, and the action taken.
- The Manager refers the situation to the Player Agent. The Player Agent will review and recommend disciplinary action that may include benching the player for a game or series of games, or removal of the player from the league roster for the remainder of the season.

Severity Clause

- The Manager may refer a player to Player Agent any time a player engages in severe behavior that is disruptive and upsetting to the team. This can happen after a first incident if deemed severe enough by the Manager.
- The Player Agent will review and recommend disciplinary action that may include benching the player for a game or series of games. It may also include removing the player from the league roster for the remainder of the season.
- Note: At the official start of a game, the Umpire presides over the game and he/she may remove a player from the game independent of our policy.

Concession Stands and Food Safety

- **Maintaining a clean and safe concession stand should be the top priority.** Consult with the local health department for specific guidelines on food safety.
- Use a consistent food source. Complete control over the food, from source to service, is the key to sanitary food service.
- **Keep food at consistent temps. Most food borne illnesses can be traced to lapses in temperature control.**
- Rapidly reheat foods to 160°F. Slow-cooking mechanisms may activate bacteria and never reach killing temperature.
- Keep food cold. Allowing hazardous foods to remain unrefrigerated for too long has been the number one cause of food borne illness.
- Frequent and thorough hand washing and use of hand sanitizer remains the biggest defense in preventing food borne disease.
- Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F.

Reheating:

- Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

Cooling and Cold Storage:

- Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. **Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of food borne illness.**

Hand Washing:

- Frequent and thorough hand washing with soap remains the first line of defense in preventing food borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for frequent hand washing with soap.

Health and Hygiene:

- Only healthy workers should prepare and serve food. Any volunteer who shows signs of illness (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

Food Handling:

- Avoid hand contact with raw, ready to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can

transfer germs to food.

Dishwashing:

Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dish ware.

Wash in a four-step process:

1. Washing in hot soapy water
2. Rinsing in clean water
3. Chemical or heat sanitizing;
4. Air drying

Ice:

- Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. Ice can become contaminated with bacteria and viruses and cause food borne illness.

Wiping Cloths:

- Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

Insect Control:

- Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

Food Storage and Cleanliness:

- Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food

Minimum Worker Age:

- Leagues should set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment

Falmouth Little League Board of Directors

Jeff Bowden
Emily Bienek
Molly Toothaker
Craig Bowden
Anthony DeRice
Craig Francis
Jacob Furey
David Hanson
Chris O'Neil
Allen Berry
Chris Stevenson
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