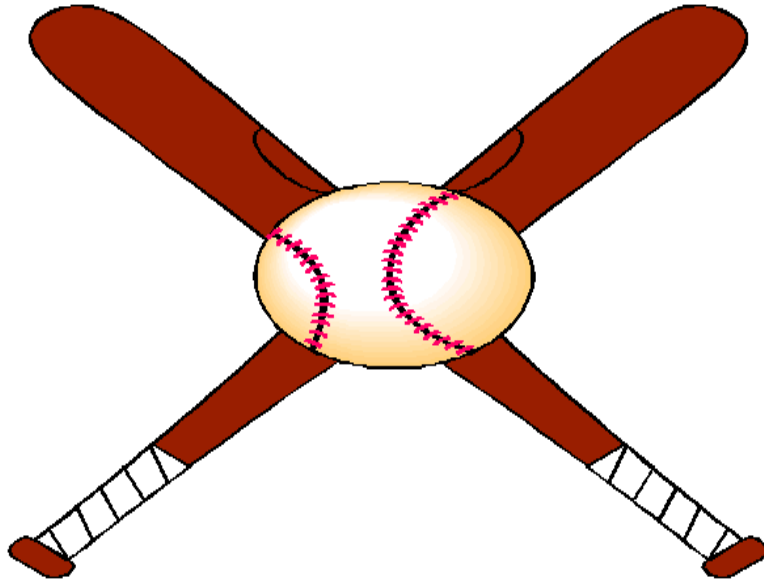


**HASBROUCK HEIGHTS
LITTLE LEAGUE**



2008

SAFETY PLAN

Index

Introduction

1. Have an active safety officer on file with Little League HQ
2. Publish and distribute a safety manual to coaches and managers
3. Post and distribute emergency and key officials' phone numbers
4. Use Little League Volunteer Application Form for volunteers
5. Provide fundamentals training for all coaches and managers
6. Require first-aid training for coaches and managers
7. Require coaches/umpires to walk fields for hazards before use
8. Complete the ANNUAL Little League Facility Survey
9. Written safety procedures for concession stand; concession
10. Require regular inspection and replacement of equipment
11. Implement prompt accident reporting, tracking procedure
12. Require a first aid kit in each manger's equipment bag, each field house and the concession stand. This shall include ice packs as well.
13. Enforce Little League rules including proper equipment

INTRODUCTION

ASAP - What is it? In 1995, ASAP (A Safety Awareness Program) was introduced with the goal of re-emphasizing the position of Safety Officer "to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Programs." This manual is offered as a tool to place some important information at the manager and coach's fingertips.

SAFETY OFFICER

1. Have an active safety officer.
2. John Hund has been appointed as Safety Officer for the 2008 season.

HISTORY OF THE SAFETY OFFICER

Little League Baseball created the position of safety officer in the 1960's, but in many leagues it never achieved its potential. Often, the safety officer was the person responsible for filling out insurance forms.

In 1995, ASAP was introduced with the goal of re-emphasizing the position of safety officer. Resources have been devoted to helping safety officers prevent injuries, rather than simply reacting to them.

THE MISSION

"To create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball."

PUBLISHED PLAN

Have published league safety policy or manual.

2008 Hasbrouck Heights Safety Plan. Forwarded copies to both National and Regional Little League Headquarters.

Distribute plan to all coaches and managers.

Provide guidance and training on the use of the safety plan to all managers and coaches.

Attend Safety Officer's Seminar. Designed to improve the leagues Plan.

SAFETY CODE

Dedicated to Injury Prevention

- All managers and coaches have responsibility for being familiar with the current Hasbrouck Heights Little ASAP Safety Plan. They must produce a copy of the plan if asked by a league official at any time after practice commences.
- Our goal is for all Managers and coaches to have training in first-aid. The league will provide this training locally. First-aid kits are issued to each team or are available at each field.
- Managers/coaches skills clinics will be scheduled by HHLL prior to pre-season practices beginning.
- No games or practices should be held when weather or field conditions are dangerous, particularly when lighting is inadequate or when there is thunder or lightening in the area.
- All team equipment should be stored off the area defined as the "field of play".
- Only players, managers, coaches and umpires are permitted on the playing field, in the dugout or team bench area during games or practices. All participants should take responsibility for keeping bats and loose equipment off the field of play.
- Care should be taken when retrieving foul balls batted out of the playing area, particularly when the playing field is near a street or parking area.
- During practices and games all participants 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 and not within areas frequented by spectators or people on foot. (i.e., playing catch, pepper, swinging bats, etc.).
- Managers and coaches should inspect equipment before each use.
- Batters must wear Little League approved batting helmets while batting, on deck or “in the hole” during practice and games.
- Player base coaches must wear batting helmets while on the playing field.
- Catchers must wear catcher’s helmets, mask, throat guard, chest protector, shin guards and protective cup with athletic supporter (male) for all games and practices. NO EXCEPTIONS.
- Catchers in kid pitch baseball leagues must use a regulation catcher’s mitt during games and practice.
- Headfirst slides are not permitted except when returning to a base.
- During sliding practice, bases should not be anchored or strapped down.
- At no time should "horseplay" be permitted on the playing field or in the dugout area.
- Players must not wear rings or watches or other sharp metallic items during games or practices.
- Managers and coaches should make sure fields are clean and in good playing condition before each game.
- Make sure that at least two coaches are managing your team during practices and games. Recruit additional parental help, as required, to provide adequate assistance.
- Players are prohibited from swinging a bat except in the batters box in games or practices. Batters should watch out for catchers and umpires before a warm-up swing and catchers and umpires must keep a safe distance away from batters taking a warm-up swing in the batters box.
- A player must be in full catcher’s gear to "warm-up" a pitcher. An adult may warm up a pitcher and may use their discretion about safety equipment. Warm-up should take place in a designated or safe area away from spectators and people on foot.
- Base runners must slide into bases (except first base) to avoid contact with the defensive player if there is a play at the base he is attempting to reach. Base runners must not make intentional, forceful contact or a take-out slide into the defensive player. The defensive player may not impede the progress of the base runner while not in possession of the ball or not fielding a batter ball.
- Coaches must keep track of all players during games and practices and see that every player has arrangements for getting home after the session. No player should leave without the coach’s knowledge.

EMERGENCY PHONE NUMBERS

Post and distribute emergency and key league officials' phone numbers.

See League Officials below for Hasbrouck Heights Board of Directors, emergency medical, fire and police phone numbers.

Provide guidance and training to all managers and coaches on injury notifications.

All teams are required to have access to a telephone or cell phone during all practices.

HASBROUCK HEIGHTS LITTLE LEAGUE 2008 BOARD OF DIRECTORS

MEMBER	POSITION	Email
Steven Palladino	President	sjpalladino@netzero.com
Steven Pikowski	Vice-President and Secretary	stevepikowski@msn.com
Chris Moore	Treasurer	Cmoore4325@aol.com
Dennis Colton	League Coordinator	dennismcolton@aol.com
John Hund	Player Agent	hund@optonline.net
Gary Shenloogian	Fund Raising Director	gmshe@optonline.net
Ron Tagliabue	Concession Stand Director	rfmthead@optonline.net
Ken Wheeler	Facilities & Grounds Director	wheels67@optonline.net
Frank Gasparino	Equipment Director	hllsoftball@msn.com
Ed Hauptman	Concession Stand Operator	edwardhauptman@optonline.net
Kevin Owens	Minor League Complex Director	owegang@verizon.net
Tim Crabbe	Major League Complex Director	crab2t@aol.com

EMERGENCY PHONE NUMBERS

Hasbrouck Heights Police Department 911

Recommended Item:

Have team safety representatives (Team Parents)

Team parents will be furnished with a copy of the Hasbrouck Heights Little League ASAP Safety Plan. (Available on hhlittleleague.com)

Team parents will act as the sub safety officer and should report along with the team manager any violations to the established safety plan to the leagues safety officer.

Recommended Item:

Allocate part of the annual budget for safety.

Attend pertinent safety programs sponsored by Little League

Mandatory Item:

Conduct Background checks on coaches and managers.

Volunteers and coaches will be required to complete the standard Volunteer Application Form during sign-ups.

All volunteers and coaches will be required to undergo a screening background check.

PROTECT OUR PLAYERS

Educating adults and children is the most important tool to prevent child abuse. Here are some suggestions:

- Meet with volunteers, parents and players regularly to talk about the dangers of child abuse.
- Make Little League's "no tolerance" position clear.
- Use "buddy system" to reduce opportunity for abuse.

LITTLE LEAGUE VOLUNTEERS

Use Little League Volunteer Application form for volunteers.

All volunteers, coaches and managers are required to complete a standard Little League Volunteer Application.

All volunteers, coaches and managers must consent to a background check by a certified company to be approved by the Board of Directors.

All volunteers, coaches and managers must be a certified Hasbrouck Heights Little League Member for the 2008 season.

Note: Volunteers are influential people. Players learn good and bad habits from volunteers, coaches and managers. It is this leagues goal to have trustworthy and qualified people involved with our kids.

FUNDAMENTALS

Provide fundamentals training for coaches.

Promote the "Basics" (hitting, sliding and fielding)

Attend clinics during the year as mandatory for all managers, coaches and board members.

Provide training and instruction to managers and prior to season start. This training will be on the latest in instructional methods, safety and code of conduct.

FIRST AID

Require First-Aid training for coaches and manages. Training can be arranged through the local police/fire departments or the County of Bergen, Department of Public Safety.

All team managers and coaches are required to participate in a basic first-aid training given by a professional instructor in first aid. This training is to be conducted prior to starting practice.

It is extremely important that, as soon as provisions have been made for the care of injured or ill players who require outside treatment, the player's family must be notified.

SOME IMPORTANT DO'S AND DON'TS IN THE EVENT OF AN INJURY

DO...

- Reassure and aid children who are injured, frightened, or lost.
- CALL 911.** Provide, or assist in obtaining, medical attention for those who require it.
- Know your limitations.
- Provide easy access to a first-aid kit to all games and practices.
- Keep your "Prevention and Emergency Management of Little League Baseball and Softball Injuries" booklet with you during practice and games.
- Assist those who require medical attention, and when administering aid, remember to look for signs of injury (Blood, Black-and-blue deformity of joint, etc.).
- Listen to the injured child/person describe what happened and what hurts if conscious.
- Before questioning, you may have to calm and soothe an excited child.
- Do not play doctor or EMT. Look carefully at the injured area for signs of swelling, or grating of broken bone.
- Have your players Medical Clearance Forms with you at all games and practices.
- Make arrangement to have a cellular phone available when your game or practice is at a facility that does not have public phones.

DON'T...

Administer any medications.

- Provide any food or beverages (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e., CPR, etc.).
- Transport injured individuals except in extreme emergencies.
- Leave an unattended player or child at a practice or game.
- Hesitate to report any present or potential safety hazard immediately to the Safety Officer or any member of the Safety Committee.

First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

- CALL 911

The first tenet of emergency care is "make no more casualties". If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.

- If the victim is not breathing, start mouth-to-mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
- Determine if the victim has a pulse. If no pulse is detected, start cardiac compression's as well.

LIGHTNING FACTS AND SAFETY PROCEDURES

Consider the following facts:

- The average lightning stroke is 6-8 miles long.
- The average thunderstorm is 6-10 miles wide and travels at a rate of 25 miles an hour.
- Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK Stadium a few summers ago occurred while it was sunny and dry).
- 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.

"Flash-Bang" Method

One-Way of determining how close a recent lightning strike is to you is called the "flash-bang" method. With this method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows. Halt play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

Rule of Thumb

The ultimate truth about lightning is that is unpredictable and cannot be prevented. Therefore, a manager, coach or umpire who feels threatened by an approaching storm should stop play and get the kids to safety - regardless of whether or not the "flash-bang" proximity measure applies. When in doubt, the following rule of thumb should be applied:

WHEN YOU HEAR IT - CLEAR IT WHEN YOU SEE IT - FLEE IT

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try to prevent eardrum damage).

Where NOT to Go!!

Avoid high places and open fields, isolated trees, unprotected structures, rain or picnic shelters, dugouts, flagpoles, bleachers, metal fences or near water.

Recommended Item:

Provide information to coaches and managers on:

- a. Heat related illnesses.
 - 1. Managers are responsible to ensure all players bring or have access to water during all practices.
 - 2. Managers should be able to conduct their practices according to the weather. During hot days water breaks and shade should be taken advantage of as often as possible.
- b. When to stop play due to weather and or darkness.
 - 1. Rain and high winds do impose a threat to our kids well-being.
 - 2. Darkness is a real threat to our kids. Serious injuries do occur when player are unable to protect themselves from a bat or ball.

Recommended Item:

Involve umpires in safety training.

- a. Umpires are hired by
- b. HHLL encourages the training of the umpires

FIELD INSPECTIONS

Require field inspections before games or practices.

- a. Practice fields sites are reviewed and approved by the board of directors.
- b. Game fields are at Hasbrouck Heights Little League Field located at Oldfield Avenue.
- c. Both team managers are responsible for reviewing the condition on the playing field prior to the start of each game.
- d. Safety Office is responsible for conducting weekly inspections. Repairs and unsafe equipment are tracked and reported to the Hasbrouck Heights Little League Board of Directors.

FACILITY SURVEY

Complete the annual Little League Facility Survey.

- a. Little League National Facility Survey Report for the 2006 season is on file at the Little League Headquarters in Williamsport, PA.

ASBROUCK HEIGHTS LITTLE LEAGUE

FACILITY SURVEY 2008

	League Name: Hasbrouck Heights		
	City:	Hasbrouck Heights	
	State:	New Jersey	
President: Steve Palladino	Safety Officer:	John Hund	
Address: 326 Division Ave	Address:	238 Pasadena Ave	
City: Hasbrouck Heights	City:	Hasbrouck Heights	
State: NJ	State:	NJ	
ZIP: 07604	ZIP:	07604	
Phone: 201-288-1050	Phone:	201-615-5831	
Email: sjpalladino@netxero.com	Email:	hund@optonline.net	

b. Past reports are unavailable. Future reports will be reviewed each year for accomplishments and concerned areas.

c. Anticipated completion date for the 2008 Facility Survey is March 31, 2008.

Recommended Item:

Control speed and flow on traffic in and around facilities.

a. Parking lot areas shall be well lit during league play. Parking stalls are maintained for the orderly parking of vehicles during league play. Speed limit signs shall be posted in all parking lots.

PLANS FOR FUTURE NEEDS			
What are your league's plans for improvements?	Indicate number of fields in boxes below.		
	Next 12 mos.	1-2 yrs.	2+ yrs.
a. New fields	0	0	0
b. Basepath/infield	0	0	0
c. Bases	0	0	0
d. Scoreboards	1	0	0
e. Pressbox	0	0	0
f. Concession stand	1	0	0
g. Restrooms	2	0	0
h. Field lighting	1	0	0

i. Warning track	0	0	0
j. Bleachers	0	0	0
k. Fencing	0	0	0
l. Bull pens	0	0	0
m. Dugouts	0	0	0
n. Other (specify): reconfigure batting cages	4	0	0

SPECIFIC BALLFIELD QUESTIONS			
Field Identification (List your ballfields 1-20)	1	2	3
	INSERRA FIELD	MINOR FIELD	TEE BALL FIELD
	New infield Clay and new padding on backstop behind catcher	Newly sodded and new infield laid since fall 2008	Newly sodded and new infield laid since fall 2008
Please answer the following questions for each field:	Field #	1	2
			3
1. At which fields are the following limitations present:			
a. Amount of time for practice?		Yes	Yes
b. Number of teams or games?		Yes	Yes
c. Scheduling and/or timing?		Yes	Yes
2. Do you host or plan to host tournaments on this field?		yes	
3. Is a public address system available?	Permanent	Yes	Yes
	Portable	Yes	
4. Is a first aid kit provided?		Yes	Yes
5. Is telephone service available?	Permanent	Yes	
	Cellular	Yes	Yes
6. How many people can your bleachers seat?	None/NA		
	1-100	Y	Y
	101-300		
	301-500		

	501 or more			
7. Do your bleachers have spectator foul ball protection?	Overhead screens	yes	No	no
	Fencing behind	Yes	Yes	yes
8. Is there a safety railing at the top of bleachers?		Yes	Yes	no
9. Is there a handrail up the sides of bleachers?		Yes	Yes	no

	Field #	1	2	3
10. What material is used for bleachers?	Wood			
	Metal	Yes	Yes	Yes
	Other			
11. Metal bleachers: Is a ground wire attached to a ground rod?		No	No	No
12. Wood bleachers: Are these inspected annually for safety?		NA	NA	NA
13. Are adequate bathroom facilities available?		Yes	Yes	Yes
14. Are there permanent concession stands?		Yes	Yes	yes
15. Are there mobile concession stands?		No	No	no
16. How many cars can park in designated parking areas?				
	1-50			
	51-100			
	101 or more	Y	Y	Y
17. What divisions play on each field?	T-Ball & Minor	N	Yes	Yes
	Inserra	Yes		
18. Is field completely fenced?	Yes	Yes	Yes	Yes
19. What type of fencing material is used?	Chainlink	Yes	Yes	Yes
	Wood			
	Wire			
20. Are there foul poles?		Yes	Yes	
21. Is there a backstop behind home plate?		Yes	Yes	Yes
22. Is there a batter's eye at center field?		Yes		
23. Is there a pitcher's eye behind home plate?		Yes	Yes	
24. Does the field have conventional dirt pitching mound?		Yes	Yes	Yes
25. Are there protective fences in front of the dugouts?		Yes	Yes	Yes
26. Is there a protected, on-deck batter's		Yes	Yes	yes

area?¹

¹On-deck areas have been eliminated for ages 12 and below.

27. Do you have fenced, limited access bull pens?

Yes

	Field #	1	2	3
28. Who owns the field?	Municipal	Yes	Yes	Yes
	School			
	League			
29. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?	Municipal			
	School			
	League	Yes	Yes	Yes
	Other			
30. What is the infield surface?	Grass	Yes	Yes	Yes
	Skinned			
31. What type of bases are used?	Standard			
	Break-away	Yes	Yes	Yes
32. What base path material is used?	Sand, clay, soil mix	Yes	Yes	Yes
	Ground burnt brick			
	Other:			
33. What is used to mark baseline?	Non-caustic lime	Yes	Yes	Yes
	Spray paint	Yes	Yes	Yes
	Commerc'l marking			
34. Is there a pressbox?		Yes	Yes	no
35. Is there a scoreboard?		Yes	Yes	
36. Is there an outfield warning track?		No	No	no
37. If yes, what width is the warning track? Please specify:	(Width in feet)			
38. Is the field lighted?		Yes	Yes	Yes
39. Are light levels at or above Little League standards? (50 footcandles infield/30 footcandles outfield)		Yes	Yes	Yes
40. What type of poles are used?	Wood*			
* Wood poles have not been allowed by Little League for new construction of lighting since 1994.	Steel	Yes	Yes	Yes
	Concrete			

- Inadequate reheating.
- Inadequate hot holding.
- Contaminated raw foods and ingredients.

EQUIPMENT

Require regular inspection and replacement of equipment.

- a. League equipment is inspected inventoried both at the beginning of the Spring season and at the completion of the Spring season.
- b. All discarded equipment is made inoperable prior to disposing of to prevent children from reusing.
- c. A board position has been assigned for equipment manager. Frank Gasparino is the equipment director for the 2008 season.
- d. All individuals with keys to the equipment shed must be familiar with the leagues procedures and responsibilities when in use.
- e. All chemicals or organic materials shall be properly marked and labeled as to its contents. All of this material shall be stored away from the equipment.
- f. Suggest to parents that child wear a heart protector such as Heart Guard or a shirt with built in padding

INJURIES

Have a method to report and track injuries.

- a. Incident / Injury Tracking Report will be completed anytime an injury occurs.
- b. All reports should be forwarded to John Hund, League Safety Officer, 201-615-5831.

Accident Report Procedures

What to report: An 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 within 48 hours. The Director of Safety for 2008 is John Hund and can be reached at the following:

Home: 201-615-5831

E-Mail: hund@optonline.net

How to make the report: Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

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

Note: A Incident/Injury Tracking Report (found in this plan) may also be used.

FIRST AID KIT

Provide each team with-equipped First-Aid kits at games and practices.

- a. First aid kits will be issued to all Managers as part of each teams equipment.
- b. In addition to first-aid supplies, each kit will contain emergency numbers.
- c. Public, private or a cell phone must be present at all games and practices.

RULE ENFORCEMENT

Enforce Little League rules including proper equipment

- a. All Little League rules are expected to be followed. Coaches and managers are the enforcers day in and day out.
- b. Coaches and manager are responsible for conveying Little League rules to their players. Players should be taught the "BASICS" at the beginning of the season.
 1. Helmet rules
 2. Equipment requirements
 3. Player respect.
- c. Coaches and managers are reminded that they are not permitted to catch pitchers during batting practices.
- d. Any violations to Little League rules during games or practices should be reported to the leagues safety officer.

CONTROLLING HORSEPLAY

No safety discussion would be complete without talking about the problem of horseplay. This includes any type of youthful highjinks that could even remotely be the cause of an accident. Even a mild form of such childish behavior could distract any player about to catch a ball or possibly when at bat result in an

accident. After all team play requires 100% cooperation among all players, and good sportsmanship demands courtesy to opposing players.

CATCHERS GEAR

RULE-1.17

Catchers must always wear a metal, fiber or plastic cup when catching. All male players must wear athletic supporters. All catchers must wear chest protectors with neck collar, throat guard, shin guards and catcher's helmet, all of which must meet Little League specifications and standards. All catchers must wear a mask, "dangling " type throat protector and catcher's helmet during infield/outfield practice, pitcher warm-up and games.

Coaches RULE -3.09

Coaches aren't supposed to act as players. Managers and coaches must not warm up a pitcher at home plate or in the bull pen or elsewhere at any time. They may however, stand by to observe a pitcher during warm-up in the bull pen.

HELMET RULE

RULE-1.16

All batting and catchers helmets must meet Little League requirements and be NOCSAE approved. They should have a NOCSAE stamp and a Little League approved label on them.



HASBROUCK HEIGHTS

LITTLE LEAGUE

INCIDENT REPORT FORM PLEASE PRINT WHEN FILLING OUT THIS FORM.

This form is to be filled out in its entirety, providing a full and truthful account of the incident to the person's best ability and knowledge of said incident.

Date of Incident: _____ Time of Incident: _____

Name of Person filling out form: _____

Address of same person: _____

Home telephone of same person: _____

Person(s) affected by incident: _____

Address of person: _____

Home telephone of person: _____

Describe the incident: _____

Were the police notified? _____ Was an ambulance required? _____

DO NOT FILL OUT THIS SECTION, FOR LEAGUE USE ONLY	DATE REC'D: _____	Person receiving report: _____	BOARD MEMBER ON DUTY THAT DAY: _____	
Actions/recommendations taken:				

