



# 2010 Safety Plan

Updated March 15, 2010

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## Purpose

Beyond providing an experience that is fun and teaches the fundamentals as well as respect for others and the game of baseball, our responsibility as stakeholders (i.e.: board members, coaches, team representatives, parents and players) to keep everyone participating in our program safe. While there are a number of “common sense” approaches to safety, we have put together this document to formalize minimum levels of procedures as well as expectations for those within our league aimed at keeping our players, volunteer and spectators safe and informed. This document is being developed and covers all activities carried out under the umbrella of the Hamel Athletic Club (HAC). Note that some of the procedures are dependent upon the level of baseball being played and these differences are spelled out within the following pages of this document.

This plan will be reviewed and updated annually prior to the start of a new season. As a stakeholder you are asked to know and live-out the minimum safety requirements spelled out within this document. Additionally, should you have any concerns about safety or see opportunities to make our program safer, please direct them to the Board of Directors Safety Officer.

This first version of the safety plan is modeled after the guidelines and minimum requirements of Little League International and while it is only required for teams participating in the Little League program, the Hamel Athletic Club Board of Directors has approved this for all players participating within the Hamel program. The minimum requirements of Little League International’s Safety Program are as follows...

1. Have an active Safety Officer
2. Publish and distribute league safety policies or manuals
3. Post and distribute emergency and key league officials’ phone numbers
4. Use the 2010 Little League Volunteer Application form and conduct nationwide background checks on all applicable volunteers
5. Prove and require fundamentals training for all coaches and managers
6. Require First-Aid training for all coaches/ managers
7. Require field inspections before games and practices
8. Complete the annual Little League Facility Survey
9. Have written safety procedures for concession stand
10. Require regular inspection and replacement of equipment
11. Have a method to report and track injuries, including near-misses
12. Provide each team with a well-equipped First-Aid kit at practices as well as games
13. Enforce Catchers gear and helmets rule during practice and warm-ups

In addition to these 13 requirements, we have added additional safety measures to our plan, which are outlined in the following sections.

# Requirements of the Safety Plan

The Hamel Athletic Club Safety Plan is divided into four categories and has individual requirements within each category. Within each section the requirement is identified and the manner in which the requirement is met.

## I. Organization

- Have an active Safety Officer
- Publish and distribute league safety policies or manuals
- Post and distribute emergency and key league officials' phone numbers
- Conduct nationwide background checks on all applicable volunteers

## II. Training

- Prove and require fundamentals training for all coaches and managers
- Require First-Aid training for all coaches/ managers
- Publish codes of conduct for players, volunteers and spectators

## III. Facilities & Equipment

- Require field inspections before games and practices
- Complete an annual Facility Survey
- Have written safety procedures for concession stand
- Require inspection and replacement of equipment provided by HAC prior to each season
- Publish standards for player provided equipment and require inspection prior to each season

## IV. Activities

- Have a method to report and track injuries
- Provide each team with a well-equipped First-Aid kit at practices as well as games
- Non-rostered players are not allowed to participate in practices or games
- Each team may have a maximum of three rostered coaches
- Document and enforce pitch-count requirements
- Enforce Catchers gear and helmets rule during practice and warm-ups
- Enforce pre-game / in-game and practice warm-up requirements
- Document and enforce policies related to weather cancellations

## Organization

Requirement	Minimum Guidelines / Policy	Links
<ul style="list-style-type: none"> <li>• Have an active Safety Officer</li> </ul>	<p>A permanent position on the Board of Directors will be staffed. The individual within this role is responsible for the development and oversight of the plan as well as serving as the contact for all safety related issues.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>• Publish and distribute league safety policies or manuals</li> </ul>	<p>At a minimum a safety plan will be developed, reviewed and approved by the Board of Directors prior to the start of each season. The plan will be published to the website under the "Safety" link prior to the start of the season. Additionally, the safety plan will be reviewed with coaches at the fundamentals training session.</p>	<p>See this Safety Plan under the "Safety" link on the HAC website</p>
<ul style="list-style-type: none"> <li>• Post and distribute emergency and key league officials' phone numbers</li> </ul>	<p>A listing of key emergency as well as league officials contacts will be published on the website under the "Safety" link prior to the start of each season.</p>	<p>See Emergency Contacts in the Appendix and under the "Safety" link on the HAC website</p>
<ul style="list-style-type: none"> <li>• Conduct nationwide background checks on all applicable volunteers</li> </ul>	<p>Background checks utilizing the Little League International requirements will be performed on all Board members, Coaches as well as Team Representatives, prior to them being allowed to participate within the baseball program. Anyone not completing a background check will be asked not to participate within the program until the check has been completed.</p>	<p>See the Volunteer under the "Safety" link on the HAC website</p>

## Training

Requirement	Minimum Guidelines	Links
<ul style="list-style-type: none"> <li>• Prove and require fundamentals training for all coaches and managers</li> </ul>	<p>At least one representative from each team must attend the training each year. At a minimum each coach must attend a training once every three years. Training should be provided by a person knowledgeable in baseball skill / fundamentals who has proven to be successful in coaching / teaching. A listing of attendees will be taken and reviewed to ensure requirements are met.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>• Require First-Aid training for all coaches/ managers</li> </ul>	<p>Managers, coaches and umpires should have training in first aid. First aid kits are issued to each team. Additionally, at least one representative from each team must attend the training each year. At a minimum each coach must attend a training once every three years. The training should be provided by a person knowledgeable in First-Aid (Doctor or EMT). Attendance at the training will be taken to ensure one team representative is present. Additionally, the Board will ensure the training guidelines for attendance every three years is met.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>• Publish codes of conduct for players, volunteers and spectators</li> </ul>	<p>Annually individual Codes of Conduct for players, volunteers and spectators must be updated. Violations of the code of conduct should be reported to the President of the Board of Directors. The Board of Directors will review the incidents and take appropriate actions and necessary.</p>	<p>See individual Codes of Conduct for Players, Coaches /Volunteers and Parents / Spectators under the "Codes of Conduct" link on the HAC website</p>

## Facilities & Equipment

Requirement	Minimum Guidelines	Links
<ul style="list-style-type: none"> <li>Require field inspections before games and practices</li> </ul>	<p>All fields shall be inspected by the HAC grounds crew when being prepared for play on days of games for holes, damage, stones, glass and other foreign objects. Fields shall also be inspected by coaches from each team prior to practice or games. Any issues with respect to the playability of the field shall be remedied by the coach or if necessary contact the Director of Field Maintenance. In no circumstances should practice or games occur if the fields may cause danger to players, coaches or spectators.</p>	<p>See the contact information for the Director of Field Maintenance in the Appendix and under the "Board" link on the HAC website</p>
<ul style="list-style-type: none"> <li>Complete an annual Facility Survey</li> </ul>	<p>The Little League Baseball &amp; Softball National Facility Survey shall be completed prior to the beginning of each season and filed with Little League International. The survey is to be completed by the Director of Field Maintenance as well as the Safety Officer. The survey will be completed and filed prior to April 15 of each year.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>Have written safety procedures for concession stand</li> </ul>	<p>The concession stand is not operated by Hamel Baseball and is the responsibility of the City of Medina.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>Require inspection and replacement of equipment provided by HAC prior to each season</li> </ul>	<p>Prior to the beginning of each season, the Board of Directors will inspect all equipment to ensure that it is fit for play and meets requirements stated by other governing bodies. A report to the board will be issued each year.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>Publish standards for player provided equipment and require inspection prior to each season</li> </ul>	<p>Publish specifications related to equipment to be purchased by individual player on the website. Ensure that the equipment meets the safety specifications of the applicable leagues governing bodies. The list will be updated annually.</p>	<p>See the Equipment Specs / Standards on the link titled "Equipment" under the "Safety" link on the HAC website</p>

## Activities

Requirement	Minimum Guidelines	Links
<ul style="list-style-type: none"> <li>• Have a method to report and track injuries</li> </ul>	<p>Any injury sustained during an activity sponsored by Hamel Athletic Club is to be reported to the Safety Officer. A form for reporting the injury information is to be completed by the head coach of the team where a player or coach is injured in practice or for which their team is the home team for a game in which a player, coach or spectator is injured. All injuries should be reported to the Safety Officer via a phone call or email within 24 hours of the injury.</p>	<p>See the Injury Reporting Form in the Appendix and under the “Safety” link on the HAC website</p>
<ul style="list-style-type: none"> <li>• Provide each team with a well-equipped First-Aid kit at practices as well as games</li> </ul>	<p>HAC will provide all Little League and above teams with a First Aid kit prior to the start of the season. Kits are available in the equipment bin for Tee Ball and Coach Pitch. Each coach is responsible for ensuring that their First-Aid kit is present at all practices as well as games. Should supplies be used from the kit, contact the Safety Officer to get the supplies replenished.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>• Non-rostered players are not allowed to participate in practices or games</li> </ul>	<p>Due to safety issues as well as insurance issues, non-rostered players are not allowed to be on the field or participate in practices or games.</p>	<p>NA</p>
<ul style="list-style-type: none"> <li>• Each team may have a maximum of three rostered coaches</li> </ul>	<p>Each team may have up to three rostered coaches. Additionally each team should have a team representative. All coaches and team representatives are required to have background checks performed on them before they are allowed to participate in baseball activities. Should a coach not be present and another adult is asked to assist in a practice or game, the non-rostered coach may assist a rostered coach in performing coaching activities on an individual game / practice basis. If a person is expected to fulfill coaching duties on a more permanent basis for the remainder of the season, they should have a background check performed on them even though they are a non-rostered coach.</p>	<p>See volunteer form in the Appendix and under the “Safety” link on the HAC website</p>
<ul style="list-style-type: none"> <li>• Document and enforce pitch-count requirements</li> </ul>	<p>Hamel baseball will comply with the rules governing the individual leagues</p>	<p>See the little league, Koufax and Mantle rules under the “Rules” link on the HAC website</p>

<ul style="list-style-type: none"> <li>• Enforce Catchers gear and helmets rule during practice and warm-ups</li> </ul>	<p>Hamel baseball will comply with the rules governing the individual leagues</p>	<p>See the little league, Koufax and Mantle rules under the “Rules” link on the HAC website</p>
<ul style="list-style-type: none"> <li>• Enforce pre-game / in-game and practice warm-up requirements</li> </ul>	<p>To reduce the risk of injury the following shall be adhered to during pre-game / practice and in-game warm ups:</p> <p>Pre-game / practice-</p> <ul style="list-style-type: none"> <li>• Catch is only allowed in the outfield areas, with one player standing on the foul line and the other standing in the centerfield area, players should be horizontal to the first to second or second to third baselines. Pregame catch should occur on the foul line closest to their team’s dugout. Catch is never allowed outside of the field area where spectators are present.</li> <li>• Warming up a pitcher shall only occur in designated bull-pen areas. Warming up a pitcher in never allowed in areas where spectators are present.</li> <li>• All batters / base runners must wear batting helmets (LL and above)</li> <li>• No on-deck batters are allowed on the field, nor are practice / warm up swings allowed (T-ball through LL).</li> <li>• All team equipment should be stored within the team dugout, or behind screens and not within the area defined as “in play”.</li> <li>• Only players, coaches or umpires are allowed on the field or in dugouts during the game.</li> <li>• 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 coaches.</li> <li>• Catchers must wear catchers helmet, masked and throat guard with a chest protector, shin guard and protective cups at all times for practices and games (LL and above).</li> <li>• Except when returning to a base, head first slides are not permitted.</li> <li>• Players are not allowed to wear watches, rings, pins, piercings or metallic items during practice or games</li> <li>• Additional rules / requirements may be dictated within the individual leagues rule books.</li> </ul>	<p>See the little league, Koufax and Mantle rules under the “Rules” link on the HAC website</p>

<ul style="list-style-type: none"> <li>• Document and enforce policies related to weather cancellations</li> </ul>	<p>Weather can impact the playing conditions in a number of ways; first fields can become unusable posing a threat for unnecessary injuries due to conditions. Additionally, severe weather can put lives at risk. The following guidelines are in effect with respect to weather cancellations:</p> <ul style="list-style-type: none"> <li>• Unusable Fields – This will be determined by the Director of Field Maintenance. If a determination is made prior to 5:00 p.m. The Director will call all League Coordinators, who will then call all Coaches to communicate the cancellation.</li> <li>• Severe Weather – Should severe weather be encountered during a practice or game, the Umpire or coach may postpone the game if the conditions appear to be such that person’s safety may be in danger. In no event should a practice or game continue if lightning is spotted or severe weather sirens are heard in the area of the field. Should severe weather occur, it is the responsibility of all volunteers to ensure that every child is taken out of harm’s way. Do we want to have a policy regarding lightning and if seen how long until play can resume?</li> </ul>	<p>NA</p>
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## Appendix

### Emergency Contacts

	Phone	Email
<b>EMERGENCY</b>		
Life Threatening Emergency	911	NA
Medina Police	911 or 763-473-9209	NA
Hamel Fire	911 or 763-478-6621	NA
Ambulance	911	NA
Gas (Centerpoint)	612-372-4727	NA
Power (Xcel)	800-895-4999	NA
City of Medina	763-473-4643	NA
<b>BOARD (HAMEL ATHLETIC CLUB)</b>		
President (John Kastner)	612-910-9426	President@hamelbaseball.com
Vice President (Eddie Leuthner)	612-201-7423	vp@hamelbaseball.com
Treasurer (Dino DesLauriers)	763-478-8646	treasurer@hamelbaseball.com
Secretary (Mark Allison)	612-388-7029	secretary@hamelbaseball.com
Director, Field Maintenance (Mike Rowan)	763-286-7029	fields@hamelbaseball.com
Director, Sponsors and Volunteers (Jared Switch)	763-286-8745	sponsors@hamelbaseball.com
Director, Resource Scheduling (Jason McAthie)	763-226-8050	scheduling@hamelbaseball.com
<b>BOARD (LITTLE LEAGUE – Ages 8-12)</b>		
President (Eddie Leuthner)	612-201-7423	vp@hamelbaseball.com
Vice President (Glen Prodahl)	763-242-6886	vp@hamelbaseball.com
Safety Officer (Jason McAthie)	763-226-8050	scheduling@hamelbaseball.com
Player Agent (Matt Deis)	612-201-8556	vp@hamelbaseball.com
Treasurer (Kevin McIntosh)	612-599-0041	vp@hamelbaseball.com
Secretary (OPEN)		vp@hamelbaseball.com
Coaching Coordinator (Gary Graham)	612-702-1946	vp@hamelbaseball.com
<b>LEAGUE COORDINATORS</b>		
T-Ball (Ages 4-5)	TBD	t-ball@hamelbaseball.com
Coach Pitch (Ages 6-7)	Mike Dorsey	coach-pitch@hamelbaseball.com
Little League / Rookie (Ages 8-9)	TBD	rookie@hamelbaseball.com
Little League / A – (Ages 9-11)	TBD	minors@hamelbaseball.com
Little League / Majors (Ages 11-12)	TBD	majors@hamelbaseball.com
Koufax (Ages 13-14)	Steve Kufo	koufax@hamelbaseball.com
Mantle (Ages 15-16)	Tony Sprenger	mantle@hamelbaseball.com

**Volunteer Form**

[http://www.littleleague.org/Assets/forms\\_pubs/VolunteerApp2010\\_mandatorySSN.pdf](http://www.littleleague.org/Assets/forms_pubs/VolunteerApp2010_mandatorySSN.pdf)

## Injury Report

The following report is to be filled out completely for all injuries sustained by a player, coach or spectator during a practice or a game if the injury results from an action of the game or practice. All reports should be sent to the Safety Officer within 24 hours of the injury. Reporting the injury is the responsibility of the Head Coach.

Team: \_\_\_\_\_

Division (Circle one): T-Ball, Coach Pitch, Rookie League, A Minors, Majors, Koufax, and Mantle

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_ Field Location: \_\_\_\_\_

Name of Injured Person: \_\_\_\_\_ Injured Person Date of Birth: \_\_\_\_\_

Injured Person Address: \_\_\_\_\_ Injured Person Phone: \_\_\_\_\_

Parents Names (if applicable): \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

Description of Injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part of Body injured: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How injury occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where injury occurred (circles one / describe):

- Base Path – running, sliding
- Hit by ball – pitched, thrown, batted
- Collision with – player, structure
- Grounds defect (describe)- \_\_\_\_\_
- Other (describe)- \_\_\_\_\_

Was injured person taken to seek medical attention (circle one)- yes, no (if yes, where) \_\_\_\_\_

Could incident have been avoided (circle one) yes, no (if yes, explain how ) - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form prepared by:

Name (print name) \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_