Ames Youth Baseball

SAFETY PLAN

Ames Youth Baseball

P.O. Box 1713

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1. Introduction/Mission Statement

The goal of the Safety Plan is to develop guidelines for increasing the safety of activities, equipment, and facilities through education, compliance, and reporting, which includes but is not limited to the Annual Little League Facility Survey. In support of the attainment of this goal, Ames Little League also commits itself to providing the necessary organizational structure to develop, monitor, and enforce the aspects of the plan. To this end, Ames Little League has instituted, and registered with Little League Headquarters, the Board position of Safety Officer. Ames Little League is continuing to allocate funding towards the safety in the children that play and allocate yearly funding in the budget for improvements. In the event that any item within this manual conflicts with any Little League, State and/or Federal law and/or guideline; the appropriate Little League, State and/or Federal law and/or guideline will take precedence. The Ames Little League Safety Plan will be distributed to all Little League Board Members, Coaches, and Volunteers.

2. General Safety Procedures & Code of Conduct

The following are considered general procedures and a code of conduct for Ames Little League.

- Speed Limit 5 mph in roadways and parking lots while attending any Ames Little League function. Watch for small children around parked cars and those that may be crossing the road.
- No alcohol allowed in any parking lot, field, or common areas used for Ames Little League activities.
- No smoking allowed in any parking lot, field, or common areas used for Ames Little League activities.
- No playing in parking lots at any time.
- No profanity.
- No swinging bats or throwing baseballs at any time within the walkways and common areas.
- No throwing rocks.
- No climbing fences.
- Observe all posted signs.

3. Hunziker Youth Sports Complex Policies

The Hunziker Youth Sports Complex is a private facility for the exclusive use of the participants of Ames Girls Softball Association, Ames Little League and Ames Soccer Club as well as their guests. Hunziker asks that all participants and guests adhere to the following rules:

- Please be respectful of the facility and clean up after yourself and others.
- All participants, managers, coaches, and fans are expected to play fair and to follow the principals of good sportsmanship.
- Park in designated areas only. Violators will be towed.
- No illegal substances or alcohol.
- No tobacco of any kind.
- No electronic cigarettes.
- No dogs.
- No overnight camping or parking.
- No abusive language or violence.
- No firearms or fireworks.
- No hitting or throwing balls into the fences.
- No on-field warm-ups for fields prepped for game play.
- No baseball or softball on soccer fields.
- No outside vendors or solicitation of our participants are allowed.

4. Practice and Game Safety Procedures

The following are considered Ames Little League practice and game safety procedures:

- To ensure adequate supervision, a minimum of two adults should be in attendance at each practice or game. Parents/guardians should be cautioned to not drop off children until at least one of the coaches is present. Likewise, coaches must not leave the field after the practice/game until all players have been picked up. Players who are ejected, ill, or injured shall remain under supervision until released to the parent/guardian.

- Coaches and/or team parent representative are expected to inspect the field prior to any game or practice. Prior to any practice or game, managers are required to walk the playing area to inspect for holes, stones, glass, and other foreign objects, and to check for damage to and the condition of fences, backstops, bases, and warning tracks.
- Coaches and/or a team parent representative should ensure that a working cell phone is available at all times.
- Equipment must be inspected regularly for the condition of the equipment as well as for proper fit. Worn equipment must be replaced and disposed of properly. Managers and coaches are responsible for inspecting all equipment prior to each game. Damaged equipment (cracked helmets, helmets missing padding, dented bats, etc.) should be removed from play IMMEDIATLEY.
    - Contact the Equipment Manager to obtain replacements for equipment that is Little League property.
- Batters must wear Little League approved protective helmets during batting practice and games.
- Catcher for all levels of play above T-ball must wear a catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. **NO EXCEPTIONS.**
    - T-Ball players only need to wear a catcher's helmet/mask with a throat guard.
- Managers should encourage all male players to wear protective cups and supporters for practices and games. Managers should encourage all players to wear mouth guards.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Player may not wear watches, rings, pins or metallic items during games and practices.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as "in play". 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.
- During games players must remain in the dugout area in an orderly fashion at all times. A parent representative may be in the dug out to enforce this.

- **o** At no time should “horse play” be permitted on the playing field or in the dugout area.
- Only players on the field at bat or on deck may swing a bat. Be alert of area around you when swinging bat while in the on-deck position.
- Thrown equipment poses a danger to spectators, umpires, and other players. It will not be tolerated. Any player adjudged by an umpire to have thrown equipment in anger will be ejected from the game.
- No throwing balls against dugouts or against backstop. Catchers must be used for all batting practice sessions.
- Players and spectators should be alert at all times for Foul Balls and Errant Throws.
- All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by spectators.
    - o During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.
    - o Managers and Coaches may not warm up pitchers before or during a game.
- Except when runner is returning to a base, headfirst slides are prohibited. Although there is no absolute ‘must slide’ rule, players have the option of whether sliding or attempting to avoid a defensive player with the ball waiting to make the tag. ‘Crashing’ the catcher (or any other player waiting to make the tag) will not be tolerated. Any player sliding headfirst while advancing to a base will be called OUT by the umpire.
    - o Head first slides are permitted at the junior level but is strongly discouraged.
- No games or practices should be held when weather or fields are in poor condition, particularly when lighting is inadequate.
- It will also be the practice of Ames Little League to encourage parents to stress the importance of safety to their players, and keep the parents aware of safety messages through emails and bulletin board messages. Also, we will encourage parents to sign up for little league E-news.
- Coach/Managers of teams will pick a player safety representative and ask for volunteers for the team safety representative.
- Head and Assistant Coaches must complete the NFHS Concussion Course

- Ames Little League will also distribute ASAP newsletter within the league.
- After each game, each team must clean up trash in dugout and around stands.
- Ames Little League will provide bicycle and traffic training to the players, as well as provide drug education training to its players and volunteers.
- Ames Little League will print, distribute, and explain a copy of the league code of conduct.

5. First Aid Kits

The league will provide each team with a first aid kit. It is expected that each coach will have the league issued first aid kit on site for each practice and game. Replacement supplies (band-aids, etc.) can be obtained from the Equipment Manager or the Safety Officer. Supplies are packed in tri-fold weather resistant bags to help protect them from dirt and moisture contamination. Note: cold packs are for injuries not for "icing down" pitchers' arms.

First Aid Meeting

At least one coach or manager of each team must attend the training. This training includes a presentation by a Board-Certified Pediatric Hospitalist. This training will include information on contacting EMS and warning signs of illness, concussion protocol, and the use of an AED. The AED will be kept readily available in the concession stand. Training will also be provided on completing incident forms. Safety training is held in conjunction with the Coaches and Safety meeting prior to the draft each season. The team's first aid kit is provided as part of each team's equipment distribution.

Accidents & Injuries

Verbal accident reports for incidents that require first aid should be made within 24 hours to the Safety Officer. During the verbal report the following information should be conveyed to the safety officer:

- Name and phone number of person involved
- Date, time, and location of accident
- Detailed description of accident
- Preliminary estimation of the extent of injury

- Name and phone numbers of the involved coaches and/or witnesses.

Follow-up written reports are due within 48 hours of the incident to the Safety Officer. Within 48 hours of receiving the incident the Safety Officer will contact the injured party or the party's parents and:

- Verify the information received
- Obtain any other information deemed necessary
- Check on the status of the injured party
- If applicable, advise parent or guardian of Ames Little League insurance coverage for submitting a claim.

Incident tracking forms will be provided to the coaches during the coaches training meetings and are available in the first aid boxes. Additional forms can be obtained by contacting the Safety Officer.

6. Concession Stand Safety Procedures

The concession stand at the Hunziker Youth Sports Complex is under the management and operation of HYSC and is therefore not directly supervised by ALLB.

- Should HYSC employ ALLB volunteers or employees, said volunteers and employees must be trained in safe food preparation. Training will cover safe use of the equipment and proper procedures.
    - Extreme care should be used when handling the hot dog steamer and popcorn machine.
    - Workers must wear disposable gloves when serving food that is not wrapped.
    - Keep hot foods hot (140º or above) and cold foods cold (41º or below).
    - Meat (e.g. hamburger) must be cooked to at least medium well.
    - All cooking utensils will be thoroughly cleaned after each shift.
    - Cooking equipment will be inspected periodically and repaired or replaced if need be.
    - Propane tanks will be turned off at the grill and at the tank after use.
    - Cleaning chemicals must be stored appropriately.
- A certified fire extinguisher (ABC rating) will be placed in plain sight at all times; all concession stand workers are to be instructed on the use of fire extinguishers.
- A fully stocked First Aid Kit will be placed in the concession stand.

Hand Washing Guidelines

To ensure hands are clean, follow these guidelines when washing your hands:

- Use soap and warm water.
- Rub your hands vigorously as you wash them.
- Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails.
- Rinse your hands well, and dry hands with a paper towel.
- Turn off the water using a paper towel, instead of your bare hands.
- Regular hand washing will be encouraged to avoid cross contamination.

7. Training - Coaches and Managers

Baseball meeting will be held for all coaches and managers to review rules and regulations for the upcoming season. It is required that at least one representative from each team will attend. Know your rules—many are based on sound safety practices. It is recommended that managers and coaches periodically review the rulebook to ensure understanding. Questions about specific rules interpretations should be directed to the Umpire in Chief. Coaches training will also include a short first aid training video.

All Head and Assistant Coaches must complete online concussion safety training, and submit certificate of completion to the league Safety Officer by the start of the first practice. Questions about Safety or First Aid should be directed to Safety Officer.

Fundamentals Training

Fundamental training is held in conjunction with the beginning of each season. A mandatory coaching clinic shall be held at the Hunziker Youth Sports Complex or another site as designated by Ames Little League. It is required that at least one coach or manager from each team shall attend.

8. Inclement Weather

In the event of lightning, practices or games must be suspended immediately and cannot resume until 30 minutes after the last time lightning was seen. For games taking place at HYSC, the Officer of the Day is responsible for canceling, postponing, or suspending games due to inclement weather. It is the responsibility of the managers and coaches to comply and support the ruling of the Officer of the Day. It is the responsibility of the managers and coaches to strictly enforce this policy for team practices and games in which they are participating that are not being played at HYSC. Ames Little League has a lighting detector; any lightening in the area shall be cause for players and coaches to be removed from the field of play to a safe area (dugout, car, building, etc.). Player and volunteer safety is paramount—we can always reschedule a weather-canceled game.

9. Semi-Annual Field and Facilities Inspections

A semi-annual inspection of fields and facilities will be conducted by the Director of Facilities and the Safety Officer. It will be the policy of Ames Little League to complete a 2021 Annual Little League Survey. This inspection will include (but will not be limited to) the following:

- Ensuring all bleachers are grounded
- Inspection of all warning tracks
- Ensure fence caps exist and are securely fastened
- Ensure electric systems are inspected by an electrician
- Ensure first aid kits are present and accessible
- Any serious deficiencies that cannot be resolved must be reported to the Directors of Facilities
- Ensure there is a long-range checklist to update and ensure that our fields and facility stay safe for play.
- Ames Little League also has guidelines in place for safe equipment usage and only trained personnel will be available to use said equipment. (i.e. mowers, string trimmers, and field drags)

10. Field of Play

Ames Little League uses reduced impact balls for younger leagues. Bases are disengage-able to avoid lower leg injuries and first base has extended material to avoid collisions of fielders and runners. The field of play is equipped with warning tracks, surrounding fences are equipped with corrugated field tile for proper drainage, and the spectators are protected by overhead netting in the case of object leaving the field of play.

11. Volunteer Screening

Providing a safe atmosphere for the players, coaches, and spectators of Ames Little League Baseball is a priority of the Board of Directors. In order to assure the safety of children under the supervision of league volunteers, mandatory criminal background checks will be performed on all volunteers and ALLB employees. Volunteers are required to complete the 2021 Little League Volunteer Application. This form must be completed annually. Anyone refusing to complete these screenings will be deemed ineligible to be a league member. Volunteers will be encouraged to complete the online concussion training required for coaching staff. The ALLB Board of Directors reserves the right to prohibit any person from volunteering should their conduct, at any time, be deemed inappropriate.

12. Emergency Phone Numbers and Key Board Member Contact Information

In Case of Emergency			
Name			**Phone**
Emergency Phone Number			**911**
Ames Local Police			**515-239-5133**
Ames Local Fire Department			**515-239-5108**
Key Board Members			
Name	**Title**	**Phone Number**	**Email Address**
David Dear	President	949-301-2101	president@amesyouthbaseball.org
Trent Brisby	VP	319-795 - 2663	vp@amesyouthbaseball.org
Mike Phillips	Treasurer	515-210-1523	mphillips@gicu.org
Seth Dohrn	Secretary /Equipment/ Hunziker Board	319-330-7561	sdohrn@iastate.edu

Jay Grey	Director - Majors Division	515-291-7202	majors@amesyouthbaseball.org
Sam Schill	Director - Minors Division	515-441-0776	minors@amesyouthbaseball.org
Trent Brisby	Director - Coach Relief Division	319-795 - 2663	rookies@amesyouthbaseball.org
David Dear	Director - Tee Ball Division	949-307-2101	teeball@amesyouthbaseball.org
Trenton Brisby	Sponsorship/Fundraiser Director	319-795 - 2663	trbrisby@gmail.com
Aaron Hard	Player Agent	314-517-1823	aaronhard@gmail.com
Nick Steenhagen	Coaching Development		nick.steenhagen@ames.k12.ia.us
David Dear	Umpire Coordinator	949-307-2101	umpires@amesyouthbaseball.org
Sam Schill	Storm / Spring League Coordinator	515-441-0776	sam.schill@gmail.com
Mark Bland	Registration/ Facilities Committee		registration@amesyouthbaseball.org