



P.O. Box 19
Harwich, MA 02645
www.monomoylittleleague.com
EIN#: 04-3449651

2019 MONOMOY LITTLE LEAGUE
SAFETY MANUAL / CODE OF CONDUCT
FOR PARENTS, VOLUNTEERS, COACHES, AND PLAYERS

IMPORTANT TELEPHONE NUMBERS

POLICE:

Emergency: 911
Non-Emergency: (508) 432-1212

FIRE DEPARTMENT:

Emergency: 911
Non-Emergency: (508) 432-2323

2019 MONOMOY L.L. BOARD OF DIRECTORS & OFFICERS:

TBA

Division Commissioners/Safety Officers:

Single A: TBA
Double A: TBA
Majors: TBA

This is your point of contact for any league concerns. Please reach out to your commissioner as your first step for resolution.

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Monomoy Little League CODE OF CONDUCT/ SAFETY RULES

ATTACHED FORMS

Medical Release Form
Volunteer Application Form
Accident/Injury Reporting Form
Suspected Concussion Notification Form
Codes of Conduct

THE TEN COMMANDMENTS OF SAFETY

1. Be alert and warm-up properly.
2. Be organized.
3. Teach players about safety.
4. Check playing field for hazards.
5. Wear proper equipment.
6. Ensure equipment is in good shape.
7. Ensure first aid and emergency communications are available.
8. Follow the rules and maintain discipline.
9. Respond to events with good judgment.
10. Remember, safety is everyone's responsibility.

1) GENERAL COMMITMENT OF ALL VOLUNTEERS, COACHES AND PLAYERS TO SAFETY FIRST

Monomoy Little League is dedicated to promoting safety in all phases of its baseball program. Accomplishing this takes a commitment from every volunteer, coach and player. It requires consistent consideration of "Safety First." This Safety Manual covers basic elements of safe play. It is intended as a starting point and reminder to protect players and volunteers from injury or accident.

Good judgment and common sense on the part of everyone is what helps to prevent accidents and injuries. Despite the best efforts, however, injuries may occur, and preparation and knowledge of what to do in such situations is vital. The Safety Manual also addresses first aid and reporting of accidents and injuries.

The Safety Manual should be viewed by everyone as an evolving document to be improved and updated as events occur, and new circumstances require. Please forward any suggestions you have for improving the Manual in writing to the Safety Officer.

Thanks to everyone for their mutual cooperation and support.

2) TRAINING

a. a) CPR/FIRST AID

Each year at the start of the season, Monomoy Little League coordinates CPR/First Aid training and certification for coaches. Certification is valid for two years. We recommend that all coaches receive this training every year, however, at least one coach from every team must be CPR certified. The cost of the training is paid for by the League. If you wish receive this training, please contact the Safety Officer. When scheduled, all coaches will be notified.

a. b) Fundamentals

Each year at the start of the season, Monomoy Little League coordinates and pays for fundamentals training for coaches. We recommend that all coaches receive this training every year; however, at least one coach from every team must attend. When scheduled, all coaches will be notified.

3) FIRST -AID KITS

Each team is issued a First-Aid Kit at the beginning of the Season. The manager or head coach of each team is responsible for keeping the First-Aid Kit clean, fully-supplied, and readily available at all practices and games.

The Concession Stand at the Oak Street Field will also have a First-Aid Kit and a Safety Manual available at all times. In addition, the Concession Stand will maintain a stock of ice packs, bandages, alcohol wipes or wet wipes, and other essentials from which First Aid Kits can be re-supplied. First-Aid Kit materials will also be stored in the equipment bin at the Middle School field.

The First-Aid Kit items are intended to treat an injured player for superficial or slight injuries, or until professional help arrives, if needed. See the Important Telephone Numbers (Emergency **911** or Harwich Fire Department **432-2323**).

4) PLAYER MEDICAL INFORMATION

In addition to the First-Aid Kit, the head coach of each team is required to have medical information on each player in the form a **medical release form (on registration form)** filled out and signed by a parent or guardian. These sheets are to be kept in the Coach's Book, or other location readily available at each practice or game, or other event at which a player injury may occur. It is the head coach's responsibility to ensure that a sheet has been filled out and signed for each player. No player should participate in practice or games without filing this registration sheet with League.

It is also very important to note that certain players have severe allergies to peanuts, bee stings, penicillin, or other substances and special precautions must be taken to ensure the safety of these players. A coach should work with the parent or guardian of such a player on best methods to ensure the player's safety. Parents should be informed of what measures may be taken, and the parent should determine if such measures are sufficient. (And no guarantees can be given that any measures taken will be fully successful.) If such measures are determined by the parent not to be sufficient, the coach should recommend to the parent that the player be withdrawn from the team, and notify the Safety Officer prior to or within 24 hours of such recommendation.

5) ADHERENCE TO OFFICIAL LITTLE LEAGUE PLAYING RULES

The Official Little League Rule Book issued to each team Manager contains important safety information. Coaches should become thoroughly familiar with this information and utilize it in practice, games and other events involving players. An additional copy for review will be available at the Concession Stand. If coaches require additional copies, please contact the Safety Officer.

6) VOLUNTEERS

- • All volunteers must complete a **Little League Volunteer Application (CORI)**. **copy attached**
- • All volunteers agree to comply with the Monomoy Little League Code of Conduct and Safety Code contained herein.
- • All volunteers agree to submit to background checks deemed appropriate by the Board of Directors of Monomoy Little League.
- • Managers need to make sure that all volunteers associated with their team have filled out and submitted a Volunteer Application to the Safety Officer, and have been cleared with a background check before participating in any Monomoy Little League activity.

7) CONCESSION STAND SAFETY

- • Volunteers working in the Concession Stand will be trained.
- • Food preparation equipment will be inspected periodically and repaired or replaced if need be.
- • Food received by Monomoy Little League to sell in the Concession Stand will be pre-prepared and packaged.
- • A fully stocked First-Aid Kit will be placed in the Concession Stand.
- • Additional First-Aid Supplies will be stored in the Concession Stand to re-supply the team First-Aid Kits.
- • Absolutely no children are allowed in the Concession Stand.

Copies of this Safety Manual, and the Official Little League Playing Rules, will be available at the Concession Stand, and will be distributed to all Managers and Coaches as part of the Coach's Book.

8) A NOTE ON CONDITIONING AND STRETCHING

Conditioning is an integral part of accident prevention. Extensive studies on the effects of conditioning, commonly known as "warming-up", have demonstrated that the stretching and contracting of muscles just before an athletic activity improves general control of movements, coordination and alertness. Such drills also help develop the strength and stamina needed by the average youngster to complete with minimum accident exposure.

The purpose of stretching is to increase flexibility within the various muscle groups and prevent tearing from over excursion. Stretching should never been done forcefully, but rather in a gradual manner to encourage looseness and flexibility.

Hints on Stretching:

- *Stretch necks, backs, arms, thighs, legs and calves.
- *Don't ask the child to stretch more than he or she is capable of.
- *Hold the stretch for at least 10 seconds.
- *Don't allow bouncing while stretching. This tears down the muscle rather than stretching it.
- *Have one or two of the players lead the stretching exercises on a rotating basis.

9) ACCIDENT AND INJURY REPORTING

A. WHAT TO REPORT

An incident that causes any player, manager, coach, umpire, volunteer or spectator to receive medical treatment and/or first aid must be reported to the Monomoy Little League Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of injury.

B. WHEN TO REPORT

All such incidents described above must be reported to the Monomoy Little League Safety Officer within 24 hours of the incident. The Monomoy Little League Safety Officers can be reached at the following:

TBA

C. HOW TO MAKE A REPORT

Initial reports should be made by telephone or in person, followed by a written report containing the information below:

- • The name and phone number of the individual involved.
- • The date, time and location of the incident.
- • As detailed description of the incident as possible, including the relative extent of injury.
- • The name and phone number of the person reporting the incident.

D. TEAM MANAGER RESPONSIBILITY

The team's manager will fill out the **Accident/Injury Reporting Form, copy attached**, and submit it to the Monomoy Little League Safety Officer within 24 hours of the incident.

E. MONOMOY LITTLE LEAGUE SAFETY OFFICER RESPONSIBILITIES

Within 48 hours of receiving the Monomoy Little League Accident Investigation Form, the Monomoy Little League's 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.
- In the event that the injured party required other medical treatment (i.e. Emergency Room visit, doctor's visit, etc.), Officer will advise the parent or guardian of Monomoy Little League's insurance coverage and the provisions for submitting claims.

MONOMOY LITTLE LEAGUE CODE OF CONDUCT/ SAFETY RULES

Responsibility for safety procedures belongs to every adult member of Monomoy Little League. Each player, manager, coach, umpire parent and volunteer shall use proper reasoning and care to prevent injury to him/her and to others.

Never hesitate to report any present or potential safety hazard to the Monomoy Little League Safety Officer immediately, including inappropriate behavior on the part of players, volunteers, or spectators. Managers should make arrangements to have a cellular phone available for a game or practice. Managers and coaches shall never leave an unattended child at a practice or a game.

The Board of Directors of Monomoy Baseball, Inc., administering the Monomoy Little League program has mandated the following Code/ Rules. All managers and coaches will utilize this Code/ Rules and familiarize their players with them. The Board of Directors reserves the right to suspend or ban, or have removed from the field and surrounding area any person in violation of these Code of Conduct/ Safety Rules:

- • Only League approved managers and/or coaches are allowed to play/ practice with teams, including supervision of the use of the batting cage and pitching machine. (Others wishing to assist must first file a Volunteer Form.) No bat-boys or bat-girls allowed.
- • Coaches and umpires are required to walk the field prior to games to inspect for safety hazards.
- • No games or practices will be held when weather and field conditions are poor,

particularly when lighting is inadequate.

- • Play area will be inspected before games and practices for holes, damage, stones, glass and other foreign objects by the coach of the Home Team, and the Field Umpire, and any necessary repairs shall be made prior to the start of the game.
- • During practice and games, all players and spectators should be alert and watching the batter on each pitch for foul balls, errant throws, etc.
- • 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 outside areas, thus protecting spectators.
- • Team equipment must be stored within the team dugout behind screened areas and not within the area defined by the umpires as “in play.”
- • Equipment should be inspected regularly by coaches for condition as well as for proper fit and should be replaced as needed. Bad equipment shall be discarded and replaced.
- • Effective on January 1, 2018, Little League will adhere to the new USABat Standard. All bats used during little league activities (games and practices), **MUST** be marked with the USABat label.
- • During the regular season, batters must wear Little League approved protective helmets, with face cages, while participating in batting practice and games. When running bases, a helmet without a cage may be substituted. Use of face cages is encouraged but discretionary to the Manager during the All Star Season.
- • Absolutely No Curve Balls are allowed in MLL games or practices.
- • No swinging bats or throwing baseballs at any time within the walkways and common areas surrounding the Monomoy Little League Fields.
- • There is no On-Deck batting allowed. No “donuts” allowed.
- • At no time should “horseplay” be permitted on the playing field or in the dugout. During games, players must remain in the dugout area in an orderly fashion at all times.
- • All male players will wear athletic supporters or cups during games. Managers should encourage that cups be worn at practices as well.
- • All catchers must wear catcher’s mitt, chest protector, mask with a

“dangling-type” throat guard, shin guards and catcher’s helmet, all of which must meet Little League specifications and standards, at all times, even while warming up a pitcher and during infield. Catchers must wear a cup.

- • Shoes with metal spikes or metal cleats are not permitted.
- • No throwing rocks. No throwing balls against dugouts or against backstop.
- • No climbing fences. No swinging from or climbing on dugout roofs.
- • Speed limit is 5 miles per hour in roadways and parking lots while attending any Little League function. Watch small children around parked cars. Parking in designated parking areas only.
- • Drinking alcohol or smoking is not allowed in any parking lot, field or common area surrounding the Monomoy Little League fields, or school grounds with which they are associated.
- • Heckling/Chanting: Use common sense and keep it positive with no comments on opposing players or singling out of players. No profane, obscene or vulgar language may be used by players, coaches, or spectators. Little League Rule 4.06 states: No manager, coach or player shall at any time, whether from the bench or playing field or elsewhere:
a) incite or try to incite, by word or sign, a demonstration from the spectators; b) use language which will in any manner refer to or reflect upon opposing players, manager, coach, umpire, or spectators.
- • No fighting with the umpires or undermining the umpires’ judgments. There is an appropriate process to follow in Section 9 of the Official Little League Rules should a Manager want to discuss/ appeal rule interpretation with the umpire during a game.
- • If a pitcher hits more than four total batters in a game, or three batters in one inning, the pitcher must be removed by the plate umpire.
- • All bases must be capable of disengaging from their anchors during play.