

WEST MADISON LITTLE LEAGUE

2019 SAFETY PLAN

701 Forward Drive, Madison, Wisconsin 53711

608-274-6556 | www.wmll.org

League Charters: National = 01490403 | American = 01400410

RESPONSIBILITY FOR SAFETY

- **EVERYONE IS RESPONSIBLE!** WMLL believes in “safety first” and is an active participant in Little League, Inc.’s “A Safety Awareness Program”. Players, coaches, spectators and umpires are expected to be careful, to use good judgment and to adhere to the following safety rules. Since prevention is the key to reducing accidents to a minimum. Players, coaches, spectators and umpires are expected to help keep WMLL’s fields, grounds and facilities neat, clean and safe and to report any hazardous condition or safety issue with the facility, grounds, playing fields and equipment to the Safety Officer, a WMLL board member, a regular grounds crew employee or the full-time staff in the concession stand.
- **Board Members, Coaches & Team Representatives:** It is the responsibility of each board member, coach, assistant coach, and team representative to ensure that the WMLL safety plan is followed. These individuals also must know the proper procedure for contacting emergency medical services and reporting incidents. Coaches also are responsible for checking their team’s equipment and the playing fields to ensure that they are safe and for making sure their players are fully equipped at all times, especially catchers and batters.
- **Safety Officer:** Responsibility for all safety issues is vested in a member of the West Madison Little League (WMLL) Board of Directors who serves as the Safety Officer. The Safety Officer reviews the existing safety policy, makes recommendations to the board for any additional items or changes to the plan, continually reviews operational procedures to ensure that the WMLL Safety Plan is being followed and periodically inspects facilities and equipment to ensure that they remain in a safe condition.

SAFETY PLAN

- **Distribution:** The WMLL Safety Plan is distributed to all Board Members, WMLL staff, coaches & team representatives electronically. Anyone desiring a copy of the safety plan may obtain it from wmll.org or request one from WMLL’s safety officer.
- **Posting:** The WMLL Safety Plan is posted in the Concession Stand area, the Grounds Office and the Mailbox Room area. The Safety plan is also available on the WMLL.org site.
- **CONTENTS:**
 1. Emergency Contact Information
 2. First-Aid & Injury Reporting
 3. Volunteers & Staff
 4. Facility & Equipment
 5. Concession Stand
 6. Weather
 7. Practices & Games

Addendum: Behavior Expectations

1. EMERGENCY CONTACT INFORMATION

CONTACTING EMERGENCY MEDICAL SERVICES, FIRE OR POLICE

Should emergency medical services, fire rescue or the police be required, take these steps:

- **Designate someone at the scene to quickly call 9-1-1**, preferably from a cell phone near the injured person. If this is not possible, send someone else to make the call from the telephone in the concession stand. The person making the call should provide key information to the dispatcher, answer the dispatcher's questions, relay information as instructed by the dispatcher and stay on the line until the dispatcher hangs up.
 - *Key information includes the caller's name, the phone number they are calling from, the address, location and condition of the injured person, a description of what happened and a summary of what care is being given.*
- **Continue to care for the victim until professional help arrives.**
- **Appoint someone to go to the street and wait for the first responders**, flagging them down if necessary. This saves valuable time. Remember, every minute counts.

EMERGENCY AND KEY OFFICIALS' PHONE NUMBERS

EMERGENCIES:

- **Police, Fire Rescue and Ambulance: 911**

Non-Emergencies:

- Madison Police West Precinct: 243-0500
- Poison Control Center: 800-222-1222

WMLL Key Officials:

- Safety Officer: Brian Beutter: 535-0001
- Executive Director: Brian Beutter: 535-0001
- President: Tom Heneghan: 698-1995
- VP-Baseball: Harry Miller: 233-0866
- VP-Softball: Greg Newman: 358-1795

WMLL Board Officers:

- President: Tom Heneghan: 698-1995
- VP-Baseball: Harry Miller: 233-0866
- VP-Softball: Greg Newman: 358-1795
- Treasurer: Bruce Perchik: 669-6744

WMLL Board Members:

- Kraig Bodie: 218/780-8746
- Bob Collins: 445-9216
- Todd Conkey: 338-6225
- Scott Fossum: 209-2485
- Michele Gassman: 345-1508
- Frank Lenocho: 658-5613
- Mark Newburg: 831-0334
- Mark Schauder: 843-1325
- Jerry Schmitt: 575-3988
- Robb Vogel: 444-5040
- Barry Vredenburg: 575-6204

2. FIRST-AID & INJURY REPORTING

FIRST-AID SUPPLIES

- **Automated external defibrillator (AED):** An AED is available at the concession stand & AED training is included as part of WMLL's first-aid training session.
- **First-Aid Kits:** Coaches must have a basic first aid supplies available at all games as well as practices. WMLL supplies all coaches with ice packs, bandages and band aids. A larger first-aid kit & replacement supplies are available at the concession stand or by contacting your league coordinator.

FIRST-AID REMINDERS

Do:

- Ensure that proper emergency medical attention is provided should it be required.
- Know your first aid limitations.
- Ensure that players have plenty of fluid to drink, particularly when the temperature is hot.
- When assisting those that require medical attention, remember to:
 - Look for signs of injury, blood, black and blue deformity, etc.
 - Listen to the injured; describe what happened and what hurts.
 - Calm the injured.
 - Feel the injured area carefully for signs of a broken bone or swelling.

Don't:

- Administer any medications.
- Provide any food or beverage except water.
- Be afraid of requesting help if you are not sure of the proper medical response.

Communicable Disease Procedures

- Before a player that has bled may continue to play, the bleeding must be stopped, the wound covered and, if there is blood on the uniform, it must be changed.
- The use of protective gloves is required to prevent mucous membrane exposure when in contact with blood or other body fluid is anticipated.
- Immediately wash hands and other skin surfaces contact with the contaminated blood.
- Clean all blood contaminated surfaces and equipment.
- Anyone with open wounds should refrain from direct contact with other until the condition is resolved.

INJURY REPORTING & FOLLOW-UP

- **Injury Reporting:** Any injury that causes a player, coach, umpire or spectator to receive medical attention and/or non-minor first aid must be reported to WMLL's Safety Officer, President or Executive Director within 48-hours of the incident.
- **Injury Follow-up:** Within 48 hours of receiving the injury report the Safety Officer will contact the injured party of their family to check on the status of the injured party & determine for WMLL records if the subject received further medical treatment.

3. VOLUNTEERS & STAFF

VOLUNTEER APPLICATIONS & BACKGROUND CHECKS

- **Volunteer Applications:** All WMLL volunteers including coaches and board members must submit a National Little League provided Volunteer Application (with social security number as an option) prior to serving WMLL in any capacity. WMLL uses an online application managed by JDP, a recommended partner of Little League International. Anyone that refuses to fill out the Volunteer Application is ineligible to participate as a WMLL volunteer.
- **Background Checks:** Volunteer applications are used in part to request a criminal background check to determine if there has been any record of sexual misconduct. The WMLL safety director is responsible for ensuring that all required criminal sexual misconduct checks are completed with the United States Department of Justice Criminal Registry, also the national Little League Registry is used for any checks in question.

TRAINING FOR COACHES

- **Training Topics:**
 - **Fundamentals training:** Fundamentals training consists of coaching techniques, how to conduct practices, proper techniques for sliding, hitting, fielding, warming up, etc.
 - **Safety and First-Aid training:** Safety and first-aid training includes training in basic first aid and the Heimlich Process, safety rules for practices and games, accident reporting procedures, equipment inspection how-to's, etc
- **Training Requirements:** Every WMLL coach is required to attend a coach's clinic once every three years. At least one coach per team is required to attend a coach's clinic each year. It is recommended that the head coach attend the clinic, but in his/her absence, an assistant coach is required to attend.
- **Training Clinics & Fees:** Every spring, WMLL provides coaches with information about a number of recommended coaching clinics, some free and some with a fee. If a coach cannot attend a free clinic, WMLL will pay the cost of the clinic for one coach per team.

4. FACILITY & EQUIPMENT

BALL PARK SAFETY

- **Safety Guidelines & Rules:** All players, coaches, volunteers, umpires, spectators & visitors to WMLL must adhere to the following safety guidelines & rules:
 - They must be careful, use good judgment and adhere to WMLL safety plan guidelines at all times.
 - They are expected to report any hygiene issues, hazards or safety concerns to a WMLL board member or to ground crew or concession stand staff.
 - They should not stand directly behind the backstop screen, should not have their hands in contact with wire fences bordering playing fields & should be on the lookout for foul balls and thrown balls at all times.
- **Ballpark Prohibitions:** The following activities & items are PROHIBITED on WMLL property:
 - Pets (excluding service animals)
 - Alcohol, drugs & smoking (including vaping & e-cigarettes)
 - Weapons of any kind
 - Peanuts & tree nuts
 - Littering (please clean up after yourself & use a trash can)
 - Using bikes, skateboards, scooters or rollerblades
 - Climbing on fences, trees, picnic tables or on or under bleachers

PLAYER DROP-OFF & PARKING

- **Player Drop-Off Area:** WMLL families must use the designated drop off zone on Forward Drive just to the north of the main parking lot entrance for player drop-offs or pick-ups & may not pull into WMLL's parking lot as there are many people in the area.
- **Permit Required in WMLL Parking Lot:** To ensure adequate parking for those with special needs and coaches carrying heavy equipment bags, the use of WMLL's parking lot is restricted to vehicles displaying either an official handicap permit or a valid WMLL parking pass. Violation of this policy will result in the Madison Police Department being called and a citation being issued.
- **No Parking in Fenced Maintenance Yard:** Parking is not permitted within the fenced in maintenance yard. Violators will be towed at the vehicles owner's expense.

FACILITY INSPECTIONS & MONITORING

- **Annual Facility Inspection:** The WMLL Safety Officer and members of the Board of Directors inspect the WMLL complex prior to the beginning of each season to determine that all facilities, dugouts, bleachers, parking lots, concession stand, batting cages, lighting and all other areas of the facilities including equipment owned by WMLL are safe for the season.
- **Regular Monitoring:** The WMLL permanent ground crew is responsible for the monitoring of the facility and grounds for safety issues daily prior to the day's games. Any issues involving safety will be corrected prior to the playing of any games on the field. A WMLL safety audit sheet (As approved by the Little League International) is utilized to ensure that all items are checked and tested on a weekly basis.

- **Pregame Field Walks:** Coaches should inspect the field prior to games to determine if there are any areas that are unsafe such as holes in the field, a break in the fence, etc. If a problem is observed, the game will not be played until the problem is corrected.
- **Member Support & Reporting:** Players, coaches, spectators and umpires are expected to help keep WMLL's fields, grounds and facilities neat, clean and safe and to report any hazardous condition or safety issue with the facility, grounds, playing fields and equipment to the Safety Officer, a WMLL board member, a regular grounds crew employee or the full-time staff in the concession stand.

EQUIPMENT INSPECTIONS & MONITORING

- **Preseason Inspection:** Prior to issuing any equipment at the beginning of the year, League Coordinators will inspect all equipment prior to issue to coaches. Any equipment that is in need of repair or deemed unsafe will be replaced with approved and inspected replacement equipment.
- **In-Season Inspection / Monitoring:** During the year, it is the responsibility of the managers and coaches to regularly inspect all equipment and replace any equipment that is unsafe. Equipment that is broken or unsafe should never be used (even in practice). The equipment should be replaced as soon as the damage is noted.

BASES

- **"Break-Away" Bases:** WMLL uses "break-away" bases for both baseball and softball.
- **Double-First Base:** Leagues with younger players also use a double first base. Base runners shall use the outside orange base and defensive players shall use the white base closest to the field whenever practical.

5. CONCESSION STAND

PERSONNEL

- **Concessions Stand Manager:** The concession stand manager is a paid employee of West Madison Little League that is trained in the serving and storage of all food items. It is the responsibility of the concessions stand manager to ensure that the concession stand is operated in a safe manner & that all paid staff have received training on & understand equipment operations and concessions stand safety guidelines.
- **Paid Staff:** While in operation, the concession stand must be staffed with a paid staff member that has been trained on understands equipment operations and concessions stand safety guidelines.
- **Volunteer Help:** Parents may assist but only in the presence of a trained staff member. All parents and employees working in the concession stand must adhere to concession stand safety guidelines.

EMERGENCY RESPONSE & FIRST-AID

- **Emergency Response:** If your clothing catches on fire, Stop Drop and Roll. For all emergencies, follow the instructions in the “Emergency Contact Information” and “First-Aid & Injury Reporting” sections.
- **Fire Extinguisher:** A fire extinguisher is located in the concession stand with posted rules for operation. All paid staff must understand how to operate the extinguisher prior to working in the stand.
- **First-Aid Kit:** A large first-aid kit & replacement supplies are kept in the concession stand at all times.
- **Automated external defibrillator (AED):** An AED is available at the concession stand & AED training is included as part of WMLL’s first-aid training session.

SAFETY RULES

- **Handwashing:** Concession stand workers must keep their hands clean at all times – frequently washing their hands with soap and water.
- **Equipment & Appliances:** Only the paid trained concession stand staff may operate any of the hot appliances to include the machines that make, popcorn, hot dogs, coffee and hot chocolate. All employees must familiarize themselves with the operating procedures for each piece of equipment in the concession stand.
- **Housekeeping & Storage:** Nothing is to be stored in and around the hot burners or cooking appliances. Combustible objects such as pot holders, towels, aprons etc. must not be placed near cooking appliances. All loose material, boxes, packages, napkins, etc. must be stored on shelves.
- **Annual Inspection:** The City of Madison Food Inspection Division will annually inspect the concession stand to ensure it meets all the requirements of City and State laws pertaining to the serving of food.

6. WEATHER

LIGHTNING AND SEVERE WEATHER RULES

- **Lightning:** When lightning is visible, the game will be suspended for thirty minutes and all coaches, players, spectators and umpires must take immediate shelter in the dugouts, near the concession stand or in private vehicles to ensure their safety. No one should ever seek shelter from lightning under a tree.
 - It is the responsibility of both the game umpires & head coaches to postpone or terminate a game should lightning become a safety factor. A game should never be played with lightning in the area. Coaches that refuse to stop a game due to lightning will be removed as a coach in WMLL and will assume any liability for any result of not stopping the game.
- **Delaying Games due to Rain, Lightning or Lighting Failure:** If a delay occurs after a game has begun, the first fifteen minutes of the total delay time do not count as part of the game time limit.
- **Calling Games due to Rain, Lightning or Lighting Failure:** When a game has been delayed for forty-five minutes, the game will be called. Prior to leaving the field of play, the coaches will verify the line ups, score and exact point at which play has been stopped (i.e. outs, balls and strikes batter, runners score, etc.) Any dispute should be referred to the league coordinator and/or Softball Operations Committee for resolution.
 - A game called before the completion of one inning will be rescheduled as a new game.
 - A game called after the completion of one inning and before it is an official completed contest will be considered a suspended game. A suspended game shall be resumed at the exact point of suspension.

Resuming a Suspended Game:

- *The league coordinator shall attempt to reschedule the suspended game at the time when the two teams will be playing each other again. The suspended game will be played prior to the regulation game or another suspended game.*
 - *The line ups and batting order of the teams shall be the same as the moment of suspension. If player(s) present originally are absent when the suspended game is resumed their spots in the batting order will be skipped over with no penalty. Players absent originally, but present when the game is resumed will be added to the end of the batting order.*
 - *All pitching regulations will be determined by the week during which the suspended game is being resumed.*
- **Immediate Cancellations:** These rules will not restrict the Board of Director(s) present at the field from immediately canceling play in order to ensure the safety of coaches, players, spectators, umpires and concession workers.

7. PRACTICES & GAMES

WARMUPS

- **Off-Field Warmups:** Teams may warm-up prior to games in appropriately designated areas. Players should be careful when warming-up so other individuals are not injured. Players may throw on the north side of the cages and in the grass area near the major field, but NOT in the grass area between the batting cages and the parking lot. Soft toss and other pregame batting practice can take place only in a batting cage or in an area officially designated for that purpose. Only whiffle balls, tennis balls, or other soft surface balls are permitted for soft toss.
 - *Note: Players are not permitted to enter Ch 15 property for any reason at any time. Coaches & other adults are allowed on Ch 15 property only to retrieve balls and must cross the Ch 15 driveway carefully, looking both ways for vehicle traffic when doing so.*
- **On-Field Warmups:** Players may warm up in foul territory or in the outfield area prior to games. Time permitting, the home team may conduct infield practice for eight minutes or the time available until the official start time, whichever is less. Time permitting means that the infield practice cannot interfere with the game's official start time. All players present (not just the starting infielders) should participate in the infield practice.
- **Practice Swings:** Players should not swing the bat unless they are in an approved warm-up area and then only when it is safe to do so. Approved warm-up areas are limited to near the batter's box or in a batting cage, a soft toss station or a Senior Field on-deck circle. Bats may not be swung beside or behind the dugout. A player/team will get one warning if observed swinging a bat in an unauthorized area. Any subsequent swinging of the bat in an unauthorized area will result in the player caught being ejected from the current game. A team that received more than one ejection a year will result in the player and the coach being ejected for that game and the next game.
- **Pitcher Warmups:** Pitchers warming up prior to or during the game must do so in each field's designated area. To avoid wide throws hitting anyone near the dugouts, pitchers must throw from the area closest to the dugout with catchers located farthest away from the dugout. Only players wearing the required protective equipment may warm up pitchers - including warming up pitchers between innings.

PLAYER PROTECTIVE GEAR

- **Batting Helmets:** All offensive players outside the dugout must wear batting helmets including batters, on-deck batters, base runners and player coaches. Players batting and pitching in a batting cage are also required to wear a helmet. It is recommended that adults pitching batting practice in the cage wear a batting helmet.
- **Catcher's Equipment:** Catchers must wear Little League approved helmets, mask, throat guard, chest protector and shin guards during games, warm-ups and practices. All male catchers must also wear a protective cup. All teams should have an additional set of catching gear to allow a player to warm up pitchers.
- **Protective Cup:** All male players must wear a protective cup at all times during games and practices. There are no exceptions!
- **Mouth Guards:** It is recommended (but not required) that all players wear a protective mouth guard when playing or practicing.

- **Safety Glasses:** Players requiring glasses are encouraged to wear safety glasses.
- **Jewelry Ban:** Except for medical identification purposes, players may not wear jewelry, rings, watches, pins or metallic items during games and practices. Once the game has started, umpires will issue one warning and repeated violations will result in an expulsion from the game for the player(s) violating the rule.

DUGOUT AREA & PLAYER SUPERVISION

- **Dugout Entry:** Only uniformed players, the manager, one coach (two for Atlantic League baseball & Minor & Major League softball) and one scorekeeper are permitted on the bench. Siblings, parents, friends, other players, etc. are not permitted in the dugout. The manager should require all others to leave the dugout. The umpire will issue one bench warning to the team. Subsequent violations will result in the team forfeiting the game.
- **Player Movement:** Players must stay in the playing area or on the bench during the game unless the manager permits them to leave. Players must remain in the dugout unless they are actively playing the game or warming up.
- **Player Supervision:** Coaches must enforce “no horseplay” rules prior to and during games and practices. Coaches should never leave an unattended player after games or practices. Coaches should ensure that all players have someone present to care for them before you leave the area.
- **On-Field Coaches:** Adults may be base coaches when their team is at bat. All coaches, if not coaching a base, must stay within three feet of the dugout entrance unless there is a time out between innings. On-field defensive coaches are allowed in Atlantic League baseball & Minor League softball according to the Local Rules for those leagues.
- **Equipment Storage:** All team equipment must be stored in the dugout, behind the dugout or on the bat rack. It may not be stored on the field or next to any of the fences. It is the responsibility of the on-deck batter to secure any bats or other equipment that is outside the dugout.

GAMES

- **Bat Throwing:** A player will receive one warning each game for inappropriately throwing the bat. For any subsequent instance of throwing the bat in that same game the player will be called out. The warning and out can be on the same at bat. If a hitter is called out for throwing the bat the ball will be dead and any runners must return the base, which he/she occupied prior to the pitch. Note: this rule applies to accidental bat throwing, not to bat throwing in anger or protest.
- **Base Defense:** In both baseball and softball, defensive players should make every effort not to block the base.
- **Sliding:** Except when returning to a base, headfirst sliding is not permitted in the Minor and Little League divisions. Headfirst sliding is discouraged at all levels.

Addendum: **BEHAVIOR EXPECTATIONS**

OVERVIEW

- **Behavior Guidelines & Rules: *HELP KEEP WMLL POSITIVE & BE A GOOD SPORT!***
 - *Be respectful, considerate, supportive & positive. Others are watching...including your child!*
 - *Encourage good sportsmanship by demonstrating it at all times.*
 - *Remember that the players are kids, this is a game, the coaches volunteer & the umpires are human (& usually kids)...**RELAX & ENJOY THE GAME!***
- **Prohibited Behavior:** *The following activities & items are PROHIBITED on WMLL property:*
 - *Using offensive language or gestures*
 - *Noisemakers (radios, cow bells, clap sticks, air horns, etc.)*
 - *Heckling, taunting & intentionally distracting teams, coaches or players (including booing)*
 - *Harassing & disrespecting umpires (including questioning calls, not accepting decisions & undermining their authority)*
 - *Confronting coaches or managers during games*
 - *Entering the dugout or playing field (unless you are a coach, umpire or player)*
 - *Verbal & physical altercations & other negative interactions with coaches, spectators, umpires & players.*

DETAILS

- **Sportsmanship:** *Coaches, parents, players, and all spectators should adhere to a high level of sportsmanship. The league will not tolerate harassment of umpires; verbal or physical altercations involving coaches, players, or spectators; hazing; or negative interactions between or among coaches, spectators, and players, including organized chanting or “cheering” directed at opposing teams or players. Instances of unsportsmanlike behavior reported to the Board of Directors will be investigated by the President and may result in discipline, including suspensions.*
- **Treatment of Umpires:** *Coaches, players, and spectators must accept and respect umpire decisions. They should refrain from questioning judgment calls and must avoid actions which tend to undermine umpire authority.*
- **Coach Interactions with Umpires:** *The coach should provide the players and fans with an exemplary model of sportsmanship. To question an umpire’s ruling only one coach is to represent the team. The coach must request a time out and calmly consult with the umpire who made the call. A coach must remain in foul territory and may not run out of the dugout or yell objections. To check on an injured player’s status, the coach may be on the playing field after an umpire requests their assistance. Coaches who feel an individual umpire is lacking in skills or knowledge should not offer instruction or advice, but should report their concern to the League Coordinator or Umpire Coordinator.*
- **Warnings & Ejections by Umpires:** *Umpires will not tolerate any abusive language, equipment throwing or other violent or unsportsmanlike behavior by coaches, players or fans. Any person guilty of participating in these actions will be warned once by the umpires. In severe instances the offending party will be immediately ejected. A second violation will result in ejection from the game and removal from the WMLL field areas. The umpire will report such ejections to the umpire coordinator who will notify the Softball Operations Committee Chairperson. Unsportsmanlike behavior which results in a game ejection carries with it another one game suspension. For a second game ejection, there will be an automatic three game suspension. For a third game ejection, the individual will receive a season ending suspension.*