A Safety Awareness Program (ASAP)

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2023

Branford Little League

President: Tricia Lougal

Safety Officer: Scott Lougal

# Purpose

A Safety Awareness Program (ASAP) is intended to help ensure that all local Little Leagues in the United States operate a consistently safe and healthy program. To help guide each local league, ASAP includes 15 minimum requirements. These requirements were developed to encourage responsible best practices in support of a rewarding, and safer, Little League experience. A safety plan must include these 15 minimum requirements before the plan will be approved by Little League International.

However, the 15 requirements are minimum requirements. This plan, in addition to Branford Little League actively considering new ideas and practices to improve our safety plan further, is also intended to:

1. Ensure a culture that player safety always remains a primary focus.
2. Instill a culture that player safety will always be communicated to players, coaches, volunteers, and parents.

Doing so will promote goodwill for among the families that participate in Branford Little League, its volunteers, its board members, and the larger Branford community.

## Safety Officer (Requirement 1)

Little League International rules require that Branford Little League have an active safety officer on file with Little League International.

Branford Little League’s Safety Officer is Scott Lougal .

The Safety Officer is responsible for creating awareness and educating the league on the opportunities to provide a safer environment for children and all participants. A key component of the Safety Officer’s duties is promoting compliance of safety procedures.

The Safety Officer enforces safety compliance by:

* Preparing and enforcing a Safety Awareness Program (ASAP). The ASAP is submitted to Little League International yearly.
* Educating players, coaches, umpires, volunteers, and parents on safety and safety programs. Coaches clinics are used to teach proper use of equipment, player safety, and first-aid.
* Supporting accident reporting, including “near misses.” This is a critical responsibility that coaches, umpires, volunteers, and parents all feel comfortable reporting accidents. Such reporting helps Little League International develop new rules regarding player safety. “Near miss” accidents help local leagues identify possible areas of concern to include in future ASAP plans.
* Identifying new opportunities to promote safety further. Two areas that have been identified this year are: 1) meet parents at player evaluations, and 2) raise awareness and education for players who have food allergies.

These steps are established to help ensure player safety remains a primary focus.

## Safety Manual Distribution (Requirement 2)

Little League International rules require that all Branford Little League safety manuals (ASAP) be accessible to all league personnel, including board members, coaches, managers, concession workers, facilities crews, etc. The Safety Officer accomplishes safety compliance by:

* Posting the safety plan on the Branford Little League website.
* Providing a printed and electronic safety plan to all Branford Little League commissioners.
* Ensuring a printed safety plan is in each coach’s equipment bag.
* Maintaining a printed safety plan at the concession stand.
* Providing a safety plan to the District Administrator and/or District Safety Officer.
* Identifying new opportunities to ensure parents can access the safety plan.

These steps are established to help ensure player coaches, umpires, volunteers, and parents have access to the safety plan.

### Emergency Plan (Requirement 3)

Little League International rules require that emergency and key officials’ phone numbers and email addresses be posted and distributed. Emergency phone numbers and key contacts lists are provided in “Appendix A” in this manual. In addition, a copy of Appendix A is provided in each Coaches’ Bag, key fields/dugouts, and in the concession stand. These steps are established to help ensure coaches, umpires, volunteers, and parents understand who to contact in the event of an emergency.

## Volunteer Application (Requirement 4)

Little League International rules require that all Branford Little League board members, coaches (including “practice coaches”), umpires, concession stand staff, and any other persons (volunteer or hired) who provide regular service to the League and/or have repetitive access to or contact with players or teams must:

1. Fill out application forms -AND-
2. Provide government-issued photo identification cards for ID -AND-
3. Complete a nationwide background check using J.D. Palantine (JDP), or an equivalent provider, in accessing background check records for sex offender registry data and other criminal records.

All three requirements must be satisfied annually before any individual can assume their responsibilities or interact with any players.

Branford Little League uses JDP. They have a criminal data base that contains over 600 million records, including criminal and sex offender registry records covering all 50 states and the District of Columbia. More information can be found at: https://www.jdp.com/littleleague-backgroundcheck/.

These steps are established to help ensure all coaches, umpires, concession stand staff, and all other volunteers comply with Little League Regulation 1(c) 9.

## Fundamentals Training (Requirement 5)

Little League International rules require that all Branford Little League coaches attend fundamental training seminars. Fundamentals include hitting, sliding, fielding, pitching, etc.

Coaches must attend these seminars before the season begins. At a minimum, coaches are required to successfully attend and complete one seminar every three years. However, a minimum of one coach per team must attend these seminars before each season begins. Branford Little League documents attendance to help comply with this requirement.

Branford Little League will hold Fundamentals Training on a date in March 2023 at Batter Up Guilford, CT. The seminar will be led by Adam Greenberg, Steven Bray, and Brian Gallagher.

Branford Little League documents attendance to help comply with this requirement.

These steps are established to help ensure coaches are provided with basic expectations to help teach players correctly.

## First-Aid Training (Requirement 6)

Little League International rules require that all Branford Little League coaches attend first-aid training. Coaches must attend one training seminar in its entirety once every three years. However, a minimum of one coach per team must attend these training seminars before each season begins. Only specific medical professionals, such as doctors, nurses, LPNs, and paramedics are exempt from this requirement. Individuals who attend various outside first-aid training and courses are not exempt from this requirement and must comply with it.

Branford Little League will hold First-Aid Training in March 2023 at Sliney Field, Branford, CT. The training will be provided by John Cudgma. Mr. Cudgma is a retired member of the Branford Fire Department, additional credentials. Branford Little League reviewed Mr. Cudgma’s certifications; his certifications are maintained on-file.

Branford Little League First-Aid Training is intended to cover the following subjects as determined by the instructor:

* Contusions
* Muscle Pull, Strains, and Over-Use Injuries
* Sprains
* Fractures
* Injuries to small joints
* Facial Injuries, including teeth
* Eye Injuries
* Insect Bites and Stings
* Heat Illness
* Triage and Emergency Management  Concussions

Branford Little League documents attendance to help comply with this requirement.

These steps are established to help ensure coaches understand and differentiate between mild, moderate, and severe injuries and taking the necessary actions that address each of these three categories.

## Check Field Conditions (Requirement 7)

Little League International rules require that all Branford Little League coaches and umpires walk fields to check for hazards before practices and games start. Coaches and umpires are encouraged to use “common sense” looking for holes, divots, rocks, glass, debris, etc., Hazards should only be eliminated if it doesn’t pose a risk or an injury to that coach or umpire. Otherwise, the Branford Little League Safety Officer should be contacted. In the absence of the Safety Officer, then the Branford Little League President, Tricia Lougal, should be contacted. The Vice-President, Don Lawrence, should be contacted if the President is unavailable. Contact information is provided in “Appendix A” of this manual.

Branford Little League “home” coaches and the umpires are responsible for checking field conditions.

These steps are established to help ensure that coaches and umpires verify that fields and dugouts are safe before practices and games.

## Facility Survey (Requirement 8)

Little League International rules require that Branford Little League complete/update an Annual Facility Survey in the Little League Data Center. These surveys are intended to help Branford Little League: 1) identify potential facility hazards that may have gone unnoticed to help avoid accidents and injuries, and 2) identify potential opportunities that may have gone unnoticed to help improve the overall baseball experience.

Branford Little League has completed and updated the 2021 Facility Survey on-line.

## Concession Stand Safety (Requirement 9)

Little League International rules require that Branford Little League be responsible for the safe operations of the concession stand and food trucks, even though the concession stand and food trucks are not operated by Branford Little League. This requirement mandates that concession stand and managers and food truck operators at a minimum are trained in safe food handling/preparation and procedures. Concession stand and food truck operators must also post/maintain written safety procedures. Branford Little League partners with the East Shore District Health Department to help comply with this mandate.

In addition, all concession managers and food truck operators, including all of their employees and workers, must complete a nationwide background check using J.D. Palantine (JDP), or an equivalent provider, in accessing background check records for sex offender registry data and other criminal records as required in the Requirement 4 – Volunteer Application section of this manual.

These steps are established to help ensure all concession stand and food truck patrons are provided with the same minimum expectations of food safety that they are entitled to patronizing restaurants in the greater community.

### Equipment Check (Requirement 10)

Little League International rules require that Branford Little League conducts regular equipment inspection and replacement. The Branford Little League Safety Officer inspects all equipment prior to the beginning of each season. Equipment that is found to be or considered to be unsafe is discarded and replaced with equipment that is safe. Such equipment may be new or has been previously used. The Safety Officer then assembles “coaches’ bags,” which are then distributed to each Branford Little League coach just prior to the beginning of the season. Coaches’ bags are provided with equipment that was found to be safe and complies with Little League International rules.

Coaches and umpires are then asked to conduct inspections prior to games; umpires are ultimately responsible for ensuring all equipment is safe. At a minimum:

Bats

Player bats must meet the USABat Standard. This requirement applies to all levels of Branford Little League. The “USABat” licensing mark must appear on the bat. Tee ball bats can only be used with tee balls.

Helmets

Player helmets must meet National Operating Committee on Standards for Athletic Equipment (NOCSAE) specifications and bear the NOCSAE stamp. Altering a helmet in anyway (drilling holes, removing padding, etc.) generally results in the manufacturer voiding the NOCSAE certification of that helmet, making it illegal to use. If a helmet is altered, the manufacturer should be contacted to determine if the NOCSAE certification is voided as a result of the alteration. BLL assumes the helmet is illegal until proven otherwise. (Manufacturers’ documentation should be obtained and kept with the coaches’ bags; copies of such documentation should also be forwarded to BLL Safety Officer at bllsafetyofficer1@gmail.com to be kept on-file.)

“C-Flaps”

“C-flaps” and face guards that are the most popular alterations. These specific alterations attach to helmets’ ear flaps. (“Facemasks” that come with helmets attach to the face of the helmet. Such facemasks aren’t considered “face guards.”). NOCSAE doesn’t publish a standard for c-flaps on a stand-alone basis or combined with helmets. After reviewing several manufacturers’, Branford Little League suggests that coaches ensure the following as a first step:

* Visit the specific manufacturers’ websites for any helmet and alteration in question. The more popular manufacturers (Easton, Wilson Mizuno, etc.) do a very good job explaining of what and what doesn’t void SEI and NOCSAE.
* Generally, manufacturer-specific c-flaps are compatible with that manufacturer’s helmet and won’t void SEI and NOCSAE.

These steps are established to help ensure that coaches and umpires ensure players play with equipment that is safe and meets Little League International rules.

## Accident Reporting (Requirement 11)

Little League International rules require that Branford Little League be responsible for promptly reporting accidents, including documenting and tracking accidents. “Nearmisses” are also to be reported to evaluate practices and avoid future injuries. Accidents and near-misses are to be shared with District 4 staff.

Accident claim (Little League Baseball and Softball Accident Notification Form), Claim

Form Instructions (Little League Baseball & Softball), and A Safety Awareness Program’s Incident/Injury Tracking Report forms are provided in “Appendix B” in this manual. In addition, a copy of Appendix B is provided in each Coaches’ Bag.

### First Aid-Kits (Requirement 12)

Little League International rules require that Branford Little League ensure each team has a first-aid kit. The Branford Little League Safety Officer inventories and inspects all first-aid kits prior to the beginning of each season. Equipment that is found to be or considered to be unsafe is discarded and replaced with equipment that is safe. Such equipment may be new or has been previously used. The Safety Officer then ensures that a first-aid kit is assigned to every “coaches’ bags,” which are then distributed to each Branford Little League coach just prior to the beginning of the season.

Branford Little League First-Aid kits contain the following items as a minimum:

* Chemical Ice Packs
* Bandages (large and small)
* Nonstick pads (assorted sizes)
* Gauze (including “Ace” wraps, elastic wraps, etc.)
* Oval Eyes Pads
* Hypo-Allergenic First Aid Tape
* Scissors
* Tweezers
* Inventory List (First Aid Kit)
* Antiseptic wipes
* Latex/rubber gloves
* Small plastic bags  Ambulance

## Enforce Little League Rules (Requirement 13)

Little League International rules require that Branford Little League enforces all Little League Rules. All Branford Little Board members, coaches, assistant coaches, and umpires are required to follow and enforce such rules. Most of these rules are biased towards safety. For example, but not limited to:

* Players should always have/wear required equipment, including when warming up catchers on the fields.
* Rules apply to both practices and games.
* Coaches and assistant coaches are not allowed to catch/warm-up pitchers (Rule 3.09); this includes standing as the backstop during practice as an informal catcher for batting practice.

Branford Little League has completed and updated the 2021 Facility Survey on-line. (Requirement 8)

These steps are established to help ensure Board members, coaches, assistant coaches, and umpires are provided with basic expectations to help enforce Little League Rules.

## Player / Coach Data (Requirement 14)

Little League International rules require that Branford Little League submits league player registration data (or player roster data) and coach (manager) data. This information is submitted through the Little League Data Center. Branford’s ASAP manual is not approved by Little League International until the registration data has been fully submitted.

This step is established to help ensure Little League to provide coaches and league officials with important safety information and initiatives prior to, and during, the current playing season.

## Answer New Survey Questions for 2023

### (Requirement 15)

Does you league require abuse prevention training for it’s volunteers?

Which training does your league use?

Safe Sport

USA Baseball Abuse Awareness Training

Players Health

Praesidium

County or State Training

Other

# Appendix A: Emergency Phone and Contact

List

EMERGENCY

Branford EMT/Police/Fire: 911

Non-Emergency Contact Numbers

Branford Fire Department (203-488-7266)

45 North Main Street, Branford, CT 06405

Branford Police Department (203-481-4241)

33 Laurel Street, Branford, CT Emergency 203-481-4241

Area Hospitals

Yale New Haven Health Shoreline Medical Center (203-453-7900)

111 Goose Lane, Guilford, CT 06437

Yale New Haven Children’s Hospital Emergency Room (203-688-3333)

1 Park Street, New Haven, CT 06510

Branford Little League Board Members

* President: Tricia Lougal, 203-645-5286, tricia23lougal@aol.com
* Vice President: Don Lawrence, 203-488-8476, dlawrence06@snet.net
* Safety Officer: Scott Lougal,203-627-6027 (safetyofficerbll@gmail.com)
* Player Agent: Brian Gallagher, 917-399-4557 (brian@murphyspaw.org)

# Appendix B: Accident Forms (samples)



Accident Notification ASAP Incident and Claim Form

Form.pdf Injury Tracking Form.p Instructions.pdf