



MILFORD LITTLE LEAGUE POLICY STATEMENT

*Milford Little League
Is A Non-profit Organization
Run By Volunteers
Whose Purpose
Is To Provide An Opportunity
For Our Community's Children
To Learn the Game of Baseball
In A Safe And Friendly Environment.*

MILFORD LITTLE LEAGUE SAFETY OFFICER

The official designated Safety Officer for Milford Little League is:

Will Mitchell Jr.

will@williamcmitchell.com

678-464-2011

Milford Little League is dedicated to providing a safe environment for the children of our community. Safety plans are available to anyone interested. Team managers and coaches for each league are given a copy of the Milford Little League ASAP plan.

All equipment was inspected prior to the season (February 2020). Managers and coaches are asked to inspect the equipment before each practice or game during the season.

Safety kits/ First Aid kits are distributed to all teams and kept in the equipment bags. This will help to insure a safety kits are available at all team practices and games. Milford Little League is also committed to utilizing the Field and Game Safety Checklist prior to each practice and each game. Checklist forms are distributed to all teams (managers and coaches).



MILFORD LITTLE LEAGUE 2020 BOARD OF DIRECTORS

<u>NAME</u>	<u>POSITION</u>	<u>EMAIL</u>
Tony Wright	President	worktruck2011@hotmail.com
Sharita Rolle	Co President	smonique83@gmail.com
Steve Lanigan	Vice President	stevenwlanigan@gmail.com
Monique Andrews	Secretary	andrews.house@hotmail.com
Jeff Colwell	Treasurer	jcolwellgada2@gmail.com
Aundrea Wardlaw	Player Agent	milfordbod2018@gmail.com
Will Mitchell	Safety Officer	will@williamcmitchell.com
Louie Sigerseth	Coaching Coordinator	wsigerseth@gmail.com
Yannick Rolle	Coaching Coordinator	yrolle@comcast.net
Raymond Carter	Concession	dmondcarter@yahoo.com
Chris Furnish	UIC	cfurnish02@yahoo.com
Charles Thompson	at large	thompson6742@bellsouth.net



LITTLE LEAGUE PHONE NUMBERS

District 2 Safety Officer, Bobby Young	bobby.young@yahoo.com
Williamsport Insurance Claim Office	570-327-1674

Wellstar Cobb Hospital...3950 Austell Road, Austell, GA.....	770-732-4000
Wellstar Kennestone Hospital 677 Church St. Marietta, Ga.	770-793-5000

Police – Emergency – All locations.....	9-1-1
Fire – Emergency – All locations.....	9-1-1
Poison Control.....	_ 9-1-1
Fire/EMS – Non-Emergency –	770-528-8000
Police – Non-Emergency –	770-499-3900
Child Abuse & Neglect.....	770-528-5015

District 2 Little League Staff

District Administrator.....	Jeff Colwell.....	jcolwellgda2@aol.com
Assistant District Administrator.....	Harold Brannen.....	hbrannen@bellsouth.net
Chief Umpire.....	Carlos Rodriguez.....	milfordlluic@yahoo.com
Safety Officer.....	Bobby Young.....	bobby.young@yahoo.com

Field Locations

Milford Park 2980 Hicks Rd Marietta, GA 30060 470-588-3270

VOLUNTEER APPLICATION

All managers, coaches, umpires and parent volunteers who help with the teams will be required to fill out and submit to Milford Little League the standard 2020 Little League Volunteer Application or complete online via milfordlittleleague.org, with a copy of a valid govt. issued I.D. All volunteer applications are turned into Tony Wright, President of Milford Little League, or completed online at milfordlittleleague.org. Background checks are done annually on all volunteers per Little League International requirements.

All player and volunteer data will be uploaded to the LL Data Center.

All umpires utilized for league games will be required to fill out and submit to Milford Little League the standard 2020 Little League Volunteer Application Form prior to the first scheduled game of the season.

The Volunteer Application Form may found at littleleague.org



TRAINING FOR MANAGERS AND COACHES

COACHING AND FIRST AID INSTRUCTION

All managers and coaches for each division (Intermediate, Major, Minor, Rookie & Tee Ball) are required to attend a coaching clinic on February 22nd 2020. The program will be hosted at Milford Park.

Player and volunteer data will be uploaded to the LL Intl. Data Center.

The clinic covered the details of running an effective practice as well as instruction on hitting, fielding and throwing. Injury tracking forms are made available to all team managers during the season to assist in tracking all forms of injuries that may occur.

The goal of our program is to educate new and existing managers/coaches on the proper techniques used to educate their players, communicate with their players and conduct an effective team practice.

A mandatory first aid class is being conducted on February 22nd 2020 and will be held at Milford Park at 11am. All managers and coaches are required to attend. All parents are also invited to attend First Aid Instruction of Milford Little League. Cobb Fire Services are conducting the clinic. All managers will also be required to complete the CDC Heads up online training course and submit a copy of their certificate. <http://www.cdc.gov/concussion/HeadsUp/Training/index.html>

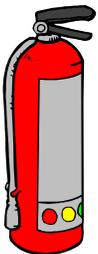


Snack Bars Have Safety Too



Concession Stand Safety

- ⇒ No person *under the age of fourteen* will be allowed in the cooking area behind the concession stand.
- ⇒ People working in the concession stands will be trained in safe food preparation. Training will cover safe use of the equipment. This training will be provided by Milford Little League and given to Concession workers in the beginning of the season.
- ⇒ 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.
- ⇒ Food not purchased by Milford Little League to sell in its concession stands will not be cooked, prepared, or sold in the concession stands.
- ⇒ Cooking grease will be stored safely in containers away from open flames.
- ⇒ Carbon Dioxide tanks will be secured with chains so they stand upright and can't fall over. Report damaged tanks or valves to the supplier and discontinue use. Cleaning chemicals must be stored in a locked container.
- ⇒ A Certified and inspected Fire Extinguisher suitable for grease fires must 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 available in the Concession Stand.
- ⇒ The Concession Stand main entrance door will not be locked or blocked while people are inside.
- ⇒ Proper hand washing techniques signs will be laminated and posted prominently inside the concession stand.
- ⇒ Proper sanitation signs referencing necessary steps to fight bacteria signs will be laminated and posted prominently inside the concession stand.



CODE OF CONDUCT

Milford Little League believes in good sportsmanship and maintaining a Code of Conduct. All coaches and managers will read this Code of Conduct and sign in the space provided below acknowledging that he or she understands and agrees to comply with the Code of Conduct.

Milford Little League Code of Conduct:

No Board Member, Manager, Coach, Player or Spectator shall:

- ⇒ At any time, lay a hand upon, push, shove, strike, or threaten to strike an official.
- ⇒ Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment.
- ⇒ Be guilty of an objectionable demonstration of dissent at an official's decision by throwing of gloves, helmets, hats, bats, balls, or any other forceful unsportsman-like action.
- ⇒ Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player.
- ⇒ Be guilty of a physical attack upon any board member, official manager, coach, player or spectator.
- ⇒ Be guilty of the use of profane, obscene or vulgar language in any manner at any time.
- ⇒ Appear on the field of play, stands, or anywhere on any of the complexes used by Milford Little League while in an intoxicated state at any time. Intoxicated will be defined as an odor or behavior issue.
- ⇒ Smoke, or use smokeless tobacco, while in the stands or on the playing field or in any dugout at any time. Smoking will only be permitted in designated areas that will be 20 feet from any spectator stands or dugouts.
- ⇒ Be guilty of discussing publicly with spectators in a derogatory or abusive manner any play, decision or a person opinion on any players during a game.
- ⇒ Speak disrespectfully to any manager, coach, official or representative of the league.
- ⇒ Shall challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction up to an including removal from the game.

The Board of Directors will review all infractions of this Code of Conduct. Depending on the seriousness or frequency, additional disciplinary action up to and including expulsion from the program may be assessed.

I have read the Milford Little League Code of Conduct and promise to adhere to its rules and regulations.

Print name of Manager

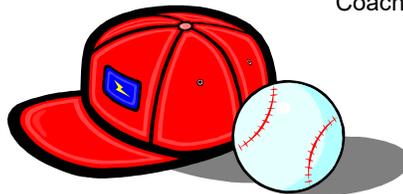
Team name

Signature of Manager

Date

Coach #1

Coach #2



Safety is everyone's responsibility

Milford Little League Safety Code:

Milford Little League will use the following **Safety Code**. All managers, coaches and players will read this **Safety Code**. Signatures are required in the spaces provided below acknowledging that the manager, coach and players understand and agree to comply with the **Safety Code**.

- ⇒ Responsibility for safety procedures belongs to every adult member of Milford Little League.
- ⇒ Each player, manager, designated coach, umpire, spectator shall use proper reasoning and care to prevent injury to him/her and to others.
- ⇒ Only league approved managers and/or coaches are allowed in the dugout and on the playing fields.
- ⇒ Arrangement should be made in advance of all games and practices for emergency medical services.
- ⇒ Managers, designated coaches and umpires will have training in First Aid.
- ⇒ First-aid kits will be available at the concession stand. All managers and / or coaches will have first-aid kits available for off-site activities.
- ⇒ No games or practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.
- ⇒ Playing field will be inspected before games and practices for holes, damage, stones, glass and other foreign objects. Field and Safety checklists will be utilized. See appendix for copy of form.
- ⇒ Team equipment should be stored within the team dugout or behind screens, and not within the area defined by the umpires as "in play."
- ⇒ Only players, managers, coaches and umpires are permitted on the playing field or in the dugout during games and practices.
- ⇒ 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 designated coaches.
- ⇒ Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.
- ⇒ Batters must wear Little League approved protective helmets that bear the NOCSAE seal during batting practice and games.
- ⇒ Parents of players who wear glasses should be encouraged to provide "safety glasses" for their children.
- ⇒ All male players will wear athletic supporters or cups during games.
- ⇒ Male catchers must wear the metal, fiber or plastic type cup and either a long or a short model chest protector.
- ⇒ All catchers must wear chest protectors with neck collar, "dangling" type throat protector, shin guards and catcher's helmet (not skull cap), all of which must meet Little League specifications and standards.
- ⇒ Players will not wear watches, rings, pins, jewelry or other metallic items during practices or games. (Exception: Jewelry that alerts medical personnel to a specific condition is permissible.)
- ⇒ Catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) of any shape, size or weight consistent with protecting the hand.
- ⇒ Catchers may not catch, whether warming up a pitcher, in practices, or games without wearing full catcher's gear and an athletic cup as described above.
- ⇒ Never hesitate to report any present or potential safety hazard to the Safety Officer immediately.
- ⇒ Make arrangements to have a cellular phone available in the event public phones are not available or in working order.
- ⇒ No alcohol or drugs allowed on the premises at any time.
- ⇒ No smoking within twenty feet of the dugouts and concession stands.
- ⇒ Bathroom sanitation logs will be maintained daily to insure safe and clean bathrooms are maintained.



I have read the Milford Little League Safety Code and promise to adhere to its rules and regulations.

Print name of Manager

Team name

Signature of Manager

Date

Coach #1

Coach #2

Player #1

Player #2

Player #3

Player #4

Player #5

Player #6

Player #7

Player #8

Player #9

Player #10

Player #11

Player #12

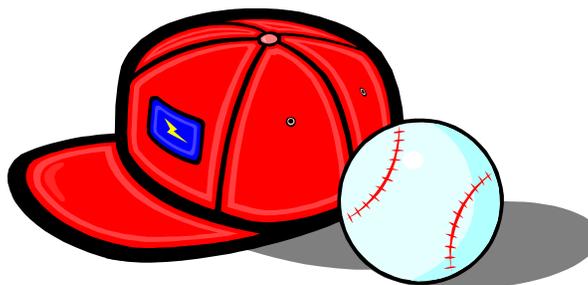
Player #13

Player #14

Player #15

Player #16

Be a hero, play safe!



Sport Parent Code of Conduct

Preamble

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
6. I will not encourage any behavior or practices that would endanger the health and well being of the athletes.
7. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
8. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
9. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
10. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
11. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
12. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
13. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for my child to win.
14. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
15. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
16. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Parent/Guardian Signature



Field and Game Safety Checklist

All umpires, managers, coaches and team safety officers are responsible for checking field safety conditions before each game.

Field Condition	Yes	No	Catchers Equipment	Yes	No
Backstop repair			Shin Guard OK		
Home plate repair			Helmets OK		
Bases Secure			Face Masks OK		
Bases repair			Throat Protector OK		
Pitchers mound			Catchers cup (males)		
Batters box level			Chest Protector		
Batters box marked			Catchers Mitt		
Grass surface (even)					
Gopher holes					
Infield fence repair					
Outfield fence repair			Safety Equipment	Yes	No
Foul ball net repair			First-Aid Kit each team		
Foul lines marked			Medical Release forms		
Sprinkler condition			Ice for injuries		
Coaches box level			Blanket for shock		
Coaches box marked			Safety Manual		
Dirt needed			Injury report forms		
Dugouts	Yes	No	Players Equipment	Yes	No
Fencing needs repair			Batting Helmets OK		
Bench needs repair			Jewelry removed		
Roof needs repair			Bats inspected		
Bat racks			Shoes checked		
Helmet racks			Uniforms checked		
Trash cans			Athletic cups (males)		
Clean up needed					
Spectator Areas	Yes	No			
Bleachers need repair					
Hand rails need repair					
No smoking					
Parking area safe					
Protective screen OK					
Bleachers clean					



ACCIDENT REPORTING PROCEDURE

What to report -

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

When to report -

All such incidents described above must be reported to the Safety Officer within 24 – 48 hours using the incident injury tracking form prescribed by ASAP. The Safety Officer, Will Mitchell, can be reached at the following:

Cell Phone: 678.464.2011
Email: will@williamcmitchell.com

How to make a report -

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- ⇒ The name and phone number of the individual involved.
- ⇒ The date, time, and location of the incident.
- ⇒ As detailed a description of the incident as possible.
- ⇒ The preliminary estimation of the extent of any injuries.
- ⇒ The name and phone number of the person reporting the incident.

Returning to Playing Status –

Any player who misses 7 continuous days of play must present a written medical release before being allowed to return to the team. The form must be presented to the team manager before the player may participate in the game. The team manager will provide the Safety Officer with the written form in an expedient manner.

Milford Little League's Responsibilities -

Within 24 hours of receiving the *Accident Investigation Form* 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; and in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of Milford Little League's insurance coverage and the provision for submitting any claims.

If the extent of the injuries is more than minor in nature, the Safety Officer shall periodically call the injured party to:

- ⇒ Check on the status of any injuries, and
- ⇒ Check if any other assistance is necessary in areas such as submission of insurance forms, etc., until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the League again).



INSURANCE POLICIES

Explanation of Coverage:

The *Little League insurance policy* (littleleague.org) is designed to afford protection to all participants at the most economical cost to Milford Little League. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent's employer. If there is no other coverage, Little League insurance -which is purchased by Milford Little League, not the parent - takes over and provides benefits after a *deductible* per claim, for all covered injury treatment costs up to the maximum stated benefits. This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force at all times during the season.

Protective equipment cannot prevent all injuries a player might receive while participating in Little League Base-

Filing a Claim:

When filing a claim, (see claim forms in appendix) all medical costs should be fully itemized. If no other insurance is in effect, a letter from the parent's/guardians or claimant's employer explaining the lack of Group or Employer insurance must accompany a claim form.

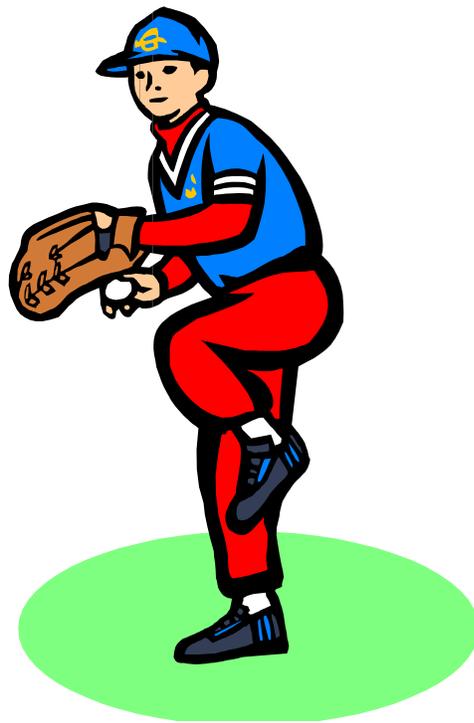
On *dental claims* it will be necessary to fill out a Major Medical Form, as well as a Dental Form; then submit them to the insurance company of the claimant, or parent(s)/ guardian(s), if claimant is a minor. "Accident damage to whole, sound, normal teeth as a direct result of an accident" must be stated on the form and bills. Forward a copy of the insurance company's response to Little League Headquarters. Include the claimant's name, League ID, and year of the injury on the form.

Claims must be filed with the Safety Officer. He/she forwards them to Little League Baseball, Incorporated, and P.O. Box 485, Williamsport, PA. 17701. *Contact the Safety Officer for more information.*

How the insurance works:

1. First have the child's parents file a claim under their insurance policy; Blue Cross, Blue Shield or any other insurance protection available.
2. Should the family's insurance plan not fully cover the injury treatment, the Little League Policy will help pay the difference, after a *deductible* per claim, up to the maximum stated benefits.
3. If the child is not covered by any family insurance, the Little League Policy becomes primary and will provide benefits for all covered injury treatment costs, after a *deductible* per claim, up to the maximum benefits of the policy.
4. Treatment of *dental injuries* can extend beyond the normal fifty-two week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar benefit is \$500 for eligible dental treatment after the normal fifty-two week period, subject to the \$50 deductible per claim.

APPEN- DIX



Activities/Reporting Little League Baseball

A Safety Awareness Program's Incident/Injury Tracking Report

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: r Male r Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

A.) Practice Game Tournament Special Event
Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

B.) Batter Base runner Pitcher Catcher First Base Second Third
Short Stop Left Field Center Field Right Field Dugout
Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____

Was professional medical treatment required? Yes No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to being allowed in a game or practice.)

Type of incident and location:

A.) On Primary Playing Field	B.) Adjacent to Playing Field	D.) Off Ball Field
Base Path: Running, or Sliding	Seating Area	Travel:
Hit by Ball: Pitched, or Thrown, or Batted	Parking Area	Car or Bike or
Collision with: Player, or Structure	C.) Concession Area	Walking
Grounds Defect	Volunteer Worker	League Activity
Other: _____	Customer/Bystander	Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become a claim, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (____) _____

Signature: _____ Date: _____