



LONGMEADOW SOFTBALL ASSOCIATION 2021 ASAP

SAFETY PLAN

Submitted by: Shawn Schrager, President
 Nikki Loud, Safety Officer
 Longmeadow Softball Association
 League #317304
 On the web via LongmeadowSoftball.org

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Mission Statement

Longmeadow Softball Association (LSA) is committed to the active promotion and operation of a competitive youth athletic program while encouraging good sportsmanship, skill development and appreciation for the game of softball. The program is designed to teach the game of softball in a fun environment, eventually progressing to an increasingly structured and competitive setting.

2021 Longmeadow Softball Association Board of Directors

President

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Equipment Manager

Shawn Schrager

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Emergency Phone Numbers

- Fire..... 911
- Police..... 911
- Ambulance..... 911
- Massachusetts State Police – Springfield arracks..... (413) 736-8390
- Non-emergency Police (Longmeadow PD)..... (413) 567-3311
- Non-emergency Fire (Longmeadow FD)..... (413) 567-3357
- Poison control..... (800) 222-1222

Hospitals

- Baystate Medical Center (Springfield)..... (413) 794-0000
- Mercy Hospital (Springfield)..... (413) 731-9912
- Noble Hospital (Westfield)..... (413) 568-2811

Other Important Numbers

- Longmeadow Parks and Recreation Dept..... (413) 565-4160
- Longmeadow DPW (413) 567-3400
- Animal Control Officer..... (413) 567-3311

Safety Awareness

Safety is everyone’s responsibility. The League aggressively promotes a safe environment for all concerned through a variety of methods. Each manager, coach and assistant coach must attend a mandatory educational coaches clinic prior to the regular season and is continually monitored by League Board Members throughout the season and post season. Basic drills, practice expectations, coaches’ responsibilities, safety awareness, safety code, injury do’s and don’ts, personal protection, emergency phone numbers, code of conduct and league expectations are all covered.

2021 Safety Officer

The Longmeadow Softball Association Board of Directors shall appoint one of its members as Safety Coordinator who will file with Little League International. The Safety Coordinator will coordinate and oversee safety activities within the league, as well as to conduct relevant training programs for the league players, managers, coaches, umpires and other applicable league volunteers and officials. The Safety Coordinator for the 2021 season is Nikki Loud.

Safety Code

This document will be provided to every manager of every team in every division of Longmeadow Softball Association (“LSA”) at the mandatory coaches clinic on April 3, 2021 at 7:00 P.M. held at HealthTrax in Enfield, CT. Every team must be represented, and all coaches will receive their coaches badge after they have successfully completed their 2021 Little League Volunteer Application and have had their background check completed. (one representative from each team must be in attendance, sign in sheet will be used).

It is the policy of LSA to provide an environment in which the risk of injury is reduced to the lowest possible level by the application of our published safety code. Behavior in violation of the safety code will

be treated as misconduct and may remit in the application of appropriate corrective action up to and including dismissal. The 2021 Safety Coordinator for LSA is Nikki Loud.

- Dedicated to injury prevention
- Responsibility for safety should be that of an adult member of Longmeadow Softball Association.
- First aid kits will be available to all teams in the field equipment lock box and distributed with each team's equipment bag.
- No games or practices should be held when weather or field conditions are unsafe, especially when visibility is inadequate.
- Playing surfaces should be inspected regularly for hazards; i.e., glass, rocks, etc
- Only players, managers, coaches, and umpires are allowed on the 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 manager or coaches.
- Procedures should be established for the retrieval of foul balls batted out of the playing area.
- During practices and games, all players should be alert and watching the batter on each pitch.
- During warm up drills, all players should be spaced so that no one is endangered by wild throws or missed catches.
- No one other than the current batter should have a bat in their hands, unless they are participating in another drill with a coach. During a game, only the batter is allowed to have a bat, NO ON DECK SWINGING.
- Equipment should be regularly inspected for the condition of it as well as proper fit.
- Batters MUST wear Little League approved protective helmets during games and practices.
- Catchers MUST wear catcher's helmet, mask, throat guard, shin guards and chest protector at all times while acting as the Catcher.
- Infielders MUST wear a protective fielder's mask for practices and games. It is highly recommended that all outfielders wear one as well.
- Except when returning to a base, headfirst slides are not permitted.
- A player must slide into a base, no collisions are allowed.
- At no time will "horse play" be allowed on the playing field.
- Players with glasses are recommended to wear "safety glasses".
- No jewelry of any type is allowed during practice and games. The only exception is a "medic alert" bracelet. In this case it must be taped over with a red "X" on the tape.
- Never leave any players unattended at practices or games.

AED/CPR/First Aid Training

- LSA will provide AED/CPR/First Aid training at HealthTrax in Enfield, CT on April 3, 2021 at @ 7 pm. All attendees will receive their AED/CPR certification through the American Heart Association.
- AED/CPR/First Aid training will be available to all coaches and volunteers.
- Coaches, parents, and players can also review basic first aid techniques for treating sprains, bruises, heat exhaustion, dizziness, insect bites, nosebleeds, muscle strains/sprains, etc. online at <http://firstaid.webmd.com/>

CONCUSSION AWARENESS

- Concussions can occur in any sport or recreation activity, so all coaches, parents, and athletes need to learn the concussion signs and symptoms and what to do if a concussion is suspected.
- Most concussions occur without the loss of consciousness
- Athletes who have, at any point in their lives, suffered from a concussion have an increased risk for another concussion.
- Young children & teens are more likely to suffer a concussion and take longer to recover than adults.
- LSA mandates all coaches to review and complete the CDC's Heads Up: Concussion in Youth Sports online concussion training at: <https://nfhslearn.com/courses/61064/concussion-in-sports>

First Aid Kits

All field equipment boxes are equipped with a first aid kit and ice packs. Managers and coaches are requested to use standard precautions when administering treatment for an injury. Managers and coaches are instructed to call for immediate assistance from a trained individual as a first responder or call 911 to initiate the response of Emergency Medical Service for medical emergencies. All volunteers must identify themselves as a trained professional to treat an injury. If there is no one trained to treat for the injury, notification of the EMS system will be initiated.

Injury Do's

- Reassure and provide aid to children who are injured.
- Provide and/or assist in attaining medical attention for those who require it.
- Know the location of all First Aid kits, including the closest in proximity to your location.
- Look for signs of obvious injury (blood, bruising, deformity, etc.).
- Listen to the injured to describe what happened and what hurts, if conscious.
- If unconscious, notification of the EMS will be initiated immediately, even if the injured regains consciousness quickly. Anyone that loses consciousness, NEEDS to see a doctor immediately.
- Know your limitations. WHEN IN DOUBT, CALL EMS!
- Know any pre-existing medical conditions of your players ahead of time.

Injury Do Not's

- Administer any medications.
- Provide any food or drink (other than water).
- Hesitate in giving aid when needed.
- Be afraid to ask for help if you are not sure of proper procedures (i.e., CPR, etc.).
- DO NOT MOVE UNCONSCIOUS ATHLETES. They could have a head, neck or spinal injury.
- Don't hesitate to report and present any unsafe or potential hazards to the safety coordinator.

Injury Personal Protection

- Bleeding must be stopped, the open wound covered and the uniform changed if there is blood on it before the athlete may continue.
- Use gloves provided in first aid kits when contact with blood and/or other body fluids is anticipated to prevent disease transmission.
- Immediately wash hands and other skin surfaces with soap and water if contaminated with blood and/or other bodily fluids.
- Clean all blood contaminated surfaces and equipment with a 1 to 10 ratio of bleach/water mixture.
- Managers, coaches, volunteers, and athletes with open wounds should refrain from all contact until the condition has resolved.
- Follow acceptable guidelines in the immediate control of bleeding and disposal when handling materials or articles contaminated with blood and/or other bodily fluids.

Accident/Injury Reporting and Tracking

- What to report - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid, must be reported to the Safety Coordinator.
- When to report – All such incidents described above must be reported to the Safety Coordinator within 48 hours of the incident. The Safety Coordinator for the Longmeadow Softball Association (LSA) is Nikki Loud, and she can be reached at (C) 781-424-1365. If unable to contact her, then LSA President Shawn Schrage can be reached at (C) 703-994-6956.
- How to report – All such incidents shall be documented by completing the LSA Injury Report. The LSA Injury Reports shall be forwarded to the Safety Officer. At minimum, the following information must be provided:
 - Name and phone number of the individual involved.
 - Date, time, and location of incident.
 - A detailed description of the incident as possible.
 - Preliminary estimation of the extent of injury.
 - Name and phone number of the person reporting the incident.
 - Safety Coordinator's responsibilities – Within 48 hours of receiving the report, the Safety Coordinator will contact the injured party to verify the information received, obtain any other information deemed necessary, and check on the status of the injured party.

Safe Playing Areas

Managers, coaches, and umpires should routinely check playing area for:

1. Holes, damage, rough or uneven spots, slippery areas, and long grass
2. Glass, rocks, foreign objects
3. Damage to screens or fences, including holes, sharp edges, or loose edges
4. Unsafe conditions around backstop, pitcher's mound, or warning track
5. Proper attire by the catcher at all times, including in the bull pens and in between innings

Safe Equipment

All equipment shall be inspected before each use. Regular safety inspection of equipment is essential. Managers, coaches, and umpires should:

1. Be sure all equipment is LL approved
2. Inspect all bats, helmets, catcher's equipment, and other equipment on a regular basis.
3. Dispose of unsafe equipment properly.

NOTIFY SAFETY COORDINATOR, EQUIPMENT MANAGER, OR ANY OTHER BOARD MEMBER OF NEED TO REPLACE OR REPAIR HAZARDOUS FIELD CONDITIONS OR EQUIPMENT

LSA Board of Directors has appointed Shawn Schragar. Any manager or coach needing to replace unsafe equipment should communicate the need of replacement equipment through their league coordinator.

Weather Conditions

Before the Storm

1. Check the weather forecast before leaving for a game or practice.
2. Watch for signs of an approaching storm.
3. Postpone outdoor activities if storms are imminent

Approaching Thunderstorm

1. Take caution when you hear thunder. if you hear thunder, you are close enough to get struck by lightning.
2. During a game, the umpire will clear the field in the event of an approaching storm.
3. Abide by LSA's Lightning Safety Policy

Lightning Guidelines

- All participants in LSA must observe the 30-second flash to bang method of lightning safety. This method measures the interval between the time lightning is seen to hearing the thunderclap associated with it. Each five-second count represents one mile between the lightning and the person counting. When the Flash to Bang interval reaches 30 seconds, (6 miles), it is time to evacuate to a safe shelter, (see 10), A dugout **IS NOT A SAFE SHELTER!**
- Stay away from tall or individual trees, lone objects, metal objects (i.e. fences, metal bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field!
- If you feel your hair stand on end, your skin tingle, or hear crackling noises, immediately crouch down with only your feet touching the ground. Keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body's surface area and cover your ears. **DO NOT LIE FLAT!** Lightning strike victims do not carry an electrical charge. CPR is safe and if the victim is not breathing and has no pulse, it is imperative to begin CPR immediately. Pay more attention to the threat of lightning than to rain. It does not have to be raining for lightning to strike. It may strike as far as ten miles away from the rain shaft.
- The situation of the game (i.e. bottom of the 7th, playoff game, etc) will have **ABSOLUTELY** no bearing on the decision or the need to evacuate! The league coordinators will decide how to resolve the situation should the game be called.

- Allow a minimum of 30 minutes to pass after the last lightning flash and bang of thunder before resuming activity.
- Any individual who feels that they are in danger from lightning have the right to leave the field or event site to seek safe shelter.
- **SAFE SHELTER** is defined as: Any building normally occupied or frequently used by people, i.e. a building with plumbing and or electrical wiring that acts to ground the structure. In the absence of a safe building, a vehicle with a hard metal roof can provide a measure of safety.
- What to do if someone is struck by lightning?
 1. The person who has been struck will carry no electrical charge; therefore, they are safe to touch.
 2. Call 9-1-1 as soon as possible for help.
 3. Check for burns to the body.
 4. Give first aid as needed.
 5. If breathing and/or heartbeat have stopped, perform CPR until EMS arrives.
 6. Contact the league Safety Coordinator and the league President ASAP.

LSA Code of Conduct

- Speed limit of 5 mph in parking lots while attending any LSA function. Watch for small children around parked cars.
- No alcohol allowed in any parking lot, field, or any common areas within the LSA Complex.
- No smoking or vaping on or around any fields at any time.
- No playing in parking lots at any time.
- No playing on or around lawn equipment.
- No profanity allowed at all please.
- No swinging bats or throwing balls at any time within the walkways or common areas.
- No throwing balls against dugouts or against backstop.
- No rock throwing.
- No horseplay.
- No climbing of fences.
- Only a player on the field and at bat, may swing a bat.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During games, players must remain in the dugout area in an orderly fashion at all times.
- After each game and practice, each team must clean up trash.
- Parents are not allowed on the playing field, except in the event of their child's injury.
- Failure to comply with the above may result in the expulsion from the LSA field or complex.

Manager's Checklist

- Keep loose equipment stored properly.
- Have all players remove all personal jewelry.
- Parents should be encouraged to provide safety glasses for players who wear glasses.
- Repair or replace defective equipment.
- **Managers and Coaches should:**
 - Know where the first aid kits are located at all practices and games.
 - Have access to a telephone (cell phones) in case of emergencies.

- Know where the closest emergency shelter is in case of severe weather.
- Ensure warm-up procedures have been completed by all players.
- Stress the importance of paying attention, no “horse playing allowed”.
- Instruct the players on proper fundamentals of the game to
- Ensure safe participation.
- Each practice should have at least 2 coaches in case of an emergency.

Coaches

The Little League Parent/Volunteer Pledge

- I will teach all children to play fair and to do their best
- I will positively support all managers, coaches and players
- I will respect the decisions of umpires
- I will praise a good effort despite the outcome of the game
- Mandatory coaches clinic held at Health Trac in Enfield, CT on April 3, 2021 @ 7 pm. At least one representative from each team must attend. There will be a sign in sheet.
- Every volunteer and coach must successfully fill out the 2021 Little League Volunteer Application.
- Every volunteer and coach must successfully pass a background check and iCORI check.

Storage Sheds

The following applies to all the storage sheds and lock boxes provided by LSA and applies to anyone who has been issued a key/code to use these.

- All individuals with keys/codes to the sheds and lock boxes should be aware of their responsibilities for the orderly and safe storage of all equipment within.
- Before you use any machine or piece of equipment please be aware of how to properly use it.
- All chemicals or organic material stored shall be properly marked and labeled as to its content.
- Any spilled chemicals or organic materials within sheds should be cleaned up and disposed of as quickly as possible to prevent accidental poisoning.
- Sheds and lock boxes are to be locked when you are done using them. Please make note if you are the last person on the field and they are open, please lock all storage areas.

Facility Survey 2021

- Attached to the 2021 Longmeadow Softball Association Safety Plan.
- A copy will be maintained in Turner Field shed along with the copy of the 2021 Longmeadow Softball Association Safety Plan.

2021 COVID-19 Safety Action Plan

The intent of this action plan is to provide rules and guidance to the participants, volunteers and spectators of Longmeadow Softball to achieve compliance with all Centers for Disease Control and MA Department of Public Health and applicable local guidelines.

All Centers for Disease Control and MA Department of Public Health and applicable local guidelines will be followed for any activity to take place.

LSA strongly encourages volunteers, players and parents to practice social distancing whenever possible. This includes wearing appropriate PPE face masks during all activities and to accept responsibility for their own actions as part of this COVID-19 Safety & Action plan.

LSA understands that health measures that are in place one day, may not be in place the next. The public health event that is COVID-19 is an ever changing and evolving matter. As such, LL D2 will review policies on a regular basis to ensure compliance with all Centers for Disease Control and MA Department of Public Health and applicable local guidelines.

Method of Communication of policy and changes

LSA will utilize multiple communication methods in order to swiftly convey messages to volunteers, players, parents, spectators and city officials.

These methods will include each of these whenever changes to policy are made,

- Email notifications to parents
- Email notification to volunteers
- Email notification to board members
- Text message to players
- Text message to parents
- Text message to volunteers
- Text notification to board members
- Website notification for general public knowledge

Field Signage

- Placed at high traffic and conspicuous areas highlighting social distancing and its mandatory status.
- Advising all participants and spectators that face masks are necessary.
- Guests/spectators are expected to self-monitor their actions.
- Encouragement of anyone to report any concerns to a league official.

Prior to the Start of Each Event

1. Volunteers and players who are ill should not report to any event under any circumstances.
2. All volunteers and players entering the field must self-certify that:
 - In the last 24 hours they have had no signs of fever or measured temperature above 100.3 degrees.
 - They have had no close contact with a person diagnosed with the COVID – 19
NOTE: “close contact” includes living in a household with a person or caring for a person who has tested positive for the disease; being within 6 feet of a person who tested positive for 15 minutes or longer; or coming in contact with the secretions of a person who tested positive (being coughed or sneezed on, using shared utensils, etc.)
 - They have not been asked to self-quarantine by a doctor or public health official
3. Volunteers will be provided a player roster log and will record daily, each of the aforementioned items in bullet point # 2
4. Volunteers and players that exhibit COVID-19 symptoms (fever, cough, shortness of breath) or are unable or refuse to self-certify will be directed to leave the site and be advised to contact their health care provider, and will not be permitted to return until cleared by a medical professional.
5. LSA will conduct an immediate stand down to discuss with each participant the signs and symptoms of COVID-19 infection, best practices to protect themselves and others against the virus, good hygiene practices, social distancing, staying home when sick, all per training and handouts supplied by the CDC and within local DPH Guidelines.
6. Volunteers will educate players, at each event, to maintain social distancing and review all PPE mask requirements. For those arriving at an event after the initial stand down, LSA will conduct safety orientation meetings about all specific COVID-19 Requirements.
7. Whenever a volunteer or player leaves the field site for breaks, restroom visit, or other reasons they are required to use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol before leaving and upon reentry to the dugout. Additionally, all volunteers or players will be required to wash hands with soap for at least 20 seconds in the restrooms.

Hygiene Facilities & Practices

1. COVID-19 release waivers must be completed by all parents/players, volunteers and umpires.
2. All common surfaces will be wiped down / sprayed each half inning.
The common surfaces include tables, benches, fence posts, door knobs & handles. Clorox style wipes, Clorox spray cleaner plus bleach or household bleach diluted with water (1/3 cup of bleach per gallon of water) may be used as a disinfecting agent. SDS sheets for all products used will be held by each volunteer along with management of LSA and in its shed locker.
3. LSA has an adequate supply of hand sanitizer with players, volunteers and umpires applying in between each inning.
4. No food or chewing gum or sunflower seeds will be allowed – this applies to players, volunteers and umpires.
5. Handshaking and touching must be avoided.

6. Players will be encouraged to bring their own water bottles and avoid sharing.
7. Coughing / sneezing etiquette is a requirement – volunteers will review with players that coughing or sneezing should be into a tissue and throwing the tissue into the trash; if tissues aren't available, players & volunteers must cough or sneeze into their elbow.
8. Equipment will not be shared or be limited, this includes bats, fielding gloves, catchers' gloves, catcher's equipment and helmets – almost all players have their own, personal equipment and those without, will be encouraged to obtain their own. If any equipment must be shared, it MUST be sanitized thoroughly between users with sanitizing spray, wipes or a fogger.
9. Baseballs will be unique to each team – each team will be responsible for their own set of baseballs to be used. Foul balls will be returned to a team volunteer, cleaned and disinfected with hand sanitizer before being put back into play.
10. Each team will assign a coach to monitor players, their actions and equipment usage and disinfect and clean as necessary.
11. Parents will be asked to supply water/drinks to their own player – NO team water coolers will be permitted.

Social Distancing & Safety PPE

1. Social distancing is a requirement. All players and volunteers must maintain a separation distance of 6 feet or more from other people. Should players and volunteers be unable to avoid social distance as they're working in close proximity, facemasks are to be worn.
2. Multi-person activities should be limited to the extent feasible. Per State of Massachusetts issued guidance, COVID-19 Order # 35, we will be limiting groups of participants (includes players & coaches) to 25...can however have multiple groups on a playing field meeting while meeting the distance requirements. |
3. Players & Volunteers are required to wear masks in all areas.
4. Dugout area will be extended/expanded to ensure social distancing of 6' or more can be achieved for all players & volunteers and while wearing facial masks.
5. Players & Volunteers will be one-way and use a single point for entry and a single point for exiting - signage will be provided to ensure compliance.
6. Players & Volunteers entering the dugout area will apply hand sanitizer immediately.

Disciplinary Action

It is the hope of LSA that all players, parents and volunteers will take the necessary precautions and follow the rules listed here and within the March 1, 2021 COVID-19 Order # 65 as issued by the Commonwealth of Massachusetts in order to protect themselves, family, friends, and the public in general.

We all need to take personal responsibility and be part of the solution, not part of the problem. In cases where non-compliance is observed, the offender(s) will be subject to disciplinary action, up to and including discharge from the event.

Positive Test Results for COVID-19

In the event that a player or volunteer has a positive test result for the COVID-19 virus, the following shall apply:

- If the affected individual is present, he, she, they will be sent home and advised to contact their health care provider. The individual may not return until released by either their health care provider or the public health department.
- The identity of the affected individual MUST remain confidential. |
- LSA will work with the local board of health to limit exposures, including other individuals with close contact to the affected individual; affected areas and equipment. Individuals who are deemed to have had or were likely to have had close contact with the infected individual will be asked to leave the site and advised to contact their medical provider.
- LSA will take immediate steps to begin cleaning and sanitizing areas that the infected individual may have come in close contact with, including bathroom facilities, bench areas, equipment, and any other identified common areas. Disinfecting will be done with diluted bleach solution or other EPA-approved material. The identified areas will be barricaded to prevent entry until the disinfection process is complete and is deemed safe for entry.
- LSA players or volunteers who have had or were likely to have had close contact with the affected individual will be directed to self-quarantine for a period of 10 days. |
- After the cleaning & disinfection process is complete, those not under quarantine may return to the affected areas unless advised otherwise by a health care provider. Individuals will be advised to contact their health care provider if they have any questions, reminded to self-monitor for flu-like symptoms, utilize proper hygiene practices, and continue to follow social distance requirements.
- All individuals should follow CDC and DPH recommended steps concerning returning to the field of play. Those who are considered close contacts to a COVID-19 case by public health authorities should not return and must for 10 days be subject to quarantine by the public health department.