



League Safety Officer Manual

League Name **Milford Little League**

League # 2 0 8 - 0 1 - 1 1

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Mission Statement

The mission of Milford Little League's safety program is to provide the safest possible environment for our players, fans, and volunteers. The program is also aimed at early detection and correction of potential safety issues. Injuries may occur; however, we are dedicated to ensuring that our volunteers are properly prepared to handle any situation that may occur and prevent it from escalating.

Emergency Contacts

- ❖ **Emergency - 911**
- ❖ **Police - (302) 422-8081**
- ❖ **Office/Concession Stand (302) 422-7630**

Board Members

- **President, Justin Brown (302) 228-5327**
- **Vice President, J.J. Wise (302) 531-5122**
- **Player Agent (baseball), Ben Humes (302) 505-6959**
- **Player Agent (softball), Rob Ward (302) 393-3725**
- **Safety Officer, Kelly Greenly (302) 542-0399**
(on file with the Little League International)
- **Secretary, Emily Arias (317) 985-3547**
- **Treasurer, Michelle Eisenbrey (302) 222-6052**
- **Fundraiser Chairperson, Ken Lutz (302) 526-9144**
- **Chief Umpire, Wayne Hurd (302) 542-5613**
- **VP of Baseball, Paula Yeich (302) 270-6620**
- **VP of Softball, Rick Justice (302) 270-4558**
- **Vice president of Pitching Machine, Mike Foster (585) 313-2066**
- **Equipment Manager, Lance Skinner (302) 519-0295**
- **Uniform Manager, Lawryn Downes (302) 265-8768**
- **Coaching Coordinator, Ken Lutz (302) 526-9144**
- **Concession Stand Manager, Shelby Eisenbrey, (302) 519-2188**
Kristy Wise, (302) 531-5560
- **Field Scheduler, Ken Lutz (302) 526-9144**
- **Interleague Coordinator, Wayne Hurd (302) 542-5613**
- **Building/Grounds Manager, Steve Yeich (302) 270-6620**

Distribution of Safety Manual

- **This safety program/manual is printed for the Vice President of each division as well as for each team manager. The VP of each division will distribute the manual to each manager in his/her division.**
- **A copy of the safety manual is present at Milford Little League's office building, as well as in both concession stands.**
- **The safety manual is updated annually to remain current and in-line with the recommendations from Little League Headquarters. It is also presented and reviewed annually by the District 1 Administrator.**
- **ASAP newsletters are also received and copied for distribution to the managers and board members via email.**

Distribution of Information

- **Manager meetings for each division will be held by the VP President of that division. Issues to be included are player injury and reporting, safety program review , need for team meeting and parent code of conduct, weather etc.**
- **Team meetings held by the manager are to review team issues, parent conduct, and safety issues with players and family members.**
- **Milford Little League is installing a bulletin board at the main concession stand and will use it for league wide activities as well as an area for safety messages.**
- **All parent(s) are put on the leagues email list during registration.**
- **All emergency numbers and board members' contact information will be posted in every equipment shed, as well as handed out to every manager during their division meeting by the VP of that division.**

Volunteers Application Process

- **All volunteers must submit a written letter of intent yearly; to serve on the board, manage, coach, or be involved in any capacity with the Milford Little League. These letters are approved by the board of directors each season.**
- **All volunteers (managers, coaches, board members, hired workers) with Milford Little League are required to complete in person, along with a copy of their driver's license, to the board of directors.**
- **The President of Milford Little League will review all applications and perform background checks according to the Department of Justice sex offender registry. As directed by Little League International, the President will use First Advantage as the source for background checks.**
- **The volunteer forms and letters of intent are placed in a manual listed by teams. This manual is kept confidential by the League President.**
- **Anyone refusing to submit a Volunteers Application Form is ineligible to serve in any capacity with Milford Little League.**
- **A copy of the 2024 Volunteer Application Form is included in this plan.**

- **Yearly training in fundamentals of stretching, pre-game, warm-ups, hitting, sliding, pitching, etc. are scheduled for managers and coaches. The Safety Office is the point of contact for these fundamental sessions. He/She will announce the dates and times of these sessions. Coaches clinic is scheduled for 3/16/24, taught by Player Agent, Ben Humes, Chief Umpire, Wayne Hurd.**
- **Milford Little League's website www.milfordball.com also has a link to tips from Little League Headquarters.**
- **Annual rules clinics will be held for all umpires, managers, and coaches. Attendance is mandatory for all new managers, coaches, and umpires. The Safety Officer is the point of contact for these clinics. These clinics will be held on 3/26, 3/28, 4/2, and 4/4 and will be given by Safety Officer, Kelly Greenly and Chief Umpire, Wayne Hurd.**
- **All umpires are encouraged to attend the annual District I sponsored umpiring clinic.**
- **First aid training sessions are made available annually for all managers and coaches as well as any League volunteer wishing to attend. Managers/coaches must attend one every 3 years. One representative from each team must attend a First Aid training session. The Safety Officer is the point of contact for all First Aid 3/26, 3/28, 4/2, and 4/4 training sessions. First Aid training sessions are scheduled for: All sessions will be held at the Milford Little League Board room.**
- **Any licensed physician, nurse, EMT, or paramedic is exempt from attending First Aid training due to their advanced education and training, a copy of their certificates will be submitted to the Safety Office.**
- **Dates and Times will be announced at the Board Meetings, posted during Little League sign up sessions, announced at meetings for each division and posted on the website.**

Player, Volunteer, and Spectator Safety

- **First aid kits are located in every equipment shed throughout the complex. We encourage team Safety Officers to acquire their own, for off site-site practices.**
- **Emergency phone numbers are posted in press boxes, concession stands, equipment sheds, and given to all managers and coaches.**
- **All teams are issued Little League rule manuals. These have safety issues included. The managers and coaches are advised to follow the rules.**
- **Managers and coaches are not allowed to catch pitchers (rule 3.09). This included standing at the backstop during a practice as an “informal” catcher.**
- **All players are to have the proper equipment on, including for practices. Catchers are required to wear equipment when warming-up.**
- **Beginning in 2006, Milford Little League suggested all players, at major league divisions and below, wear helmets with face guards, for games and batting practices. The leagues will provide an additional 5 such equipped helmets in each equipment shed.**
- **Use of additional protective gear (ie, mouth guards for all and protective cups) is encouraged.**
- **Each manager shall appoint a “Team Safety Officer”, this individual shall be aware of potential safety issues for the team and bring them to the attention of the manager and/or the League Safety Officer (this may be a coach or team parent).**
- **Milford Little League has two Automatic External Defibrillators (AED). It is our intent that all board members and at least one member of each coaching staff will be trained to operate the AEDs in 2024. Continuing education for AED operation will be per the American Heart Association and per State of Delaware guidelines.**

Equipment Safety

- **All equipment is inspected at the end of each season. Recommendations for replacement or repair are made by the equipment staff and the managers.**
- **Any and all equipment that is damaged beyond repair will be destroyed.**
- **All managers and coaches are instructed and expected to inspect all equipment prior to each use.**
- **Umpires are to inspect all bats, batting helmets and catchers equipment prior to the game, and remove any damaged equipment from play before the game.**
- **All managers, coaches, or team safety officers are instructed and expected to clean league helmets with disinfect prior to and after each use.**

Field and Complex Safety

- **Annual conduct and complete the Little League facility survey.**
- **Lighting safety audit completed annually by the city of Milford electric department.**
- **Repairs to the field lighting system are to be completed under the supervision of the city of milford electric department.**
- **Conduct clean of these. These days for preseason repair and cleanup. The dates are now doing sign-ups in a managers meetings.**
- **Ground crew staff will be in tentative safety issues doing their work on fields and notify the safety officer.**
- **Umpires Managers and coaches both teams are expected to walk the field to inspect the field for safety issues i.e. holes fence problems loose stones signs broken glass etc. prior to the start of the game**
- **Milford Little League has gone to the breakaway bases on all fields**
- **Milford Little league has a double impact first base for all softball and baseball fields at minor league in blue**
- **Milford Little League has a lightning detector. It is operational and is located in the main concession stand. In the event of lightning detection, all fields will be cleared by order of the President and/or Safety Officer until the danger of lightning has passed. All fields are notified by walkie-talkie communication between the 2 concession stands.**
- **Milford Little League has two Automatic External Defibrillators (AED). It is our intent that all board members and at least one member of each coaching staff will be trained to operate the AED in 2024. Continuing education for AED operation will be per the American Heart Association and oer State of Delaware guidelines.**
- **Home team is responsible for field inspection. Checking for rocks, glass, holes, and etc.**

Concession Stand Safety

- Follow and adhere to the State of Delaware, Board of Health guidelines for handling of food.
- No smoking in the concession stand.
- All workers must wear a hat or hairnet.
- All workers cooking or handling food must wear rubber gloves or vinyl gloves.
- Grease must be drained at least three times weekly with all grease placed in the grease container near the concession stand.
- Keep perishable food in the freezer or refrigerator when not needed.
- Sweep and mop the floor nightly and as needed.
- Clean the grill, deep fryer and all counters per posted guidelines.
- Proper handwashing techniques, use of soap and towels at the sink.
- Spills are required to be cleaned up immediately.

Accident Reporting

- **All emergency numbers and board members' contact information will be posted in every equipment shed, press box, the office, concession stands, as well as handed out to every manager during your division meeting by the divisional VP.**
- **Accident reporting/tracking forms will be in the concession stands, equipment shed and press boxes. All completed forms will be turned in to the main concession stand and forwarded to the Safety Officer for review and possible intervention in future incidents.**
- **All managers will be informed of the accident reporting/tracking forms at the managers meeting held by the League VP, and the First Aid training session.**
- **All accidents must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer is available via phone, in person, or email.**
- **“Near miss” accidents should be reported to the Safety Officer as soon as possible. This allows for correction of any potential problem areas to be addressed to prevent future injuries.**
- **Any injury to a player should also be reported to the players agent and the Vice President of that division.**
- **Any team participating in inter-league play will have emergency treatment consent forms completed by the parents/legal guardians and carried with the team during away games.**