



**CLAWSON YOUTH BASEBALL AND SOFTBALL LEAGUE (CYBSL)
SAFETY PLAN & COACHING POLICY
2025**

**In an emergency situation, immediately contact appropriate services:
police, ambulance, etc.**

If you witnessed or suspect a crime contact the police immediately

CONTACT AND LEAGUE INFORMATION

1. League Safety Officer is Luke Crosthwaite.
2. CYBSL will distribute a copy of this Safety Manual to all Managers/Coaches and League volunteers.
3. Emergency Phone Number: 911
 - a. Local Police and Fire: 248-435-5000
 - b. League President: Brittany Campbell 248-217-6033
 - c. League Safety Officer: Luke Crosthwaite 313-850-1207
 - d. League Vice-President (Baseball): Luke Crosthwaite 313-850-1207
 - e. League Vice-President (Softball): Heather Hoffman 810-434-3097
4. CYBSL requires all coaches and at least one assistant that have any contact with the league's players complete, submit and pass the SportsEngine background check prior to the season. The background check includes Youth Protection Training. Background checks are done each year, and do not carry over. At all times a coach with a cleared background check it is be on-site with players.
5. Manager and Coaches Training.
 - a. CYBSL requires at least one manager/coach from each team to attend a coaches clinic on 3/16/2025 at D-Bat at 501 Executive Dr, Troy, MI 48083 at 12:00 P.M or 2:30 P.M.



- 6. First Aid Training:
 - a. CYBSL requires all coaches to review the First Aid Flyer and have on-site at all times.
 - b. Each team will receive a fully-stocked first aid kit at equipment pickup.
 - i. Coaches must bring the first aid kit to all games and practices.
 - ii. Used supplies must be reported to the Safety Officer, who will replenish items within 48 hours.

ADDITIONAL SAFETY RULES

- 7. Active Shooter Response Policy
 - a. CYBSL prioritizes the safety and well-being of all players, staff, and families. In the event of an active shooter or a credible threat nearby, we follow the Run, Hide, Fight protocol as outlined by national law enforcement agencies.
 - b. Recognizing the Threat
 - i. Any individual observing suspicious behavior or perceiving a threat must report it immediately to:
 - 1. On-site staff/coach
 - 2. Venue security (if applicable)
 - 3. Law enforcement via 911
 - c. Response Protocol
 - i. Immediate Suspension of Activity: If an active shooter or credible threat is reported in the nearby area (even if not on-site):
 - 1. If an active shooter or credible threat is reported near the facility, all games, practices, or events will be immediately suspended.



2. Coaches and staff will initiate evacuation or lockdown protocols based on the safest available option.
3. Spectators and parents must follow staff instructions quickly and calmly.
4. No one should remain on the field during a potential threat.

d. Run (Evacuate)

- i. If there is a clear and safe path, evacuate players and individuals away from the threat.
- ii. Do not attempt to gather personal belongings.
- iii. Coaches must lead players to designated safe zones, if known.
- iv. Parents and spectators should follow staff instructions without delay.

e. Hide (Shelter in Place)

- i. If evacuation is not safe:
 1. Seek shelter in a room or behind a barrier.
 2. Lock and barricade doors.
 3. Silence phones and stay quiet.

f. Fight (Last Resort)

- i. As a last resort and only if your life is in imminent danger:
 1. Attempt to disrupt or incapacitate the shooter.
 2. Act aggressively, use improvised weapons, and commit to your actions.

g. Communication

- i. Coaches and team leaders must carry cell phones at all times during activities.
- ii. An emergency text chain will be maintained for communication with parents.



- iii. After initial safety is secured, staff will notify law enforcement and team leadership of the situation.
- iv. A reunification location will be communicated to parents when cleared by authorities.

DIAMOND SAFETY

- 8. CYBSL requires all managers or coaches and Umpires to walk the field prior to all scheduled games and practices.
 - a. Check for glass or other debris.
 - b. Check for unsafe field conditions and take steps to correct any discovered problems.
 - c. Umpires will not start a game until all issues are resolved.
- 9. CYBSL will enforce the rules and safety guidelines:
 - a. No on deck batters (Major and below.)
 - b. No players shall have a bat in their hand inside the dugouts - all levels.
 - c. No swinging bats outside of designated warm-up areas.
 - d. On-deck batters must be placed safely behind the hitter, depending on whether the batter is right- or left-handed.
 - e. All weather safety protocols must be followed.
- 10. CYBSL completes an annual Facility Survey

EQUIPMENT SAFETY

- 11. CYBSL Safety Officer will inspect all equipment in the pre-season.
 - a. Managers/Coaches will inspect the equipment prior to each game.
 - b. Umpires will be required to inspect equipment prior to each game.



12. [Please report an accident or incident promptly to CYBSL via the CYBSL Incident Form.](#)
 - a. **In an emergency situation, immediately contact appropriate services: police, ambulance, etc.**
 - b. **If you witnessed or suspect a crime contact the police immediately**

ACCIDENT REPORTING

13. CYBSL has instituted a safety monitoring system. Each team manager will report any possible safety question to the safety officer regarding field conditions, game management by umpires, and parent involvement. The effort is made to be in control of possible problems and solve any issues in real-time.

COACHING POLICY

The Head Coach Must Be Present: A registered Head Coach must be present at the program site at all times. If a Head Coach is not able to attend practice or games, a registered Assistant Coach must be identified that is registered with the CYBSL otherwise, events for that day must be cancelled. A minimum of two coaches must be present at all times. Exceptions will be made, at the discretion of the GM, that an approved parent volunteer may serve as a coach for a game as long as 1 registered coach is present (Head Coach or Assistant).

At least one coach per team must have a cell phone with them during all games and practices.

14. Number of Coaches: Use this range to ensure your site has enough coaches
 - a. 8-15 participants = 2 coaches (minimum) and 3 coaches (maximum)
 - b. 16-20 participants = 3 coaches (minimum) and 4 coaches (maximum)
 - c. If there are two teams' worth of girls: 21-30 participants = 4 coaches (minimum) and 5 coaches (maximum)
 - d. 31-40 participants = 5 coaches (minimum) and 6 coaches (maximum)



Coach Attendance:

15. All coaches (head coaches, assistant coaches) are expected to be at practice for at least 90% of the scheduled practices. If a coach has excessive absences, she/he will be asked to step down from coaching duties and a replacement coach will be found. Non-registered volunteers (including those volunteers who want to coach but who cannot commit to attending 90% of practices) may help at practices, but they cannot lead any part of the lessons, nor can they be alone with the enrolled athletes at any point during the practice.

Pick-up:

16. Coaches may not leave the program site until all their assigned players are picked up. If a parent is consistently late (more than 15 minutes), you should talk to him/her about picking the child up on time. If someone other than a parent or guardian will be transporting the child to or from practice, the parent is responsible for providing the CYBSL coach with a list of persons authorized to pick up the child and their contact information. Be sure to include CYBSL board members on communication with parents who are chronically tardy. No coach should be left alone with a child while waiting on a tardy parent. A minimum of 2 coaches, or 1 coach and 1 approved parent volunteer must be present at all times.

Non-Registered Children:

17. Children of coaches and other non-registered children may not be present at practices unless they are a part of the CYBSL. Children that are not registered to participate in the CYBSL program are not covered under CYBSL insurance and therefore should not be at practices, games or participate in any manner.



Mandatory Coaches Registration:

18. All Head Coaches and Assistant Coaches must officially register with CYBSL and have a background check completed. Guarantee of an Effective Response to Allegations of Abuse of Minors CYBSL volunteers are required to report an allegation of sexual or physical abuse of a person who is a minor to the public authorities as well as the CYBSL Board. CYBSL volunteers are to comply with all applicable civil laws with respect to the reporting of allegations of sexual or physical abuse of minors to civil authorities and cooperate in their investigation in accord with the law of the jurisdiction in question.

CYBSL volunteers are to cooperate with public authorities about reporting cases even when the person is no longer a minor. In every instance, CYBSL volunteers are to advise victims of their right to make a report to public authorities and support this right. Allegations made by players themselves or parents of players to a coach or volunteer will be reported immediately to the Vice-President of their respective league (baseball or softball). The Vice-President will make notification to the CYBSL President.

In order to provide due process to any alleged victim and alleged assailant, all information will be reported to local authorities immediately. If an allegation is made about an existing coach, volunteer, or board member, that person shall be removed from their assigned duties and pending an investigation will be banned from any CYBSL events. If an allegation is made about a parent or guardian of a player, or a visitor to a CYBSL game, that person will be banned from all future CYBSL events. The CYBSL Board will hold an emergency meeting, within 48 hours, to determine if an impropriety exists as it relates to CYBSL Code of Conduct and Operational Procedures that could result in a removal of a board member, coach, assistant coach or parent volunteer from their position. If an allegation is unfounded, the alleged volunteer may resume their role in the CYBSL, pending a majority vote of the CYBSL Board.