

TEWKSBURY YOUTH BASEBALL LEAGUE



SAFETY PROGRAM MANUAL

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1.0 TYB Mission Statement

Section 1. The objective of the League shall be to implant fairly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they will be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens.

Section 2. To achieve this objective, the League will provide a supervised program under the rules and policies of Babe Ruth Baseball, Inc. In accordance with applicable sections of the Federal Internal Revenue Code, Youth Baseball will operate exclusively as a non-profit organization providing a supervised program of competitive baseball games.



2.0 President's Letter

Dear Managers, Coaches, Umpires, League Officers and other Volunteers:

Welcome to another fun and exciting season of Tewksbury Youth Baseball. This year we continue to improve the safety aspects of our league and further emphasize safety awareness. Our ultimate goal is to eliminate and prevent injury-causing accidents.

To help all our volunteers comply with our safety standards, the TYBL Board of Directors has put forth a mandate of safety rules and procedures as depicted in this manual. A "TYBL Safety Officer" position is a formal part of the TYBL Board of Directors and the particular individual serving in that position is also registered every year with Babe Ruth Baseball. Each team in Tewksbury Youth Baseball League will also appoint a team Safety Officer (TSO) who will assist the manager and designated coaches to ensure that the safety guidelines are met whether at practice or during a game.

The commitment to this official Safety Manual is proof that we at Tewksbury Youth Baseball League are very serious and dedicated to this cause. Please read it carefully from cover to cover, as it will familiarize you with all our formal safety rules and procedures. Also, be prepared to sign your name on the indicated pages, acknowledging responsibility and awareness. Then use the manual as a powerful reference guide throughout the season.

In closing, remember that safety rests with all of us, the volunteers of Tewksbury Youth Baseball League. Always use common sense, never doubt what children tell you, and report all accidents or safety infractions when they occur. Now, play ball, play for fun and play it safe!

Sincerely,

Wayne Freitag, President, TYBL
Adam Fowlie, Safety Officer, TYBL

3.0 Safety Material And Mandatory Training Classes

- Paper copies of this Safety Program Manual will be published and distributed to TYBL Volunteers. All Team Managers will also be issued a First Aid Kit at the beginning of the season. Copies of this Safety Program Manual as well as additional First Aid Kits will also be available in all Snack Shacks.
- As part of the First Aid Kit, two chemical ice packs of physical therapy quality will be issued to each team at the beginning of the season. Additional Ice Packs are available at all times in the concession stands.
- The Safety Program Manual will include contact information of hospitals and other emergency services, phone numbers for all Tewksbury Youth Baseball League Officers, the Tewksbury Youth Baseball League Code of Conduct, and the Roles & Responsibilities of all members.
- The First Aid Kit will include the necessary items to treat an injured player until professional help arrives.
- All Managers and designated coaches will be required to participate in an online child abuse training course, a mandatory course provided by Babe Ruth Baseball, Inc.
- All Team Managers will acknowledge awareness/receipt of their Safety Program Manual and First Aid Kit by signing below and will have them present at all practices, batting cage practices, games (season games and post-season games) and any other event where team members could become injured or hurt.

.....

Print name of Manager

Team name and division

Signature of Manager

Date

4.0 TYBL Emergency Contact Info

Addresses of Tewksbury Youth Baseball League Fields:

Antonelli, Obdens, Ernest, and Millet Fields, including Field 1:
286 Livingston Street, Tewksbury, MA 01876

LA Field:
530 Livingston Street, Tewksbury, MA 01876

Poulin and Sullivan Fields:
120 Chandler Street, Tewksbury, MA 01876

Heath Brook Field (practice only):
165 Shawsheen Street, Tewksbury, MA 01876

Dewing Field (practice only):
1469 Andover Street, Tewksbury, MA 01876

North Street Field (practice only):
830 North Street, Tewksbury, MA 01876

Trahan Field (practice only)
12 Salem Rd, Tewksbury, MA 01876

Police/Fire/Ambulance

Emergency: 911

Winchester Family Medical Center: (978)657-3910 500 Salem Street, Route 62,
Wilmington, MA 01887

Lowell General Hospital: (978)937-6000 295 Varnum Ave., Lowell, MA 01852

Saints Medical Center: (978)458-1411 1
Hospital Drive, Lowell, MA 01852, www.saintsmedicalcenter.com

Lahey Medical Center: (781)744-5100
41 Mall Road, Burlington, MA 01805, www.lahey.org

**All accidents must
be reported to:
Adam Fowlie
TYBL Safety Officer
617-827-5225**

4.0 TYBL Emergency Contact Info (cont.)

TYBL Officers

President

Wayne Freitag, 978-423-6057

Vice President

Luke Muir, 213-447-8674

Player Agent

Brian Schofield, 617-894-3792

Safety Officer

Adam Fowlie, 617-827-5225

Umpire in Chief

Jeff Segaloff, 781-315-3940

5.0 TYBL Code Of Conduct

The Tewksbury Youth Baseball League Board of Directors has mandated the following Codes of Conduct. All coaches and volunteers will read these Code of Conduct and sign in the space provided below, acknowledging that he or she understands and agrees to comply with the Codes of Conduct.

Tewksbury Youth Baseball League Codes of Conduct:

PLAYER CODE OF CONDUCT

Youth sports play a vital role in encouraging physical, social and emotional growth of children. It is therefore essential for parents, coaches and officials to encourage their youth players to embrace the values of good sportsmanship, discipline and character development. All compliance infractions will be reviewed by our Executive Board for appropriate actions.

- Be a good sport (win or lose), be honest, fair and always show good sportsmanship to all coaches, players, officials and fans.
- Learn the value of commitment to the team.
- Put personal goals aside for the betterment of the team.
- Show courtesy and respect to all teammates, parents, opponents and coaches.
- Realize that athletic contests, including practice sessions are educational experiences and opportunities.
- Players will not engage in unsportsmanlike conduct including, but not limited to, throwing articles/equipment in a deliberate or aggressive manner, using abusive or profane language, or taunting any other players.
- Players will not engage in rude behavior on or off the field.
- Players will treat everyone, including coaches, parents, players and officials with respect regardless of race, creed, color, nationality or gender.
- Have fun!

5.0 TYBL Player and Volunteer Codes Of Conduct (cont.)

PARENT / VOLUNTEER CODE OF CONDUCT

All coaches and volunteers will read this Code of Conduct to acknowledge that he or she understands and agrees to comply with the following Code of Conduct. All compliance infractions will be reviewed by our Executive Board for appropriate actions.

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 unsportsmanlike 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 the TYB complex while in an intoxicated state. Intoxication will be defined as an odor or behavior issue.
- Be guilty of gambling upon any play or outcome of any game with anyone at any time.
- Smoke while in the stands or on the playing field or in any dugout. Smoking will only be permitted in designated areas which will be 20 feet from any spectator stands or dugouts.

- Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game.
- As a manager or coach, be guilty of mingling with or fraternizing with spectators during the course of the game.
- Speak disrespectfully to any manager, coach, official or representative of the league.
- Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, rankings, financial records or procedures.
- 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 and including expulsion from the game.

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

I have read the Tewksbury Youth Baseball League Code of Conduct and promise to adhere to its rules and regulations.

Print name of Coach or Volunteer

Signature

Date

6.0 TYBL Safety Code

The Board of Directors of Tewksbury Youth Baseball League has mandated the following “Adult Safety Code”. All managers, coaches, umpires, and adult volunteers will read and do their utmost to abide.

Additionally, all managers and coaches will read and enforce the “***Player Safety Code***” as described on page 10 of this manual to their players. Signatures are required of all managers, coaches and players, acknowledging understanding and compliance.

Adult Safety Code: (for all TYBL Adult Volunteers, including Managers, Coaches & Umpires):

Responsibility for safety procedures belongs to every adult member of TYBL.

Each manager, coach, umpire, and team safety officer shall use proper reasoning and care to prevent injury to him/herself and to others.

Only league approved managers and/or coaches are allowed to conduct practice with teams.

Each and every year, all managers, coaches, umpires, board members and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out the most recent [TYB CORI Form](#) and submit a form of ID, or participate in a mandatory abuse training session and background check conducted by Babe Ruth Baseball. The **CORI** will be used to conduct a search of appropriate governmental databases for statewide and/or nationwide background and sex-offender checks. Anyone refusing to fill out a **CORI** is ineligible to be a league member.

6.0 TYBL Safety Code (cont.)

Only league-approved managers and/or coaches will supervise batting Cages.

Arrangement should be made in advance of all games/practices for emergency medical services.

Managers, designated coaches and umpires are strongly recommended to have training in First Aid.

First-aid kits are issued to each team manager during the pre-season and additional kits will be located at each concession stand.

No games/practices will be held when weather or field conditions are poor, particularly when lighting is inadequate.

Play area will be inspected before games & practices for holes, damage, stones, glass & foreign objects.

Team equipment must 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 practice sessions.

Responsibility for keeping bats and loose equipment off the field of play should be that of the team manager or coach, or assigned by them to a specific player.

Equipment should be inspected regularly for condition and fit.

6.0 TYBL Safety Code (cont.)

Parents of players who wear glasses should be encouraged to provide “safety glasses” for their children.

Parents should be encouraged to provide mouth-guards for their children.

Managers will only use the official Babe Ruth/Cal Ripken balls supplied by TYBL.

Managers/Coaches will never leave an unattended child at a practice or game.

No unattended children under the age of 11 are permitted in the Concession Stands.

Never hesitate to report any present/potential safety hazard to the TYBL Safety Officer immediately.

No smoking within twenty feet of the dugouts and concession stands.

Make arrangements to have a cellular phone available when a game or practice is at a facility that does not have public phones.

Speed Limit is 5 miles per hour in roadways and parking lots. No alcohol or drugs allowed on the premises at any time.

Observe all posted signs.

Spectators should be reminded to be alert at all times for foul balls and/or errant throws.

All gates to the fields must remain closed at all times.

6.0 TYBL Safety Code (cont.)

After players have entered or left the playing field, gates should be closed and secured.

No one is allowed on the complex with open wounds at any time.

Wounds should be treated and properly bandaged.

There is no running allowed on or under the bleachers.

No pets are permitted on the premises at any time. This includes dogs, snakes, horses, cats, etc.

Player Safety Code:

During practice and games, all players should watch the batter on each pitch and always be alert for foul balls and/or errant throws.

During warm-up drills, players should be spaced so that no one is endangered by wild throws or missed catches.

All pre-game warm-ups should be performed within the confines of the playing field, not outside it.

Batters and base-runners must wear Babe Ruth / Cal Ripken approved protective helmets.

Except when a runner is returning to a base, head-first slides are NOT permitted.

At no time should “horse play” be permitted on the playing field.

Players who wear glasses should be encouraged to procure “safety glasses”.

6.0 TYBL Safety Code (cont.)

All players should be encouraged to wear mouth-guards.

All male players are encouraged to wear athletic supporters or cups during games & practices.

All male Catchers must wear a cup.

All catchers must wear a catcher's mitt (not a first baseman's mitt or fielder's glove) as well as protective equipment that meets Babe Ruth/Cal Ripken specifications and standards, during practices as well as games.

All catchers must wear a mask, "dangling" type throat protector and catcher's helmet during practice, pitcher warm-up, and games.

Shoes with metal spikes or cleats are not permitted.

Shoes with molded cleats are permissible.

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 and this must be taped in place.)

No food/drinks at any time in the dugouts. (Except for: Water, Gatorade, chewing gum, sunflower seeds)

No medication will be taken at the facility unless administered directly by the child's parent. This includes aspirin, Tylenol and/or asthma inhalers.

6.0 TYBL Safety Code (cont.)

I have read the Player Safety Code on pages 11-15 of the Tewksbury Youth Baseball League Safety Program Manual and promise to adhere to its rules and regulations.

_____	_____
Print name of Manager	Team name and division
_____	_____
Manager signature	Date
_____	_____
Coach 1	Coach 2
_____	_____
Coach 3	Team Safety Officer
_____	_____
Player, Uniform No.	Player, Uniform No.
_____	_____
Player, Uniform No.	Player, Uniform No.
_____	_____
Player, Uniform No.	Player, Uniform No.
_____	_____

Player, Uniform No.

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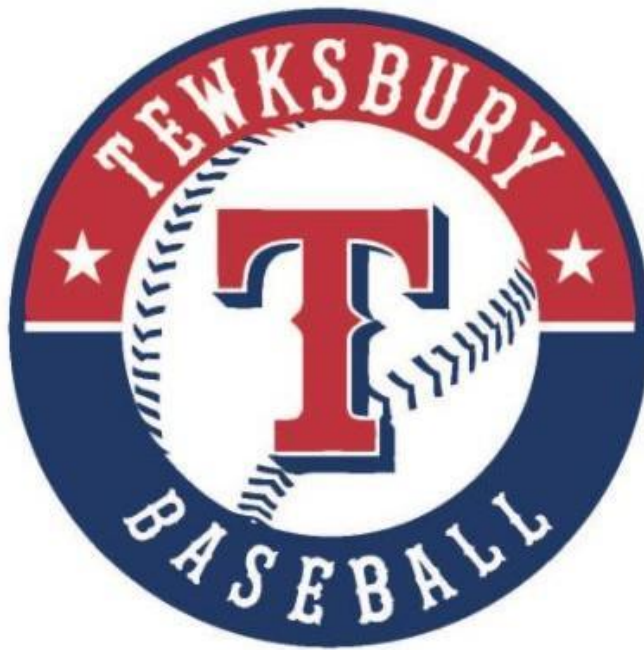
Player, Uniform No.

Player, Uniform No.

Player, Uniform No.

Player, Uniform No.

Player, Uniform No.



7.0 TYBL - Safety Program Roles & Responsibilities

7.1 President

The President of TYBL is responsible for ensuring that the policies and regulations of the TYBL Safety Officer are carried out by the entire membership to the best of his/her abilities.

7.2 TYBL Safety Officer

The main responsibility of the TYBL Safety Officer is to develop and implement the League's safety program. The TYBL Safety Officer is the link between the Board of Directors of Tewksbury Youth Baseball League and its managers, coaches, umpires, team safety officers, players, spectators, and any other third parties on the complex in regards to safety matters, rules & regulations. Other responsibilities include:

Coordinating the individual Team Safety Officers in order to provide the safest environment possible for all.

Assisting parents and individuals with insurance claims and will act as the liaison between the insurance company and the parents and individuals.

Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.

Keeping the Accident Log.

This log will list where accidents and injuries are occurring, to whom, in which divisions (senior, major, minor, farm, tee ball), at what times, under what supervision.

Correlating and summarizing the data in the Accident Log to determine proper accident prevention in the future. Ensuring that each team receives its Safety Manual and First-Aid Kit at the beginning of the season.

Installing First-Aid Kits in all concession stands and re-stocking the kits as needed.

Make Babe Ruth/Cal Ripken's "no tolerance with child abuse" clear to all. Inspecting concession stands and checking fire extinguishers.

Instructing concession stand workers on the use of fire extinguishers.

Checking fields with the Field/Facilities Managers and listing areas needing attention.

Scheduling a First-Aid Class for all managers, designated coaches, umpires, player agents and team safety officers during the pre-season.

7.0 TYBL - Safety Program Roles & Responsibilities (cont.)

Creating and maintaining all signs on the TYBL complex including No Parking signs, No Smoking signs, No Pets Allowed, cautionary signs etc.

Acting immediately in resolving unsafe or hazardous conditions once a situation has been brought to his/her attention.

Making spot checks at practices & games to make sure all managers have their First-Aid Kits, Safety Manuals, and Medical Release Forms.

Tracking all injuries and near misses in order to identify injury trends.

Visiting other leagues to allow a fresh perspective on safety. Making sure that safety is always a Board Meeting topic, & allowing people to share ideas on improving safety.

7.3 Managers & Coaches

The Manager is a person appointed by the President of TYBL to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team.

- (a) The Manager shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.
- (b) The Manager is also responsible for the safety of his players. She/he is also ultimately responsible for the actions of designated coaches and the Team Safety Officer (TSO).
- (c) If a Manager leaves the field, that Manager shall designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager

Pre-Season - Managers will:

Take possession of this Safety Manual and the First-Aid Kit supplied by TYBL and bring them to all practices and games. Also bring all Medical Reference Forms for all players.

Appoint a volunteer parent as Team Safety Officer (TSO). The TSO must be able to be present at all games and must own or have access to a cell phone for emergencies.

Attend a First Aid Training Session and Fundamentals Training Session given by TYBL with his/her designated coaches and TSO.

Meet with all parents to discuss Babe Ruth/Cal Ripken philosophy and safety issues.

Cover the basics of safe play with his/her team before starting the first practice.

Teach players the fundamentals of the game while advocating safety.

Have all players sign the TYBL Player Safety Code signature sheet on page 11 of this manual and return to the TYBL Safety Officer before the first game.

Teach players how to slide before the season starts.

Notify parents that if a child is previously injured, he or she cannot return to practice unless they have a note from their doctor or parent. This ***Return to Play Release*** protects you should that child become further injured. (This ***Return to Play Release*** is basically a simple note providing authorization along with a doctor or parent signature and date.) There are no exceptions to this rule. (Please forward the ***Return to Play Release*** to the TYBL Safety Officer.)

Encourage players to bring water bottles to practices and games.

Encourage players to wear mouth protection.

**** *First-time Managers and Coaches*** are requested to read books or view video on Babe Ruth/Cal Ripken Baseball mechanics.

Season Play - Managers will:

Work closely with the Team Safety Officer to make sure equipment is in first-rate working order.

Make sure that telephone access is available at all activities including practices. It is suggested that a cellular phone always be on hand.

Not expect more from their players than what the players are capable of.

Teach the fundamentals of the game to players, to include:

Catching fly balls

Sliding correctly

Proper fielding of ground balls

Simple pitching motion for balance

Be open to ideas, suggestions or help.

Reinforce that prevention is the key to reducing accidents to a minimum.

Have players wear sliding pads if they have cuts or scrapes on their legs.

Always have your:

First-Aid Kit

Safety Manual

Medical Release Forms for all players on hand at all practices and games.

Use common sense.

Pre-Game & Practice - Managers will:

Make sure that players are healthy, rested and alert.

Make sure that players returning from being injured have a Return to Play Release signed by their doctor or parent. Otherwise, they can't play. (This Return to Play Release is basically a simple note providing authorization along with a doctor or parent signature and date.)

Make sure players are wearing the proper uniform and male catchers are wearing a cup.

Make sure that the equipment is in good working order and is safe.

Agree with the opposing manager on the fitness of the playing field. In the event that the two managers cannot agree, the President or a duly delegated representative shall make the determination.

Enforce the rule that no bats and balls are permitted on the field until all players have done their proper stretching. Then have players do a light jog around the field before starting throwing warm-ups.

During the Game- Managers will:

Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat.

No equipment shall be left lying on the field, either in fair or foul territory.

Keep players alert.

Maintain discipline at all times.

Be organized.

Keep players/substitutes sitting on the team's bench or in the dugout unless participating in the game or preparing to enter the game.

Make sure catchers are wearing the proper equipment. Encourage everyone to think Safety First.

Observe the "no on-deck" rule for batters and keep players behind the screens at all times.

No player should handle a bat in the dugouts at any time.

Keep player's off fences.

Get players to drink often so they do not dehydrate.

Refrain from playing children that are ill or injured.

Attend to children that become injured in a game.

Not lose focus by engaging in conversation with parents and passersby.

Post Game- Managers are to:

Not leave the field until every team member has been picked up by a known family member or designated driver.

Optionally perform cool down exercises with the players.

1. Light jog.
2. Stretching as noted above.
3. Those who throw regularly (pitchers and catchers) should ice their shoulders and elbows.
4. Catchers should ice their knees.

Notify parents if their child has been injured no matter how small or insignificant the injury is. There are no exceptions to this rule. This protects you, Babe Ruth/Cal Ripken Baseball, and TYBL. If there was an injury, make sure an accident report is filled out and given to the TYBL Safety Officer within 24 hours. Discuss any safety problems with the Team Safety Officer that occurred before, during or after the game.

Return the field to its pre-game condition.

If a manager knowingly disregards safety, he or she will come before the TYBL Board of Directors to explain his or her conduct.

7.4 Umpires - Safety Roles & Responsibilities:

Pre-Game - Before a game starts, the Umpire shall:

Check equipment in dugouts of both teams. If it does not meet specifications, it must be removed.

Make sure catchers are wearing helmets when warming up pitchers.

Run hands along bats to make sure there are no splinters. Also make sure bats have grips.

Inspect helmets for cracks. Also make sure there are foam inserts in helmets and that helmets meet Babe Ruth/Cal Ripken specifications.

Walk the field for hazards and obstructions (e.g. rocks and glass).

Make sure that all players are not wearing jewelry or metal cleats.

Make sure that all playing lines are marked with non-caustic lime, chalk or other white distinguishable material.

Secure official Babe Ruth/Cal Ripken certified balls for play from both teams.

In-Game - During the game, the Umpire shall:

Govern the game as mandated by Babe Ruth/Cal Ripken rules and regulations.

Check baseballs for discoloration and nicks and declare a ball unfit for use if it exhibits these traits.

Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of unsuitable weather conditions or the unfit condition of the playing field; as to whether and when play shall be resumed after such suspension; and as to whether and when a game shall be terminated after such suspension.

Act as the sole judge as to whether and when play shall be suspended or terminated during a game because of low visibility due to atmospheric conditions or darkness.

Enforce the rule that no spectators shall be allowed on the field during the game. Make sure catchers are wearing the proper equipment.

Continue to monitor the field for safety and playability.

Make the calls loud and clear, signaling each call properly.

Make sure players and spectators keep their fingers out of the fencing.

Post-Game - After a game, the Umpire shall:

Check with the managers of both teams regarding safety violations.

Report any unsafe situations to the TYBL Safety Officer by telephone and in writing.

7.5 Facilities Manager

The TYBL Facilities Manager is responsible to ensure the fields and structures used by TYBL meet the safety requirements as set forth in this manual.

7.6 Concession Stand Manager

The TYBL Concession Stand Manager is responsible to ensure the Concession Stand Volunteers are trained in the safety procedures as set forth in this manual ([see page 32](#)).

7.7 Equipment Manager

The TYBL Equipment Manager is responsible to get damaged equipment repaired or replaced as reported. This replacement will happen in a timely manner. The Equipment Manager will also exchange equipment if it doesn't fit properly.



7.8 Team Safety Officer (**TSO**): Safety Roles & Responsibilities

The TSO is a:

Role model to younger children.

Defender of safety.

Liaison between the team & TYBL Safety Officer.

Hero when injuries are prevented by taking safety seriously.

Pre-Season - In the pre-season, the TSO must:

Acquire this Safety Manual from the team manager and read it.

Attend the First Aid Training Session with your team manager if possible.

Receive/acquire all **Medical Release Forms** for each player of your team from the TYBL Player Agent. Note any significant conditions/issues that could affect that child's safety. (These forms were completed by parents/guardians during registration. See [Page 43](#) of the Appendix for a sample form.)

Confirm any/all medications that are being taken by each child.

Talk to parents, confidentially, and confirm/compare their health status with **Medical Release Forms**. (i.e. inquire if anything has changed since form was submitted in Feb/March. Note any special issues/precautions with Manager and other coaches. Examples include: allergies, asthma, heart conditions, past injuries, ADD, ADHD, a communicable disease such as hepatitis, HIV, AIDS, etc.)

Report any significant findings/issues to the TYBL Safety Officer.

Bring all Medical Release Forms to every practice and game for emergency contact as well as medical reference information.

Inspect the equipment and replace any that looks unsafe.

Season - During the season, the TSO will:

Fill out an **accident report** ([sample form in appendix](#), page 44) within **24 hours** when an injury occurs and submit to TYBL Safety Officer.

Report periodically as part of a Safety Committee to the TYBL Safety Officer, even if nothing is wrong.

Inspect equipment for cracks and broken straps on a routine basis.

Have a five-minute safety meeting with the team each week.

Communicate any safety infractions to the TYBL Safety Officer or any other Board Member.

Help managers and designated coaches give First-Aid if needed.

Act as a conduit between parents, managers, the TYBL Safety Officer and the kids.

Track the First-Aid Kit inventory and ask the TYBL Safety Officer for replacements when needed.

Pre-Game- the TSO will:

Make sure that this Safety Manual, Health & Medical Reference Manual and the First-Aid Kit are present along with Medical Release Forms for each and every player.

Greet the players as they arrive and make sure everyone is feeling fine.

Watch the players when they stretch and do warm up exercises for signs of stress or injury.

Check equipment for cracks and broken straps.

Walk the field, remove broken glass and other hazardous materials.

Be ready to go into action if anyone should get hurt.

During the Game - the TSO will:

Watch players to see that they are alert at all times. In case of injury, help the team manager treat the child until professional help arrives.

Have **Medical Release Forms** available to reference medical history and/or emergency contact information.

Act as the conduit between the TYBL Safety Officer, the team manager, the child and his or her parents.

Post-Game - the TSO will:

Report any safety infractions to the TYBL Safety Officer. Fill out an **accident report** ([see appendix](#)) if there are any injuries and send a copy within **24 hours** to the TYBL Safety Officer. Assist parents if a child must go to a hospital or to see a doctor. Follow up with parents to make sure the child is all right.

IF A MANAGER DOES NOT APPOINT A TSO, THEN HE OR SHE MUST RESUME THOSE RESPONSIBILITIES.

7.9 All Other TYBL Members

All TYBL Members will adhere to and carry out the policies as set forth in this safety program manual.



SAFETY FIRST!

BE ALERT!

CHECK PLAYING FIELD FOR HAZARDS

**PLAYERS MUST WEAR PROPER
EQUIPMENT**

ENSURE EQUIPMENT IS IN GOOD SHAPE

MAINTAIN CONTROL OF THE SITUATION

MAINTAIN DISCIPLINE

BE ORGANIZED

**KNOW PLAYERS' LIMITS AND DON'T
EXCEED THEM**

MAKE IT FUN!

8.0 Concession Stand Safety

No unattended person under the age of 11 will be allowed behind the counter in the concession stands. People working in the concession stands will be trained in safe food preparation and in the safe use of all equipment.

Cooking equipment will be inspected periodically and repaired or replaced if need be. Propane tanks (if used) will be turned off at the grill and at the tank after use.

Food not purchased by TYBL 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. Cleaning chemicals must be stored in a locked container.

All concession workers are encouraged to attend a First Aid training session.

Carbon Dioxide tanks (if used) 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.

A Certified Fire Extinguisher suitable for grease fires must be 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 placed in each Concession Stand.

The Concession Stand main entrance will not be locked/blocked while people are inside.

9.0 Parental Concerns About Safety

The following are some of the most common concerns and questions asked by parents regarding the safety of their children when it comes to playing softball and/or baseball. We have also included appropriate answers below the questions.

I'm worried that my child is too small or too big to play on the team/division he has been assigned to.

Babe Ruth/Cal Ripken has rules concerning the ages of players on T-Ball, Farm, Minor, Major and Senior teams. Tewksbury Youth Baseball League observes those rules and then places children on teams according to their skills and abilities based on their try-out ratings at the beginning of the season. If for some reason you do not think your child belongs in a particular division, please contact the TYBL Player Agent and share your concerns with him or her.

Should my child be pitching as many innings per game?

Babe Ruth/Cal Ripken has rules regarding pitching which all managers and coaches must follow. The rules are different depending on the division of play but the rules are there to protect children.

Do mouthguards prevent injuries?

A mouthguard can prevent serious injuries such as concussions, cerebral hemorrhages, incidents of unconsciousness, jaw fractures and neck injuries by helping to avoid situations where the lower jaw gets jammed into the upper jaw. Mouth Guards are effective in moving soft tissue in the oral cavity away from the teeth, preventing laceration and bruising of the lips and cheeks, especially for those who wear orthodontic appliances.

How do I know that I can trust the volunteer managers and coaches not to be child molesters?

Tewksbury Youth Baseball League runs background checks on all board members, managers and designated coaches before appointing them. Volunteers are required to fill out applications which give TYBL the information and permission it needs to complete a thorough investigation. If the League receives inappropriate information on a Volunteer, that Volunteer will be immediately removed from his/her position and banned from the facility.

How can I complain about the way my child is being treated by the manager, coach, or umpire?

You can directly contact the TYBL Player Agent or any TYBL Officer. Their names and telephone numbers are posted around the concession stand(s). The complaint will be brought to the TYBL President's attention immediately and investigated.

Will that helmet on my child's head really protect him while he or she is at bat and running around the bases?

The helmets used at Tewksbury Youth Baseball League must meet NOCSAE standards as evidenced by the exterior label. These helmets are certified by Babe Ruth/Cal Ripken and are the safest protection for your child. The helmets are checked for cracks at the beginning of each game and replaced if need be.

Is it safe for my child to slide into the bases?

Sliding is part of baseball & softball. Managers and coaches teach children to slide safely.

My child has been diagnosed with ADD or ADHD - is it safe for him to play?

Tewksbury Youth Baseball League now addresses ADD and DHD in their Health and Medical Reference Manual. Managers and coaches now have a reference to better understand ADD and ADHD. The knowledge they gain here will help them coach ADD and ADHD children effectively. The primary concern is, of course, safety. Children must be aware of where the ball is at all times. Managers and coaches must work together with parents in order help ADD and ADHD children focus on safety issues.

Why can't I smoke at the field?

You can smoke but not within 20 feet of the dugouts, bleachers and concession stands.



10.0 Accident Reporting Procedure

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 TYBL 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 TYBL Safety Officer within 24 hours of the incident.

The TYBL Safety Officer, Adam Fowlie, can be reached at the following:

Phone: 617-827-5225

E-mail: afjr174@yahoo.com

The TYBL Safety Officer's contact information will also be posted at all concession stands.

How to make a report:

Accidents must be formally reported by completing a TYBL Accident Report. (A blank [TYBL Accident Report](#) form is included in the Appendix, page 44 of this manual.) At a minimum, the following information must be provided:

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

10.0 Accident Reporting Procedure (cont.)

Team Safety Officer's Responsibility:

The **TSO** will fill out the TYBL Accident Report Form (see page 44 of this manual for a blank form) and submit it to the TYBL Safety Officer within 24 hours of the incident. If the team does not have a Safety Officer, then the Team Manager will be responsible for filling out the form and turning it into the TYBL Safety Officer. Accidents occurring outside the team (i.e., spectator injuries, concession stand injuries and third party injuries) can be verbally relayed to the TYBL Safety Officer for follow-up.

TYBL Safety Officer's Responsibilities:

Within 24 hours of receiving the TYBL Accident Report, the TYBL Safety Officer will contact the injured party or the party's parents and

1. Verify the information received
2. Obtain any other information deemed necessary
3. Check on the status of the injured party
4. 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 the TYBL's insurance coverage and the provision for submitting any claims

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

1. Check on the status of any injuries
2. 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).

11.0 Child Abuse

Volunteers are the greatest resource TYBL has in aiding children's development into leaders of tomorrow. But some potential volunteers may be attracted to TYBL to be near children for abusive reasons.

Big Brothers/Big Sisters of America defines **child sexual abuse** as "the exploitation of a child by an older child, teen or adult for the personal gratification of the abusive individual." So abusing a child can take many forms, from touching to non-touching offenses.

Child victims are usually made to feel as if they have brought the abuse upon themselves; they are made to feel guilty. For this reason, sexual abuse victims seldom disclose the victimization.



Child Abuse: A Five-Step Review

- 1. Know what it is, and where to look.**
Defining child abuse, and separating the truth from the myths, better enables us all to spot potentially dangerous situations.
- 2. Educate parents, volunteers and children.**
They need to be supplied with the information necessary to protect everyone. Let the children know that it's never their fault.
- 3. Follow safety procedures.**
Employing basic rules, such as the "buddy system," can keep child abuse from happening in the first place.
- 4. Screen applicants carefully.**
An effective three-step plan can keep potential child abusers out of our Little League programs, and keep our kids safe.
- 5. Don't be afraid to speak out.**
Both Little League children and adults need to feel safe to come forward. If an individual honestly feels something is wrong, the laws are in place to protect them.

Consider this:

Big Brothers/Big Sisters of America contend that for every child abuse case reported, **ten more go unreported**. Children need to understand that it is never their fault, and both children and adults need to know what they can do to keep it from happening. Anyone can be an abuser and it could happen anywhere. By educating parents, volunteers and children, you can help reduce the risk it will happen at Tewksbury Youth Baseball League.

11.0 Child Abuse (cont.)

Like all safety issues, **prevention** is the key. Tewksbury Youth Baseball League has a three-step plan for selecting caring, competent and safe volunteers.

- 1) **Application:** To include residence information, employment history and three personal references from non-relatives. All potential volunteers must fill out the application that clearly asks for information about prior criminal convictions. The form also points out that all positions are conditional based on the information received back from a background check.
- 2) **Interview:** Make all applicants aware of the policy that no known child-sex offender will be given access to children in the program.
- 3) **Reference Checks:** Make sure the information given by the applicant is corroborated by references.

Fiction and Fact

“Sex abusers are dirty old men.” Not true. While sex abusers cut across socioeconomic levels, educational levels and race, the average age of a sex offender has been established at 32.

“Strangers are responsible for most of the sexual abuse.” Fact: 80-85% of all sexual abuse cases in the US are perpetrated by an individual familiar to the victim. Less than 20% of all abusers are strangers.

“Most sex abusers suffer from some form of serious mental illness or psychosis.” Not true. The actual figure is more like 10%, almost exactly the same as the figure found in the general population of the United States.

“Most sex abusers are homosexuals.” Also not true. Most are heterosexual.

“Children usually lie about sexual abuse, anyway.” In fact, children *rarely* lie about being sexually abused. If they say it, don't ignore it.

“It only happens to girls.” While females do comprise the largest number of sexual abuse victims, it is now believed that the number for male victims is much higher than reported.

11.0 Child Abuse (cont.)

Reporting

In the unfortunate case that child sexual abuse is suspected, you should immediately contact the TYBL President, or a TYBL Board Member if the President is not available, to report the abuse. TYBL along with district administrators will contact the proper law enforcement agencies.

Investigation

TYBL will appoint an individual with significant professional background to receive and act on abuse allegations. These individuals will act in a confidential manner, and serve as the League's liaison with the local law enforcement community. TYBL volunteers should not attempt to investigate suspected abuse on their own.

Suspending/Termination

When an allegation of abuse is made against a TYBL volunteer, it is our duty to protect the children from any possible further abuse by keeping the alleged abuser away from children in the program. If the allegations are substantiated, the next step is clear -- assuring that the individual will not have any further contact with the children in the League.

Immunity From Liability

According to Boys & Girls Clubs of America, "Concern is often expressed over the potential for criminal or civil liability if a report of abuse is subsequently found to be unsubstantiated." However, we want adults and players to understand that they shouldn't be afraid to come forward in these cases, even if it isn't required and even if there is a possibility of being wrong. All states provide immunity from liability to those who report suspected child abuse in "good faith." At the same time, there are also rules in place to protect adults who prove to have been inappropriately accused.

11.0 Child Abuse (cont.)

Make Our Position Clear

Make adults and kids aware that Tewksbury Youth Baseball League ***will not tolerate child abuse, in any form.***

The Buddy System

There is safety in numbers. Encourage kids to move about in a group of two or more children of similar age, whether an adult is present or not. This includes travel, leaving the field, or using the restroom areas. It is far more difficult to victimize a child if they are not alone.

Access

Controlling access to areas where children are present -- such as the dugout or restrooms -- protects them from harm by outsiders. It's not easy to control the access of large outdoor facilities, but visitors could be directed to a central point within the facility. Individuals should not be allowed to wander through the area without the knowledge of the Managers, Coaches, Board Directors or any other Volunteer.

Toilet Facilities

Generally speaking, players are capable of using toilet facilities on their own, so there should be no need for an adult to accompany a child into restroom areas. There can sometimes be special circumstances under which a child requires assistance with toilet facilities, but generally all players should be using the toilet facilities by themselves.

Appendix

Addresses of Tewksbury Youth Baseball League Fields:

Antonelli, Obdens, Ernest, and Millet Fields, including Field 1:
286 Livingston Street, Tewksbury, MA 01876

LA Field:
530 Livingston Street, Tewksbury, MA 01876

Poulin and Sullivan Fields:
120 Chandler Street, Tewksbury, MA 01876

Heath Brook Field (practice only):
165 Shawsheen Street, Tewksbury, MA 01876

Dewing Field (practice only):
1469 Andover Street, Tewksbury, MA 01876

North Street Field (practice only):
830 North Street, Tewksbury, MA 01876

Trahan Field (practice only)
12 Salem Rd, Tewksbury, MA 01876

Police/Fire/Ambulance

Emergency: 911

Winchester Family Medical Center: (978)657-3910 500
Salem Street, Route 62, Wilmington, MA 01887

Lowell General Hospital: (978)937-6000
295 Varnum Ave., Lowell, MA 01852

Saints Medical Center: (978)458-1411 1
Hospital Drive, Lowell, MA 01852, www.saintsmedicalcenter.com

Lahey Medical Center: (781)744-5100
41 Mall Road, Burlington, MA 01805, www.lahey.org

**All accidents must
be reported to:
Adam Fowlie
TYBL Safety Officer
617-827-5225**



CONSENT FOR TREATMENT

Each Player must complete and have signed

Name of Player _____ Player's Age _____

Home Address _____ City _____ State _____

Family Physician _____ Phone _____

List of Any Allergies _____

Required Medication _____

Name of League _____

League Accident Insurance Company _____

League Accident Insurance Policy No. _____

In case of an accident or illness, I hereby authorize a representative of Babe Ruth League, Inc. to use his/her judgment in obtaining immediate Medical Care.

DATE _____ SIGNED _____

(Parent or Guardian)

Daytime Phone () _____ Home Phone () _____

Cell Phone () _____ Parents Health Ins. Co. _____

Policy # _____

(Parents will be notified in case of serious illness or injury as quickly as they can be reached, but this will make immediate treatment possible.)

TYBL Accident Report

Name (Injured): _____

Date/Time Of Injury: _____

Field Location: _____

Team: _____ Manager: _____

Address Of Injured: _____

Injured Home Phone: _____

Person Filling Out This Form: _____

Your Phone Number: _____

Medical Treatment Dispensation (Circle One)

First Aid at field To Doctor/Dentist To Walk-In/Hospital

Other Brief Statement of Incident (Please attach additional pages if needed):

Brief Description of Injuries:

NOTE: This form is for league purposes only. When an accident happens, obtain as much information as possible. Send a copy of this form to the TYBL Safety Officer within 24 hours. Its purpose is to establish a record of all accidents and to ultimately make our overall program safer for all participants and spectators.

**TEWKSBURY YOUTH BASEBALL
FIELD DECORUM REGULATIONS
March 2007**

All players must wear their uniforms properly. That is a hat with the visor-facing front, shirts tucked in, baseball socks must be worn, and pants worn so that no part of the bare leg is exposed. **VIOLATION OF THIS RULE WILL RESULT IN THE OFFENDER/S BEING REMOVED FROM THE GAME. IF ANY PLAYER LOSES ANY PART OF THEIR UNIFORM, OR THE UNIFORM IS RIPPED OR TORN, OTHER THAN NORMAL WEAR AND TEAR, SAID PLAYER IS RESPONSIBLE TO REPLACE IT AT THEIR OWN EXPENSE, AND WILL NOT BE ALLOWED TO PARTICIPATE IN ANOTHER GAME UNTIL PROPERLY DRESSED.**

If the umpire removes any player, manager or coach from a game said player, manager, or coach is ineligible for that game and the next game. A player must sit on the bench for the next game, and shall not participate as a player or coach. If the player does not show up at the next game the player is ineligible until the player shows up for a game and sits out one game.

Smoking, the use of smokeless tobacco or the consumption of alcoholic beverages is strictly prohibited at any time on any baseball field or in any area customarily used as the bench or dugout, whether it is during a game or practice.

All players must either be on the bench or on the field during the entire practice or games.

No on deck batter is permitted, except in the Senior and Junior leagues. All players must remain on the bench and not in the on deck area. This means the next batter may not even have a bat or helmet until his/her time at bat occurs.

Once the pitcher takes his/her position on the pitching rubber and begins to deliver a pitch from the legal pitching position, then all chanting, hollering or any other actions, by the offensive team shall cease. The offending team's manager shall first be given a warning; a second violation will result in the manager being removed from the game. Any subsequent violation will result in the umpire declaring a forfeit and awarding a victory to the non-offending team.

As provided in Regulation XIV in the Little League Rules and Regulations, the actions of any players, managers, coaches, umpires and league officials must be above reproach. Any player, manager, coach, umpire or league representative who is involved in a verbal or physical altercation, or an incident of unsportsmanlike conduct, at the game site or any other Little League activity, is subject to disciplinary action by the Board of Directors.

Every team manager and coach is responsible for the conduct of that team's parents, guardians or fans or anyone else that is associated with that team and is causing a disturbance either with an umpire, manager, coach, player, league official or another parent or fan. In the event a problem develops that disrupts the game or incites problems that person/s who is causing the problem may be removed from the facility. Failure of that person/s to leave immediately shall result in the game being forfeited to the non-offending team. The Board of Directors of Tewksbury Youth Baseball reserves the right to take additional action, if it deems necessary. This action may result in the offending person/s being suspended from attending games or practices or even permanent revocation of attendance at all Tewksbury Youth Baseball events. If the problem continues to exist than Tewksbury Youth Baseball reserves the right to remove any player from the roster who is associated with the person/s causing the problem/s.