



# **2022 Safety Plan**

Updated March 2022

## Purpose

Beyond providing an experience that is fun and teaches the fundamentals of the game of baseball, it is the responsibility of Hamel Athletic Club (HAC) to keep everyone that participates in our program safe. This plan is intended to meet the requirements of Little League International and while it is only required for teams participating in the Little League International program, the HAC Board of Directors has approved this for all players participating under the HAC umbrella.

This plan will be reviewed and updated annually prior to the start of a new season. As a stakeholder you are asked to know and live-out the minimum safety requirements spelled out within this document. Additionally, should you have any concerns about safety or see opportunities to make our program safer, please direct them to the Safety Officer.

The requirements of Little League International's Safety Program are as follows:

1. Have a safety officer on file at Little League International
2. Make safety plan accessible to coaches, managers, board members and any other volunteer in the league
3. Post and distribute emergency and league officer phone numbers
4. Require volunteers to complete and submit the Official Little League Volunteer Application
5. Provide fundamentals training
6. Provide first-aid training
7. Require field inspections before games and practices
8. Complete the annual Facility Survey
9. Post and utilize concession stand procedures
10. Regularly inspect and replace equipment as needed
11. Have a procedure for reporting accidents/injuries
12. Require First Aid Kits at all league events
13. Enforce Little League Rules & Regulations
14. Submit League Registration Data for players, coaches and managers
15. Complete survey question in LL Data Center

In addition to these 15 requirements, HAC has added additional requirements to our plan regarding:

16. Purchased Equipment
17. Non-Rostered Players
18. Codes of Conduct
19. Weather Cancellations

Requirement	Description	Guideline(s) / Policy	Compliance
1	Have a safety officer on file at Little League International	A permanent position on the Board of Directors will be staffed. The individual within this role is responsible for the development and oversight of the plan as well as serving as the contact for all safety related issues.	Verified in LL Data Center prior to each season.
2	Have a safety plan accessible to coaches, managers, board members and any other volunteer in the league	The safety plan will be developed, reviewed and approved by the Board of Directors prior to the start of each season. The plan will be published to the website prior to the start of the season. Additionally, the safety plan will be reviewed with volunteers prior to the season.	Verified in LL Data Center prior to each season.
3	Post and distribute emergency and key league officials' phone numbers	An up-to-date listing of key emergency and league officials contacts will be published in this plan prior to each season. The plan will be published to the website prior to the start of the season and distributed to coaches at a preseason meeting.	See Emergency Contacts in the Appendix of this document.
4	Require volunteers to complete and submit the Official Little League Volunteer Application	Background checks utilizing the Little League International requirements will be performed on volunteers prior to them being allowed to participate within the baseball program. Anyone not completing a background check will not be allowed to participate until the check has been completed.	Volunteer forms are completed along with player registration provided by NGIN. Background checks and mandatory training are completed through Coach and Volunteer Registration provided by NGIN. The content in each registration complies with the Official Little League Volunteer Application.
5	Provide fundamentals training	At least one representative from each team must attend the training each year. Every manager/coach shall attend this training once every 3 years. Training shall be provided by a person knowledgeable in baseball skill / fundamentals who has proven to be successful in coaching / teaching.	Completed at preseason coaches meeting.
6	Provide first-aid training	At least one representative from each team must attend the training each year. Every manager/coach shall attend this training once every 3 years.  Managers, coaches, and umpires shall have training in first aid. First aid kits are issued to each team.	Completed at preseason coaches meeting and first-aid equipment handout.  Concussion training is mandatory and completed through Volunteer registration in NGIN.

7	Require field inspections before games and practices	All fields shall be inspected by the HAC grounds crew when being prepared for play on days of games for holes, damage, stones, glass and other foreign objects. Fields shall also be inspected by coaches from each team prior to practice or games. Any issues with respect to the playability of the field shall be remedied by the coach or, if necessary, the League Coordinator shall be contacted to decide. In no circumstances should practice or games occur if the fields may cause danger to players, coaches, or spectators.	See the contact information for the Board of Directors and League Coordinators in the Appendix of this plan.
8	Complete the annual Facility Survey	The survey shall be completed prior to the beginning of each season and filed with Little League International.	Verified in LL Data Center prior to each season.
9	Post and utilize concession stand procedures	Concession stand staff shall be trained in safe food handling / prep and procedures. Concession stand operations standards shall meet or exceed the local board of health regulations.	Concession safety procedures shall be posted, and the menu shall be posted and approved by the League Safety Officer.  Any licensing required by the local board of health shall be obtained.
10	Regularly inspect and replace equipment as needed	All equipment shall be inspected and replaced on an ongoing basis by league personnel.	Completed in the preseason at Equipment Handout and prior to each game.
11	Have a procedure for reporting accidents/injuries	Any injury sustained during an activity sponsored by Hamel Athletic Club is to be reported to the Safety Officer. A form for reporting the injury information is to be completed by the head coach of the team where a player or coach is injured in practice or for which their team is the home team for a game in which a player, coach or spectator is injured. All injuries should be reported to the Safety Officer via a phone call or email within 24 hours of the injury.	See the injury reporting form in the Appendix of this document and in the "Coaches" section of the website
12	Require First Aid Kits at all league events	HAC will provide all teams with a First Aid kit prior to the start of the season.	Each coach is responsible for ensuring that their First-Aid kit is present at all practices and games. Should supplies be used from the kit, contact the Safety Officer to get the supplies replenished.

13	Enforce Little League Rules & Regulations	HAC will require all teams to enforce all Little league rules at practices and games, including, but not limited to: <ul style="list-style-type: none"> <li>• Catcher's Gear</li> <li>• Warmup requirements</li> <li>• Bullpen requirements</li> <li>• On-deck batters</li> <li>• Helmets</li> <li>• Jewelry</li> <li>• Head-first slides</li> </ul>	Little League rules will be discussed at the preseason coaches meeting (as well as the Rulebook app) for applicable divisions.
14	Submit League Registration Data for players, coaches and managers	League registration data shall be submitted to Little League.	Verified in LL Data Center prior to each season.
15	Survey question in LL Data Center	Answer any additional survey questions from Little League on an annual basis.	Verified in LL Data Center prior to each season.
16	Purchased equipment	Publish equipment to be purchased by each player on the website. Ensure that the recommended equipment meets the safety specifications of the applicable leagues governing bodies.	See "Bats" and "About" sections for each level of play on the website.
17	Non-rostered players	Due to safety issues as well as insurance issues, non-rostered players are not allowed to be on the field or participate in practices or games.	Volunteers shall ensure that non-rostered players are not on the field during practices or games.
18	Publish codes of conduct for players, volunteers, and spectators	Annually individual Codes of Conduct for players, volunteers and spectators must be updated. Violations of the code of conduct should be reported to the President of the Board of Directors. The Board of Directors will review the incidents and take appropriate actions and necessary.	See individual Codes of Conduct for Players, Coaches /Volunteers and Parents / Spectators under the "Codes of Conduct" link on the HAC website

19	Enforce policies related to weather cancellations	<p>Weather can impact the playing conditions in several ways. The following guidelines are in effect with respect to weather cancellations:</p> <ul style="list-style-type: none"> <li>• Unusable Fields – A determination will be made by the Field Maintenance crew in conjunction with the Board of Directors. A decision will be made by 4:00pm.</li> </ul> <p>Severe Weather during a practice or game – Should severe weather be encountered during a practice or game, the umpire or coach may postpone the game if the conditions appear to be such that a person’s safety may be in danger. In no event should a practice or game continue if lightning is spotted or if severe weather sirens are heard in the area of the field.</p>	<p><u>Unusable Fields:</u> Website will communicate with Parents about weather conditions and if it is safe to play that day. Optional: A Board member or League Coordinator will email the participants in the league to notify them of the cancellation.</p>
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# Appendix

## Emergency Contacts

		Phone	Email
<b>EMERGENCY CONTACTS</b>			
Life Threatening Emergency		911	NA
Medina Police		911 or 763-473-9209	NA
Hamel Fire		911 or 763-478-6621	NA
Ambulance		911	NA
Gas (Centerpoint)		612-372-4727	NA
Power (Xcel)		800-895-4999	NA
City of Medina		763-473-4643	NA
<b>HAC BOARD OF DIRECTORS</b>			
President	Pat Truax	763-482-9500	phtruax@gmail.com
Vice President	Andy Servi	952-380-8337	andrewservi@yahoo.com
Player Agent, Safety Officer, and Secretary	Matt Cole	763-276-5608	matthewdcole@gmail.com
Treasurer, League Information Officer	Steve Dixon	612-554-5693	sdixon@birchwoodfp.com
Marketing	Noah Rouen	NA	noah@rouengroup.com
Public Relations	Dan Kelly	NA	dkelly@felhaber.com
Scheduler	Ryan Wilson	NA	wils0431@gmail.com
Equipment Coordinator	Matt Scherer	NA	matthewdcole@gmail.com
Member-at-Large	Mike Mohs	NA	michaelmohs15@gmail.com
<b>HAC LEAGUE COORDINATORS</b>			
Tee Ball	Hope Peterson	NA	hopebarkow14@gmail.com
Coach Pitch	Matt Scherer	NA	mattscherer1@hotmail.com
Rookie (Machine Pitch)	Pat Truax	NA	phtruax@gmail.com
Minors	Matt Dvorsak	NA	matthew.dvorsak@gmail.com
Majors	Ryan Wilson	NA	wils0431@gmail.com

## Injury Report

The following report is to be filled out completely for all injuries sustained by a player, coach or spectator during a practice or a game if the injury results from an action of the game or practice. All reports should be sent to the Safety Officer within 24-48 hours of the injury. Reporting the injury is the responsibility of the Head Coach.

Team: \_\_\_\_\_

Division (Circle one): T-Ball, Coach Pitch, Machine Pitch, Minors, Majors, Travel

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_ Field Location: \_\_\_\_\_

Name of Injured Person: \_\_\_\_\_ Injured Person Date of Birth: \_\_\_\_\_

Injured Person Address: \_\_\_\_\_ Injured Person Phone: \_\_\_\_\_

Parents Names (if applicable): \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

Description of Injury: \_\_\_\_\_

\_\_\_\_\_

Part of Body injured: \_\_\_\_\_

\_\_\_\_\_

How injury occurred: \_\_\_\_\_

\_\_\_\_\_

Where injury occurred (circles one / describe):

- Base Path – running, sliding
- Hit by ball – pitched, thrown, batted
- Collision with – player, structure
- Was there a Grounds defect (yes/no and describe)?- \_\_\_\_\_

- Other (describe)?- \_\_\_\_\_

Was injured person taken to seek medical attention (circle one)- yes, no (if yes, where) \_\_\_\_\_

Could incident have been avoided (circle one) yes, no (if yes, explain how ) - \_\_\_\_\_

\_\_\_\_\_

Form prepared by:

Name (print name) \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_