



**2016**

**PROPOSED SAFETY PLAN**

**February**

**2016**

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## Purpose

Beyond providing an experience that is fun and teaches the fundamentals as well as respect for others and the game of baseball, our responsibility as stakeholders (i.e.: board members, coaches, team representatives, parents and players) to keep everyone participating in our program safe. While there are a number of “common sense” approaches to safety, we have put together this document to formalize minimum levels of procedures as well as expectations for those within our league aimed at keeping our players, volunteer and spectators safe and informed. This document is being developed and covers all activities carried out under the umbrella of the Belle River Minor Baseball Association(BRMBA). Note that some of the procedures are dependent upon the level of baseball being played and these differences are spelled out within the following pages of this document.

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 Board of Directors Safety Officer.

This first version of the safety plan is modeled after the guidelines and minimum requirements of Little League International and while it is only required for teams participating in the Little League program, the Belle River Minor Baseball Association Board of Directors has approved this for all players participating within the BRMBA program. The minimum requirements of Little League International’s Safety Program are as follows...

1. Have an active Safety Officer
2. Publish and distribute league safety policies or manuals
3. Post and distribute emergency and key league officials’ phone numbers
4. Use the **Ontario Provincial Police Vulnerable Sector Check Application** form and conduct nationwide background checks on all applicable volunteers
5. Prove and require fundamentals training for applicable coaches and managers
6. Require First-Aid training for League Representative
7. Require field inspections before games and practices – Umpire and Coach
8. Complete the annual Facility Survey - Safety officer
9. Have written safety procedures for concession stand - Post
10. Require regular inspection and replacement of equipment – BOD Equipment Manager
11. Have a method to report and track injuries, including near-misses
12. Provide each team with a well-equipped First-Aid kit at practices as well as games or stored location
13. Enforce Catchers gear and helmets rule during practice and warm-ups

In addition to these 13 requirements, we have added additional safety measures to our plan, which are outlined in the following sections.

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Signature President of Board of Directors

Signature Safety Officer

## **Requirements of the Safety Plan**

The Belle River Minor Baseball Association Safety Plan is divided into four categories and has individual requirements within each category. Within each section the requirement is identified and the manner in which the requirement is met.

### **I. Organization**

- Have an active Safety Officer
- Publish and distribute league safety policies or manuals VIA WEBSITE
- Post and distribute emergency and key league officials' phone numbers – Web Site
- Conduct nationwide background checks on all applicable volunteers

### **II. Training**

- Prove and require fundamentals training for all coaches and managers
- Require First-Aid training for League Representative
- Publish codes of conduct for players, volunteers and spectators VIA WEBSITE

### **III. Facilities & Equipment**

- Require field inspections before games and practices
- Complete an annual Facility Survey
- Have written safety procedures for concession stand and post
- Require inspection and replacement of equipment provided by BRMBA prior to each season
- Publish standards for player provided equipment and require inspection prior to each season

### **IV. Activities**

- Have a method to report and track injuries
- Provide access to well-equipped First-Aid kit at practices as well as games – stored location
- Non-rostered players are not allowed to participate in practices or games
- Each team may have a maximum of three rostered coaches and a manager
- Document and enforce pitch-count requirements
- Enforce Catchers gear and helmets rule during practice and warm-ups
- Enforce pre-game / in-game and practice warm-up requirements
- Document and enforce policies related to weather cancellations

## Organization

Requirement	Minimum Guidelines / Policy	Links
Have an active Safety Officer	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.	NA
Publish and distribute league safety policies or manuals	At a minimum a 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 under the "Safety" link prior to the start of the season. Additionally, the safety plan will be reviewed with coaches at the fundamentals training session. Explain at coach orientation or draft	<a href="#">See this Safety Plan under the "Safety" link on the BRMBA website</a>
Post and distribute emergency and key league officials' phone numbers	A listing of key emergency as well as league officials contacts will be published on the website under the "Safety" link prior to the start of each season.	<a href="#">See Emergency Contacts in the Appendix and under the "Safety" link on the BRMBA website</a>
Conduct nationwide background checks on all applicable volunteers	Background checks utilizing the <b>Ontario Provincial Police Vulnerable Sector Check Application</b> requirements will be performed on all Board members, Coaches as well as Team Representatives, prior to them being allowed to participate within the baseball program. Anyone not completing a background check will be asked not to participate within the program until the check has been completed.	<a href="#">See the Volunteer under the "Safety" link on the BRMBA website</a>

## Facilities & Equipment

Requirement	Minimum Guidelines	Links
Require field inspections before games and practices	All fields shall be inspected by the BRMBA coaches and umpires 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 contact the <b>Director of Field Maintenance</b> . In no circumstances should practice or games occur if the fields may cause danger to players, coaches or spectators.	<a href="#">See the contact information for the Director of Field Maintenance in the Appendix and under the "Board" link on the BRMBA website</a>
Complete an annual Facility Survey	The Facility Survey shall be completed prior to the beginning of each season and filed with Board of Directors. The survey is to be completed by the Director of Field Maintenance as well as the Safety Officer. The survey will be completed and filed prior to April 15 of each year.	NA
Have written safety procedures for concession stand	The concession stand is operated by Belle River Minor Baseball. Safety Policy/WHIMIS	
Require inspection and replacement of equipment provided by BRMBA prior to each season	Prior to the beginning of each season, the Board of Directors will inspect all equipment to ensure that it is fit for play and meets requirements stated by other governing bodies. A report to the board will be issued each year.	
Publish standards for player provided equipment and require inspection prior to each season	Publish specifications related to equipment to be purchased by individual player on the website. Ensure that the equipment meets the safety specifications of the applicable leagues governing bodies. The list will be updated annually.	<a href="#">See the Equipment Specs / Standards on the link titled "Equipment" under the "Safety" link on the BRMBA website</a>

## Activities

Requirement	Minimum Guidelines	Links
Have a method to report and track injuries	Any injury sustained during an activity sponsored by Belle River Minor Baseball Association 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.	<a href="#">See the Injury Reporting Form in the Appendix and under the "Safety" link on the BRMBA website</a>
Provide each team with a well-equipped First-Aid kit at practices as well as games	BRMBA will provide teams with a First Aid kit prior to the start of the season. Kits are available in the equipment bin for Tee Ball and Coach Pitch. Each coach is responsible for ensuring that their First-Aid kit is present at all practices as well as games. Should supplies be used from the kit, contact the Safety Officer to get the supplies replenished.	NA
Non-rostered players are not allowed to participate in practices or games	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.	NA
Each team may have a maximum of three rostered coaches	Each team may have up to three rostered coaches. Additionally each team should have a team representative. All coaches and team representatives are required to have background checks performed on them before they are allowed to participate in baseball activities. Should a coach not be present and another adult is asked to assist in a practice or game, the non-rostered coach may assist a rostered coach in performing coaching activities on an individual game / practice basis. If a person is expected to fulfill coaching duties on a more permanent basis for the remainder of the season, they should have a background check performed on them even though they are a non-rostered coach.	<a href="#">See volunteer form in the Appendix and under the "Safety" link on the BRMBA website</a>
Document and enforce pitch-count requirements	BRMBA will comply with the rules governing the individual leagues	<a href="#">See the little league, Koufax and Mantle rules under the "Rules" link on the BRMBA website</a>

<p>Enforce Catchers gear and helmets rule during practice and warm-ups</p>	<p>BRMBA will comply with the rules governing the individual leagues</p>	<p>See the little league, Koufax and Mantle rules under the "Rules" link on the BRMBA website</p>
<p>Enforce pre-game / in-game and practice warm-up requirements</p>	<p>To reduce the risk of injury the following shall be adhered to during pre-game / practice and in-game warm ups:  Pre-game / practice-</p> <ul style="list-style-type: none"> <li>• Catch is only allowed in the outfield areas, with one player standing on the foul line and the other standing in the centerfield area, players should be horizontal to the first to second or second to third baselines. Pregame catch should occur on the foul line closest to their team's dugout. Catch is never allowed outside of the field area where spectators are present.</li> <li>• Warming up a pitcher shall only occur in designated bull-pen areas. Warming up a pitcher is never allowed in areas where spectators are present.</li> <li>• All batters / base runners must wear batting helmets (LL and above)</li> <li>• No on-deck batters are allowed on the field, nor are practice / warm up swings allowed (T-ball through LL).</li> <li>• All team equipment should be stored within the team dugout, or behind screens and not within the area defined as "in play".</li> <li>• Only players, coaches or umpires are allowed on the field or in dugouts during the game.</li> <li>• 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's coaches.</li> <li>• Catchers must wear catchers helmet, masked and throat guard with a chest protector, shin guard and protective cups at all times for practices and games (LL and above).</li> <li>• Except when returning to a base, head first slides are not permitted.</li> <li>• Players are not allowed to wear watches, rings, pins, piercings or metallic items during practice or games</li> <li>• Additional rules / requirements may be dictated within the individual leagues rule books.</li> </ul>	<p>See the little league, Koufax and Mantle rules under the "Rules" link on the BRMBA website</p>

<p>Document and enforce policies related to weather cancellations</p>	<p>Weather can impact the playing conditions in a number of ways; first fields can become unusable posing a threat for unnecessary injuries due to conditions. Additionally, severe weather can put lives at risk. The following guidelines are in effect with respect to weather cancellations:</p> <ul style="list-style-type: none"><li>• Unusable Fields – This will be determined by the Director of Field Maintenance. If a determination is made prior to 5:00 p.m. The Director will call all League Coordinators, who will then call all Coaches to communicate the cancellation.</li><li>• Severe Weather – 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 person’s safety may be in danger. In no event should a practice or game continue if lightning is spotted or severe weather sirens are heard in the area of the field. Should severe weather occur, it is the responsibility of all volunteers to ensure that every child is taken out of harm’s way. Do we want to have a policy regarding lightning and if so how long until play can resume?</li></ul>	<p>Website will communicate with Parents about weather conditions and if it is safe to play that day.</p>
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## Appendix

<b>Emergency Contacts</b>	Phone	Email
<b>EMERGENCY</b>		
Life Threatening Emergency	911	NA
OPP	911 or 519-728-1810	NA
LAKESHORE Fire	911 or 519-728-0550	NA
Ambulance	911	NA
Gas (UNION GAS)	1-877-969-0999	NA
Power (ELKI)	1-877-355-7798	NA
TOWN OF LAKESHORE	519-728-2818	NA
LAKESHORE PUBLIC WORKS	519-728-2488	
<b>BOARD (BRMBA)</b>		
President (Geoff Stephenson)		
Vice President (Aaron Dunlop)		
Treasurer (Amy )		
Secretary ( )		
Director, Field Maintenance ( )	TBD	TBD
Director, Sponsors and Volunteers ( )	TBD	TBD
Player Agent ( )		
<b>LEAGUE COORDINATORS</b>		
T-Ball (Ages 4-5)		
Coach Pitch (Ages 6-7)		
Little League / Rookie (Ages 8-9)		
Little League / A – (Ages 9-11)		
Little League / Majors (Ages 11- 12)		
Koufax (Ages 13-14)		
Mantle (Ages 15-16)	TBD	TBD

## **Volunteer Form**

The BRMBA Coach/Volunteer system will be a registration website provided by League Lineup. This website will collect the same information that is included on the 2014 Little League Volunteer Application.

2016 Coach application

<https://www.leaguelineup.com/formpreview.asp?url=brmba&sid=356148640&formID=109200&fb=1>

## **2016 Community Involvement Form**

<https://www.leaguelineup.com/formpreview.asp?url=brmba&sid=356148640&formID=109202&fb=1>

## **Accident Form**

The BRMBA will use the OBA Incident Report at the following link:

<http://my.lfiles.com/00184030/OBA-Incident-Report-2009.pdf>