Welcome to the 2022 season of Five Town Little League. The mission of our league is to provide opportunities for children living in the towns of Appleton, Camden, Hope, Lincolnville, and Rockport to play organized baseball, softball, tee ball and challenger and develop values of good sportsmanship, fitness, honesty, loyalty, courage and respect. To that end, we have established a safety program designed to:

1. Prevent injuries from occurring.
2. Provide playing fields and equipment that are safe.
3. Encourage active, healthy volunteer engagement of parents and community members at all levels of play.
   * Remember, safety is everyone’s job!
   * Prevention is the key at reducing accidents to a minimum.
   * Immediately report all hazardous conditions to the Safety Officer or another FTLL Board Member.
   * Do not play on a field that is unsafe or with unsafe equipment.
   * Be sure players are fully equipped at all times.
   * Check your teams Equipment before each game/practice.

Working together, we will make Five Town Little League a fun and safe experience for all!

Dana Jackson

[dana.jackson@charter.com](mailto:dana.jackson@charter.com)

207-458-2341

Five Town Little League Safety Officer

**Requirement 1 - Safety Officer**

* League President: Kate Dufour; [kdufour@myfairpoint.net](mailto:kdufour@myfairpoint.net) 207-706-6327
* League Vice President: Vacant
* Treasurer: Abe Dugal; [abledugal@gmail.com](mailto:abledugal@gmail.com) 207-460-7848
* Secretary: Bob Bocko; [robert.bocko@comcast.net](mailto:robert.bocko@comcast.net) 206-419-4673
* Player Agent: Bob Bocko; [robert.bocko@comcast.net](mailto:robert.bocko@comcast.net) 206-419-4673
* Safety Officer: Dana Jackson; [dana.jackson@charter.com](mailto:dana.jackson@charter.com) 207-458-2341
* Field Manager: Brian Fitzpatrick; [brianrfitz@gmail.com](mailto:brianrfitz@gmail.com) 207-577-8667

**Requirement 2 - Safety Manual Distribution**

* A hard copy will be available for each team.
* A link to a live document will be posted on FTLL website
* Encourage input and suggestions with a “Safety Suggestion Box

**Requirement 3 - Emergency Plan**

* \*Dial 911 for any emergencies\*

* Contact the safety officer Dana Jackson 207-458-2341 to notify of any emergencies, incidents or potential unsafe situations that would pose a threat to the safety and wellbeing of all players, coaches and volunteers.
* Camden/Rockport: Marge Jones, Old RES Field- Rockport Police Department 207-236-2026, Rockport Fire Department 207-236-4437

* Hope: True Park, Hope Elementary School- Knox County Sheriff's Office 207-594-0429, Hope Fire Department dial 911
* Lincolnville: Lincolnville Central School field- Knox County Sheriff's Office 207-594-0429, Lincolnville Fire Department 207-763-3898
* Appleton: Appleton Village School- Knox County Sheriff's Office 207-594-0429, Appleton Fire Department dial 207-785-3903
* Knox County Dispatch: 207-594-0677 (non-emergency)
* Poison Control: 1-800-222-1222
* Animal Control Officers:
* Appleton Town Office 785-4722
* Heidi Blood 322-3237
* Camden Town Office 236-3353
* Scott Entwhistle 236-3030
* Hope Town Office 763-4199
* Heidi Blood 322-3237
* Lincolnville Town Office 763-5555
* Heidi Blood 322-3237
* Rockport Town Office 236-0806
* Scott Entwhistle 236-3030

**Requirement 4 - Volunteer Application**

* <https://www.jdp.com/littleleague/littleleague-backgroundcheck/>
* Managers, coaches, board members, and any other persons, volunteers or hired workers, who provide regular service to the league and/or have repetitive access to or contact with players or teams must fill out an application form as well as provide a government-issued photo identification card for ID verification. League should check name spellings and numbers for accuracy.
* Anyone refusing to fill out a Volunteer Application is ineligible to be a league member.

**Requirement 5 - Fundamentals Training**

* Fundamentals Training will be required with at least one coach or manager from each team attending (Fundamentals includes: hitting, sliding, fielding, pitching, etc.)

**Requirement 6 - First-Aid and Safety Training**

* First Aid Training will be required with at least one coach or manager from each team attending and will include the following topics:

* COVID-19 Protocols- <https://www.maine.gov/decd/checklists/community-sports>
* Contact the safety officer Dana Jackson 207-458-2341 to notify of any emergencies, incidents or potential unsafe situations that would pose a threat to the safety and wellbeing of all players, coaches and volunteers.
* Camden/Rockport: Marge Jones, Old RES Field- Rockport Police Department 207-236-2026, Rockport Fire Department 207-236-4437
* Hope: True Park, Hope Elementary School- Knox County Sheriff's Office 207-594-0429, Hope Fire Department dial 911
* Lincolnville: Lincolnville Central School field- Knox County Sheriff's Office 207-594-0429, Lincolnville Fire Department 207-763-3898
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Requirement 7 - Check Field Conditions

* Coaches and Umpires will be required to do a walk through before each game/practice to ensure the field is safe and free of any hazardous objects/situations i.e., back stop, fencing, dug-outs, bases, etc.
* Coaches will inspect helmets, bats, balls, catching gear, player gloves, etc.
* Track and document any facility issues needing to be repaired.
* Use common sense: look for glass, rocks, holes, etc.
* Specify who is responsible for doing this – home coach, visitor coach, umpire or all?

Requirement 8 - Facility Survey

* Update on the Little League Data Center annually.
* Physically review field(s) for changes and needs.
* Facility Survey must be completed or updated in the LL Data Center and cannot be attached to safety manual uploaded by league
* Field Locations:
* Marge Jones, 305 West St, Rockport, ME 04856
* True Park, Church St, Hope, ME 04847
* Old RES Field, Rockport, ME, 04856 located on Rt 90 & 1 intersection
* Lincolnville Central School, 523 Hope Rd, Lincolnville, ME 04849
* Appleton Village School, 737 Union Rd, Appleton, ME 04862
* Complete annual LL Lighting & Safety Audit for lighted fields
* Complete a long-range facility plan for safety improvements
* Use reduced impact balls, especially for younger ages
* Use dis-engageable bases at ALL fields (Rule 1.06)
* Use double-first base to avoid collisions of fielders and runners
* Use warning tracks in the outfield to protect outfielders
* Use protective/padded fence tops to protect fielders
* Use fencing or netting to protect spectators from foul balls

Requirement 9 - Concession Stand Safety

* https://www.littleleague.org/university/articles/concession-stand-inspection-checklist/
* The concessions stand safety training will be conducted by the concessions manager Rebecca Archer.
* Simple Menu, Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home
* Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41⁰ F or below (if cold) or 140⁰ F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155⁰ F, poultry parts should be cooked to 165⁰ F
* Foods that require refrigeration must be cooled to 41⁰ F as quickly as possible and help at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the good in shallow pans no more than 4 inches in depth and refrigerate
* Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitutes for hand washing!
* Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
* Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.
* Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Wash in a four-step process: • Washing in hot soapy water; Rinsing in clean water; Chemical or heat sanitizing; and Air drying
* Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands.
* Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.
* Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.
* Leagues should be set a minimum age for workers or to be in the stand; in many states this is 16 or 18, due to potential hazards with various equipment.

Requirement 10 - Equipment Check

* Playing Equipment Inspection: Baseball and Softball Bats
* Playing Equipment Inspection: Batting Helmets and Catcher’s Gear
* Inspect equipment before each use by coaches/managers
* Destroy broken equipment to prevent future use.
* Recommend use form to track equipment needs

Requirement 11 - Accident Reporting

* https://www.littleleague.org/downloads/incident-injury-tracking-form/ all accidents need to be reported on the injury tracking form and the Safety Officer notified within 24 hours. Track near misses and accidents with District leadership. .
* If medical attention is needed, be sure to have Accident Notification Claim Forms on hand to provide to the family (only for those leagues enrolled in the AIG Accident coverage for Little League) and explain the local league’s Accident Insurance, whether they have it through the AIG group program for Little League or through another source.
* All injuries are to be taken seriously, and volunteers serving as managers and coaches are responsible for making the health and safety of the players the top priority. During all Little League functions, where a team of players is participating as a group, it is the responsibility of the manager and coaches to be advocates for safe behavior for each of the players on their team.
* During Little League games, if a player sustains an injury and is removed from the game, a team manager is not permitted to return said player to the game without first having a medical professional at the game site clear the player. If the player does return to the game after being removed due to injury, he/she is required to complete mandatory play, if applicable.

Requirement 12 - First-Aid Kits

* A first-aid kit is required at each game and practice
* Each team will be provided with a first-aid kit

Requirement 13 - Enforce Little League Rules

* Most Little League rules have a basis in safety – follow them
* Ensure players always have required equipment including catchers warming up on the field
* Coaches and managers should enforce rules at practices as well as games
* Make sure all fields have bases that dis-engage their anchor as required by Little League rules
* Enforce rules that coaches and managers are not allowed to catch/warm-up pitchers (Rule 3.09); this includes standing at the backstop during practice as an informal catcher for batting practice.

Requirement 14 - Player / Coach Data

* Local leagues must submit regular-season player registration/roster information and volunteer data through the Little League Data Center. In order for your district to receive its ASAP incentive, your district must have your leagues ASAP plans submitted to, and approved by, Little League International. For leagues using Sports Connect, that information will be automatically sent to Little League International, helping to fulfill Regulation IV (g) and ASAP Requirement 14.

* Submit league player registration data or player roster data and coach and manager data

Requirement 15 - Answer New Survey Questions for 2021

* If COVID-19 restrictions allow, is your league comfortable participating in the Little League International Tournament, including travel to tournament locations?
* Five Town Little League has opted out of the 2021 Tournament.