



# Middleburgh Little League

## 2026 SAFETY MANUAL



## **MISSION STATEMENT**

Middleburgh Little League (MLL) is committed to the safety and well-being of its players, volunteers, and spectators with the ultimate goal of providing the safest playing and learning environment possible. We will ensure that policies and practices are developed and adopted that will best protect our players, our volunteers, our facilities, and our resources.

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## INTRODUCTION

The Middleburgh Little League Safety Program is developed to establish safety awareness during league games and practices. The major components of the program are to address medical emergencies, first aid and general safety guidelines. This Safety Manual is made available to each volunteer member of Middleburgh Little League. All members are encouraged to read and to practice its instruction during all Middleburgh Little League events.

Further, Middleburgh Little League is required to perform certain facility surveys, audits and safety checks prior to the start of the baseball and softball seasons, and during the progress of the practices and games each season. Two major components of these audits are the Little League Baseball and Softball National Facility Survey and the Little League Lighting Safety Audit. The League's reports of the subject reviews are included in the preface of this Manual and are an integral part of this manual.

Primarily, Middleburgh Little League encourages its Team Managers to review this manual thoroughly, since they most frequently are the Middleburgh adults present and responsible during league events. In addition, the Code of Conduct, Safety Code and Expectations sections are valuable resources for reviewing safety concerns with parents and players.

With the child's safety the League's utmost concern for the Players, Middleburgh Little League is required by the Little League Child Protection Program (Little League Regulation I (b), and subsections (c) 8 and 9) to perform background checks on all adult volunteers active in our League programs. ALL Board Members, Managers, Coaches and volunteers must complete and sign an application, and the Board of Directors must then check to see if the applicant is listed on the sex offender registry, and, or perform a criminal background check for the individual. "No League may allow any person to participate in any manner, whose background check reveals a conviction for any crime involving or against a minor."

### ***ASAP – A Safety Awareness Program***

The mission of ASAP (A Safety Awareness Program) is to "increase awareness of the opportunities to provide a safer environment for children, volunteers and all little league participants". Our league's success is measured not in dollars spent for safety or by becoming the "perfect league", but by improving our current situation.

Likewise, ASAP is not intended to impress new rules and regulations on leagues. ASAP is the communication link to a national network of safety officers, allowing them to share ideas on providing a safer environment. Instead of starting from scratch, a new safety officer can see what leagues across the country are doing to raise safety awareness and prevent injuries.



### ***Play It Safe***

The purpose of "Play It Safe" is to provide information and counsel to Little League personnel on carrying out basic safety policies and making Little League a safer and more enjoyable activity. Those who are engaged in Little League administration and management should have an understanding of how fundamentals of safety can be applied to various assignments in the organization. Safety practices should become routine discipline and a background reason for all activities. In short, become "safety minded." The four cornerstones for building an effective safety program, known as the four "E's" of safety, may be described as follows:

**EDUCATION** refers to the important matter of including suitable safety precautions in instructions, training, communications, drill work and follow-up.

**EQUIPMENT** applies to the safe upkeep and use of physical property, fields, personal protective equipment, bleachers, bats, balls, etc.

**ENTHUSIASM** is the key to selling this important ingredient called safety, which can prevent painful and disabling accidents.

**ENFORCEMENT** should be applied more as an incentive for skillful ball playing rather than disciplinary action. Far better results can be obtained by praise and recognition than by forcing players into line. Tactful guidance must be backed by firmness and justly used discipline.

The responsibility for safety procedures should be that of EVERY adult member of Middleburgh Little League. All MLL members shall adhere to, and carry out, the policies as set forth in this Safety Manual. MLL primarily relies on each Team Manager as an essential part of the MLL Safety Program because they are directly involved with the players, the parents/guardians and the day-to-day activities. They are expected to carry out the safety guidelines described herein. Therefore, this Safety Manual is provided by MLL to all Team Managers. It is also available to any MLL member upon request.

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

**SAFETY OFFICER** - As a member of the League Board of Directors, the primary responsibility of the Safety Officer shall be to develop and implement the MLL Safety Program. The responsibilities of the MLL Safety Officer include:

- Ensuring that each Team Manager receives this Safety Manual and a First Aid Kit
- Provide basic First Aid training and support to the Managers, Coaches and League Volunteers
- Keeping the First Aid Log, a list where accidents and injuries are occurring, to whom, in which division, at what times, under what supervision.
- Assisting parents and individuals with insurance claims
- Checking the Fields with the Fields Coordinator and listing areas needing attention
- Completing the Annual Little League Facility Survey



**TEAM MANAGERS** - Each Team Manager shall take possession of this Safety Manual and the First Aid Kit supplied by MLL, and the responsibilities of each MLL Team Manager include:

- The safety of their players
- Performing ongoing field and equipment inspections
- Monitoring the team's conduct
- Observance of the official rules
- Deference to the umpires
- The actions of designated coaches

**TEAM PARENTS** - Each team will select a Team Parent, which in addition to other duties involved in assisting the Team Manager, shall also be responsible for supporting the Team Manager in the accomplishment of the safety related task noted above.

### **SAFETY MANUAL AND FIRST AID KITS**

Each team will be issued a Safety Manual and a First Aid Kit at the beginning of the season. The manager or the team will acknowledge the receipt of both by signing in the form provided when taking possession of these articles.

Chemical ice packs along with basic items to treat an injured player will be issued to each team at the beginning of the season. Others are available at all times in the concession stand. Additionally, all umpires will be issued copies of the Safety Manual. The concession stand will have a First Aid Kit and a Safety Manual in plain sight at all times.

The Safety Manual will include phone numbers for emergency services and board members, the Middleburgh Little League Code of Conduct, Do's and Don'ts of treating injured players. This information will also be posted in the concession stand.

### **TRAINING**

**Managers Meeting:** All Middleburgh Little League managers and coaches must attend a mandatory meeting before each season starts. This meeting is conducted by the Middleburgh Little League Board of Directors. A review of the Little League and Middleburgh Little League rules and regulations is conducted.



## WHAT'S NEW FOR 2026

### **LOCATIONS**

The Middleburgh Little League Fields Complex is located at:

Primary: 125 Cliff Side Drive, Middleburgh, NY 12122

Secondary: Elementary School, 245 Main Street, Middleburgh, NY 12122

### **Facilities Improvements for 2026**

Middleburgh Little League also attempts to continuously improve its facilities with safety in mind. For the 2026 season, the following will be accomplished:

- Bleachers will be inspected and repaired if needed
- Safety fence will be inspected and repaired if needed
- Dug outs will be inspected and repaired if needed
- Leveling and grooming of infield areas on each of the Division fields.

### **Safety and Operations Expenditures**

The Middleburgh Little League Board of Directors allocates and directs the expenditure of substantial funds towards the setup, maintenance, land operation of all the League's fields and playing surfaces for the safety of all Players entrusted to the care of the League.

### **LITTLE LEAGUE PHONE NUMBERS 2026**

District Administrator- Dave Jelenic	518-878-2999
District Safety Officer- William Hinges	518-878-2995
Little League Insurance Claims Office	570-327-1674
ASAP HOTLINE	800-811-7443
	(570)-326-1921
Little League Headquarters	860-585-4730

### **MIDDLEBURGH LITTLE LEAGUE PHONE NUMBERS**

#### **2025 - 2026 Board of Directors**

President	Matthew Miller	518-573-7067
Vice President	Christina Wood	518-231-7723
Treasurer	Deb Palmatier	518-275-5969
Secretary	Sara May Miller	518-925-4678
Safety Officer	Lisa Robert	518-810-9508

### **MEDICAL EMERGENCIES**

#### **911 Emergency Only • Ambulance • Fire & Rescue • Paramedics • Police & Highway Patrol**

If emergency services are needed, please go to our concession stand, we will call for help.

#### **NON-EMERGENCY**

County Sheriff Department	518-295-8114
Middleburgh Fire Department	518-827-5277
State Police	518-234-9403
Cobleskill Regional Hospital	518-254-3456
Poison Center	800-222-1222



## FIRST AID

### ***What is First-Aid?***

**First-Aid** means exactly what the term implies – the first care given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives; (e.g. 9-1-1, paramedics). At no time should anyone administering first-aid go beyond his or her capabilities.

### **First-Aid Kits**

First-Aid Kits and guides will be furnished at the beginning of the season to each team, and basic first-aid training and support will be provided to the Team Manager and Coaches prior to the start of the practice season.

The first aid kit will become part of the team's equipment package and must be taken to all practices, games (whether season or post-season), and any other Middleburgh Little League event where children's safety is at risk. A first-aid kit will be available at the concession stand at all times.

### ***Some Important Do's and Don'ts***

#### **DO...**

- Reassure and aid children who are injured, frightened, or lost.
- Provide or assist in obtaining medical attention for those who require it
- Carry your first-aid kit to all games and practices
- Look for signs of injury.
- Listen to the injured describe what happened, and what hurts, if conscience.
- Have players' medical form with you at all times
- Feel the injured area gently and carefully for signs of swelling or broken bones.

#### **DON'T....**

- Administer any medications
- Provide Food or Beverages
- Hesitate in giving aid when needed
- Be afraid to ask for help
- Transport injured individual except in true emergency
- Leave an unattended child
- Hesitate to report any hazard

### **Communicable Disease Procedures**

- Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
- Use gloves to prevent mucous membrane exposure when contact with blood or other body fluids anticipated (provided in first-aid kit).
- Immediately wash hands and other skin surface if contaminated with blood.
- Clean all blood contaminated surfaces and equipment.
- Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved. Follow accepted guidelines in the immediate control of bleeding and disposal of soiled materials.

### **Concussion Evaluation**

- Any forceful blow to the head or body that causes rapid movement of the head
- Any change in athlete's behavior, thinking of physical function, "when in doubt, take them out"



## GUIDELINES FOR PREVENTING INJURY

### **General**

- Safety is the responsibility of every adult.
- If emergency medical services are needed, please go to our concession stand, and we will call for help.
- Managers and coaches should carry their first-aid kit and guide with them at all times.
- There will be a first-aid kit and guide at our concession stand at all times.
- Managers and coaches shall enforce all Little League Official Regulations and Playing Rules and all Middleburgh Little League Playing Rules and Regulations for games and practices.

### **Games and Practice Sessions**

- No games or practices will be held when weather or field conditions are poor.
- Paying attention at all times during practice sessions and games is a must.
- Playing area should be inspected frequently for holes, damage, stones, glass and other foreign objects.
- Only players, managers, coaches, volunteers and umpires are permitted on the playing field or in the dugout during the games.
- All team and player's equipment should be stored within the team dugout, or behind fences, and not in the playing area.
- Responsibility for keeping bats and loose equipment off the field of play is that of manager or a designated player or coach of that team.
- During practice and games, all players should be alert and watching the batter on each pitch.
- 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 and not within areas that are frequented by, and thus endanger spectators (e.g. playing catch, swing bats, etc.).
- Batters must wear Little League approved protective helmets during practice and games.
- Catchers must wear catcher's helmet, mask with throat guard, long model chest protector with flap down, shin guards and protective cup with athletic supporter at all times (males), and something comparable for females, during practices and games. **NO EXCEPTIONS.**
- Managers should encourage all male players to wear protective cups and supporters for practices and games.
- No jewelry should be worn to practices or games.
- On deck batters are not permitted to be within the field of play.
- No headfirst sliding is permitted, except when runner is returning to a base.
- During sliding practice, bases should not be strapped down or anchored.
- At no time is "horse play" permitted on the playing field.
- Players who wear glasses should be encouraged to wear "safety glasses."
- Keep fingers out of the fencing during games and practices.
- Teach Bat Safety by instructing players to carry their bat on the trademark to discourage swinging. Players are not to swing bats unless they are instructed to by the manager or coach. Players are not to throw the bat while running to first base.



### **Equipment**

- Equipment must be inspected regularly and maintained in good condition.
- Reduced impact balls will be provided and used in the Tee-Ball Division to reduce chance of ball-hit injuries.
- All team equipment should be stored within the team dugout, or behind fences, and not within the area defined by the umpire as "in play."
- The MLL first-aid kit and safety manual will become part of the team's equipment package and must be taken to all practices, games and any other MLL event where children's safety is at risk.

### **Fields & Parking**

- Perimeter signs are posted at the complex strictly prohibiting alcoholic beverages and tobacco use
- A permanent fence encloses the entire field. A temporary chain link fence with fence caps may be installed around each field for games and practices.
- Handicapped access is available at the field complex.
- A Field Day is held each year prior to practices and games to repair the fields, fencing, back stops, bases, pitching mounds, home plates, stands and any other items that need attention.
- Prior to each practice and game, the managers of each team using the field are required to prepare the field for the game and restore the field after the game for next day use. This action requires that the field be inspected for hazards.
- Reminders for the Managers and Coaches to perform these tasks are posted in the dugout and equipment storage areas.

### **Dehydration**

- Encourage players to bring water to games and practices.
- For sun exposure, players should be encouraged to wear sunscreen and caps.
- Players should dress appropriately for games and practices.

### **Lightning & Storms**

- Designate someone to monitor weather (Team parent)
- If you hear thunder, storm is usually within 6 to 10 miles away. Sight of lightning indicates delay of game.
- Play can resume after 30 minutes after storm or lightning strike.

### **Heat Illness Prevention**

- Heat stroke, heat exhaustion, heat cramps lead to heat illness
- "American Association of Pediatrics children's bodies can't tolerate heat as well as adults, so don't expect them to perform in the same conditions an adult can"
- Signs
  - Starting Symptoms - Weakness, dizziness, slow pulse, clammy skin
  - Progressed Symptoms – confusion, rapid pulse, convulsions
    - Medical personnel must be called – phone numbers available in concession stand
- Remind all players to "Drink Early, Drink Often" – 5oz every 15-20minutes
- Remind parents and plays to use Sunscreen to prevent sunburns
- Ensure players bring water – really hot days, parents/coaches provide additional water



## ACCIDENT REPORTING PROCEDURES

### ***What to Report:***

An incident that causes any player, manager, coach, and umpire or volunteer to receive medical treatment and/or first-aid must be reported to the Safety Officer. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

### ***When to Report:***

All such incidents described above must be reported to the Safety Officer within 24 to 48 hours of the incident.

### ***How to make the Report:***

Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

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

### ***Safety Officer's Responsibilities:***

Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party's parents or guardians and

- 1) Verify the information received
- 2) Obtain any other necessary information
- 3) Check the status of the injured party, and
- 4) In the event that the injured party required other medical treatment (e.g., emergency room visit, doctor's visit, etc.) will advise the parent or guardian of the Middleburgh Little League insurance coverage and the provisions for submitting any claims.



## SAFETY POLICIES & CODE OF CONDUCT

**Watch** for small children around parked cars.

**No Alcohol allowed** in any parking lot, field or common areas within a Middleburgh Little League complex.

**No Playing** in parking lots at any time.

**No Playing** on and around lawn equipment.

**No Profanity.**

**No Throwing Balls** against dugouts or against backstop. Catchers must be used for all batting practice sessions.

**No throwing rocks.**

**No climbing fences.**

**No pets are** permitted on Middleburgh Little League fields.

**No Smoking -TOBACCO - FREE POLICY** (Effective 2015)

The use of any Tobacco Product is prohibited on Middleburgh Little League Property and in all private vehicles located on Middleburgh Little League Property. This policy applies to all Middleburgh Little League members, contractors and visitors. Adherence to the tobacco-free policy is the responsibility of all Middleburgh Little League members, clients, and visitors. Members who do not conform to this policy are subject to disciplinary action. Violations or questions regarding the interpretation or enforcement of this policy can be directed to any member of the Board of Directors. Middleburgh Little League desires to protect the health, comfort, and safe environment for its members, visitors and vendors. The goal of this tobacco-free policy is to create a healthy and respectful environment by reducing exposure to secondhand smoke and promoting tobacco cessation.

Tobacco Products include, but are not limited to, any product containing combustible tobacco such as cigarettes, pipes, cigars, hookah; smokeless tobacco products such as chew, spit, dip and snuff; herbal cigarettes; and Electronic Nicotine Delivery Systems (any battery-operated device designed to emit a nicotine vapor upon inhalation without being lit) such as e-cigarettes and vape pens.

Tobacco use is the act of using any tobacco product and the act of smoking or carrying a lighted cigar, cigarette, pipe or any other smoking material or device.

**Observe all posted signs.** Players and spectators should be alert at all times for Foul Balls and Errant Throws.

During games, **players must always remain in the dugout area** in an orderly fashion.

**After each game, each team must clean up trash in dugout and around stands.**



***Failure to comply with the Middleburgh Little League Code of Conduct*** will not be tolerated. Violators will be subject to disciplinary action including but not limited to immediate ejection from a MLL event, a warning, suspension from attendance at future league functions including games, as well as impact on any opportunity to manage, coach or otherwise participate in MLL in future seasons. Repeat violations may result in multiple game suspensions or forfeiture of the privilege of attending all events in a season.

## MLL PARTICIPANTS CODE OF CONDUCT ACKNOWLEDGEMENT

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### PARENTS

We, the Middleburgh Little League Board of Directors, have implemented the following Parent Code of Conduct for the important message that it holds about the proper role of parents in supporting the youth of our community and their child in sports.

The essential elements of character building and ethics in sports are the foundations of sportsmanship and are demonstrated by the core principles of respect, responsibility, fairness, and good citizenship.

As a Middleburgh Little League Parent, I hereby pledge to provide positive support, care, and encouragement for each child participating in MLL by adhering to the following code of conduct:

- I will encourage good sportsmanship by demonstrating positive support at all times.
- I will remember that children participate to have fun, and that the game is for youth, not adults.
- I will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent such as booing and taunting, refusing to shake hands, or using profane language.
- I will teach my child that doing one's best is more important than winning. I will respect the officials and their authority during games.
- I will not confront coaches or managers at any time during games. I will refrain from coaching my child or other players during games.



## **COACHES and MANAGERS**

Youth sports programs play an important role in promoting the physical, social, and emotional development of children. As managers and coaches in Middleburgh Little League you should be models of good sportsmanship and behavior for your child and all children in the community including participants and spectators alike.

The Middleburgh Little League Board of Directors ask that you pledge to be responsible for your words and actions while coaching, officiating, and participating in all Little League events, and that you conform your behavior to the following Code of Conduct:

- Place the emotional and physical well-being of players ahead of personal desire to win.
- Treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- Do your best to provide a safe playing environment for all players.
- Do your best to organize practices that are fun and challenging for all players. Lead by example in demonstrating fair play and sportsmanship to all players. Teach the rules of the game to all players, officials, and parents.
- Remember that you are a youth sports coach and that the game is for children and not adults. Do not abuse other coaches, umpires, parents, or players.
- Promote fun, fairness, and sportsmanship over winning.
- Do not engage in the use of profanity or other offensive language.
- Encourage all team members to treat all players, teammates, coaches, officials, and parents with respect.
- Emphasize and foster a team atmosphere and not individual achievements. Be responsible for league policies.



## **PLAYERS**

Player's responsibilities are simple; be respectful of others, be responsible, play fair, and always do your best, and always exhibit good sportsmanship.

As a Middleburgh Little League participant, I hereby pledge that I will:

- Encourage good sportsmanship from fellow players, coaches, officials, and parents. Be a team player and support my teammates.
- Be on time and attend every practice and game that I can, and I will notify my coaches if I cannot. Work hard to improve my skills.
- Do my best to listen and learn from my coaches.
- Encourage my parents to be involved with my team in some capacity.
- Congratulate the other team after each game as a demonstration of sportsmanship. Refrain from using violence, unfriendly language, or insults to others.
- Be generous when I win and gracious when I lose.
- Obey the rules of the game and always work for the good of the team.
- Accept the decisions of the officials with grace and never challenge or question calls. Refrain from challenging or questioning on-field calls by officials and/or managers and coaches.
- Conduct myself with honor and dignity.
- Applaud the efforts of my teammates and opponents.



## **CONCESSION STAND SAFETY**

As a service to the families and guests, which attend games and events held at the Middleburgh Little League fields, the Board of Directors has chosen to establish and operate a Concession stand. The Concession stand also serves as a substantial fund-raising operation for the league; therefore, the business of managing, stocking, maintaining and operating the operation has been assigned to the Concession Stand Manager. The Concession Stand Manager oversees the ongoing operation of the service and facilities, and coordinates and supervises the volunteers serving as Concession stand helpers.

### ***Menu, Cooking & Reheating***

The menu will be limited to items, which are easily obtained, stored and prepared within the Concession stand, and adjoining access and storage areas. All items requiring cooking or heating will be prepared in strict accordance with cooking instructions, cook times and necessary temperatures to avoid food borne illnesses. Reheating will be kept to a minimum, and when required, will be performed in a manner that obtains a temperature of 165 degrees to reach active bacteria killing temperatures.

### ***Cooling & Cold Storage***

The League owns and operates required refrigerator and freezer for the storage of drinks and foodstuffs use in operation of the Concession stand. Temperatures will be maintained at levels necessary to safely store and maintain all classes of product purchased for use in the Concession stand operation. All foods requiring refrigeration or freezing will be kept in the appropriate storage unit until prepared for sale, and no items will be left unrefrigerated, to avoid food borne illnesses from occurring.

### ***Food Handling, Hand Washing, Health, Hygiene and Dish washing***

Hand contact with raw or ready to eat foods must be avoided, and proper serving utensils must be used to dispense foods. Hand washing is necessary for everyone, and posters defining the proper methods of cleaning will be posted in the restrooms and Concession stand.

If hand contact food service is needed, the servers must wear plastic gloves. All servers must wear clean outer garments. There will be no smoking allowed in or around the Concession stand. Dish washing will be completed with hot soapy water, followed by a clear water rinse and air drying. Counters, food preparation and service areas will be kept clean and sanitized. Disposable paper towels will be used in place of wiping cloths whenever possible. Any wiping clothes that are used will be properly washed and sanitized after every use.

### ***Ice***

Ice that is used for cup beverages will be maintained in a separate container and will not be mixed with ice used to cool foods, drinks or for other application. Ice used for serving beverages will be dispensed using a scoop or other utensil. Never use the hand to dispense ice for drinks or other consumption by the public.



### ***Insect Control, Trash and Waste***

All foods must be kept covered and protected from exposure to the air and insects. No pesticides will be stored in the Concession stand area and will not be used while the Concession stand is in operation.

All garbage containers will have tight-fitting lids and will be kept away from the food preparation and service areas. Plastic liners will be used in all trash receptacles and will be removed at the end of each operation of the Concession stand. Trash receptacles will be kept clean and will not be stored in the Concession stand area while not in use.

No waste will be left in the Concession stand area between periods of operation. All Trash and Waste must be disposed of properly in the dumpsters provided by the facilities Operators. All unused foods will be disposed of after each day of Concession stand operation. No leftovers will be kept for future use in the Concession stand.

### ***Grilling Safety***

As such times that the Concession stand and/or the League make use of outdoor grills or barbecues (gas only will be used), all safety issues noted above will also be applied. In addition, any grill used for League events will be safety inspected for leaks, cracks and food waste prior to use, to ensure the safe working condition and cleanliness of the equipment. Gas canisters should not be left in a vehicle or in the sun.

All preparation and cooking surfaces will be kept clean and sanitized. All foods for cooking will be kept separate from each other, proper utensils will be used to handle and prepare the food, and all foods will be prepared to "fully cooked" Temperatures. Additional information as to League Guidelines for safe food handling and preparation is included upon request.