



ESSEX TOWN LITTLE LEAGUE, ESSEX, VT 05452

BASEBALL DISTRICT 3 ID#02450302

SOFTBALL DISTRICT 3 ID#00181421



2023 Safety Plan

ESSEX TOWN LITTLE LEAGUE, ESSEX VERMONT 05452

# Safety Plan

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*Making it "safer for the kids"*

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League Safety Officer: Shane Capron

League President: Jason Laroche

Vice President Baseball: Sven Eklof

Vice President Softball: John LaMothe

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## Introduction

The Essex Town Little League Safety Plan follows the guidelines of Little Leagues “A Safety Awareness Program” and as such is open to suggestions and continuous improvement. The plan consists of the uniform procedures to be used by all Managers, Coaches, Board members, and Volunteers of the Essex Town Little League. The Goal of the plan is to reduce or avoid injuries by raising safety awareness among all parties involved in the Essex Town Little League. As well as familiarizing yourself with the Essex town plan, it also recommended that you visit <http://www.littleleague.org/learn/programs/asap.htm> as a resource of additional safety improvement ideas.

This Plan contains the fifteen minimum requirements to be considered a qualified plan by Little League H.Q. One of the duties of the Safety Officer will be to review the additional recommendations of the Little League and incorporate any that are applicable into future Safety Plans. The Safety Officer will also make recommendations to the League President for the immediate implementation of any improvement deemed necessary to provide a safe environment for spectators, coaches and players.

Following are the plans major elements:

1. Have an active Safety Officer on file with Little League International
  2. Publish and distribute a safety manual to all appropriate volunteers
  3. Post and distribute emergency and key officials' numbers
  4. Use current official Little League Volunteer Application Form and check for sexual abuse
  5. Provide and require fundamentals training to Coaches and Managers
  6. Provide and require First Aid Training for all Coaches and Managers
  7. Require coaches/umpires to walk fields for hazards before each use
  8. Complete and submit the current Annual Little League Facility Survey
  9. Written Safety Procedure for Concession Stand; Safe Food Preparation Training
  10. Require regular inspection and replacement of equipment
  11. Implement prompt accident reporting and tracking procedure
  12. Require First Aid Kit at all games and practices
  13. Enforce Little League rules including proper equipment
  14. Complete and submit the Qualified Safety Plan Registration Form
  15. Submit League player roster, coach and manager data via LL Data Center
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# **APPENDIX – Volunteer Application Form**

## **Section 1: Safety Officer**

The League President shall appoint a board member to the position of Safety Officer and ensure the Safety Officer is on file with Little League H.Q.

The Safety Officer shall then;

1. Be responsible for insuring that all elements of this Safety Plan are implemented and a budget request is presented to the board.
2. Ensure that all coaches, managers and volunteers provide a safe playing environment.
3. Ensure the Qualified Safety Plan Registration Form along with a copy of the Safety Plan and Facilities Survey Form are submitted to Little League H.Q. prior to the current year's due date.
4. Participate in the Little League ASAP program as a source for continued safety awareness and improvement.

## **Section 2: Distribution of Safety Manuals**

Essex Town Little League will distribute a paper copy of this Safety Manual to all staff. A concession manual shall be published and distributed to all concession staff. An equipment policy manual shall be distributed to all facilities crew. A first aid manual shall be distributed to all coaches and managers.

## **Section 3: Emergency Contacts and Procedures**

In any emergency that requires police, ambulance or fire service 911 will be the number used to summon Essex Town emergency services.

Each team will designate one person from among coaches and parents to be the emergency coordinator for each game.

The Emergency coordinator must be able to clearly and calmly communicate the nature of the emergency to the 911 dispatcher. The Emergency coordinator will proceed to Foster Road to meet and direct emergency personnel to the correct field.

## **APPENDIX – Volunteer Application Form**

It will be the responsibility of each team manager to carry a list of emergency contacts. For each person on the field connected with their team. The list will include any special medical conditions for each person on the list.

***Note: Keep this list with the first aid kit.***

The manager will also be responsible to contact or have the emergency coordinator notify the contact of the nature of the emergency.

The League President and the Safety Officer will be notified of any emergency as soon as possible.

Any injury that requires the removal from the game of any player coach or umpire must be reported in writing to the League President and Safety Officer within 24 hours. The report should contain the following information:

- **Name(s) of person(s) injured with contact information**
- **Description of injury, and follow-up information**
- **Description of how injury occurred**
- **Suggestion on how to prevent recurrence of accident/injury**

### **ETLL Emergency Contacts**

Fire 911

Police 911

Ambulance 911

#### **League Safety Officer**

Shane Capron	<a href="mailto:Shane_Capron@hotmail.com">Shane_Capron@hotmail.com</a>	617-461-8911
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#### **Vice President Softball**

John LaMothe	<a href="mailto:Jlamothe23@gmail.com">Jlamothe23@gmail.com</a>	802-238-6904
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#### **Vice President Baseball**

Sven Eklof	<a href="mailto:sveneklof@yahoo.com">sveneklof@yahoo.com</a>	802-238-5102
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#### **League President**

Jason Laroche	<a href="mailto:Jlaroche7@yahoo.com">Jlaroche7@yahoo.com</a>	802-578-8287
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## **APPENDIX – Volunteer Application Form**

### **Section 4: Volunteer Background Checks**

A Little League Volunteer Application Form for the applicable year (see appendix) accompanied with a government ID, and social security number, must be filled out by 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.

No applicant will be allowed to serve in any volunteer or hired capacity until the background check has been completed to the satisfaction of the League President pursuant to the rules and guidelines of Little league International.

Any person who refuses at any time and for any reason to submit either of these forms shall be prohibited from serving in any volunteer or hired capacity involving repetitive access to or contact with players or teams.

### **Section 5: Fundamentals Training**

The league shall conduct a fundamentals training session for all coaches and managers prior to the start of the official preseason practice sessions. The league shall keep records of who presented the information and the names of all who attended these sessions. All coaches will be required to attend this session at least once every three years but at a minimum of at least one coach or manager from each team must attend this session for the current year. The intent is to have all coaches and managers trained to present this information to the players of their respective teams.

The goal is to promote safe play thru proper fundamentals training in running, sliding, throwing, batting and pitching.

### **Section 6: First Aid Training**

Each team shall be provided with a first aid kit that must be made readily available at all games and practices. Replenishment for all items in the first aid kits shall be kept at the snack bar. Any used items must be replenished prior to the start of the next scheduled game.

The league shall conduct yearly First Aid Training sessions for all coaches and managers. The league shall keep records of who presented the information and the names of all who attended these sessions. All coaches will be required to attend this session at least once every three years but at a minimum at least one coach or manager from each team must attend this session for the current year. Safety training will be held at Essex Middle School on Monday, April 3rd from 6:00-8:00pm. The training

## **APPENDIX – Volunteer Application Form**

will be conducted by Jason Ziter, Lead Instructor / Business Partner at Northeast Emergency Training Solutions, LLC

### **Section 7: Field Safety Walk**

Prior to the official start of each game a field safety walk will be conducted by the managers of each team and the head umpire. Any unsafe conditions must be corrected prior to play. The walk, which is made to insure general safe playing conditions, should include but not be limited to;

- Removal of rocks, bottles, glass, and other foreign objects.
- Slippery unsafe footing due to recent rain.
- Unsafe broken fencing.
- Holes in playing surface.

The umpire may suspend play if any unsafe field conditions occur after the start of play. Any safety issue related to the field playing conditions must be reported to the League Safety Officer and the League President even when the condition was able to be repaired prior to the scheduled start.

### **Section 8: Conduct Annual Facilities Survey**

The League Safety Officer shall submit, prior to the due date for the current year, the completed Annual Facilities Survey with the Annual Safety Plan. A copy will also be provided to the League President and divisional Vice President.

### **Section 9: Safe Food Handling and Training / Snack Bar Safety**

The Snack Bar Manager shall be trained in the safe handling and preparation of food and be responsible for training all Core Volunteers. The Core Volunteers must be able to instruct other volunteers in the specific practices used by the ETLL Snack Bar.

In addition the manager and core volunteers will be instructed in the safe operation of all snack bar equipment and facilities.

The snack bar manager and core volunteers will be trained in the proper use of the ETLL First Aid Kits.

## **APPENDIX – Volunteer Application Form**

All procedures and practices mentioned here must be in writing and made available to all Snack Bar Volunteers.

The appendix includes a copy of the ETLT Snack Bar Safety Procedures.

### **Section 10: Inspection and Replacement of Equipment**

Each manager or a designated volunteer shall inspect all equipment prior to beginning of play for each game and remove and destroy any defective equipment that cannot be repaired to a safe condition. The Safety Officer will be notified of any recurring equipment defects and be responsible for replacing any equipment deemed unsafe for play. The Safety Officer will be responsible for insuring that equipment inspections are being accomplished.

### **Section 11: Accident Reporting**

Any accident involving any coach, player, umpire, fan or volunteer that results in an injury shall be reported to the League President or Safety Officer within 24-48 hrs. ETLT will report all accidents using the ASAP form (see also appendix) found at: <https://www.littleleague.org/downloads/incident-injury-tracking-form/>

Hardcopy forms will be kept at the Snack Bar.

***Note: A report must be filled out for any on field injury that requires the removal of any player, coach, umpire, or volunteer from the game even if that person returns immediately.***

All completed forms will be made available upon request to the Leagues District Headquarters.

This form should also be used by any person who wishes to report a “near” miss that may have caused an injury.

Each year, the Safety Officer has recommended increased communication and instructions around the use of accident reporting.

## **APPENDIX – Volunteer Application Form**

### **Section 12: First Aid Kits**

Each team shall be provided with a first aid kit that must be made readily available at all games and practices. Replenishment for all items in the first aid kits shall be kept at the snack bar. Any used items must be replenished prior to the start of the next scheduled game.

It is the team manager's responsibility to ensure the first aid kit is kept in good order. The kits should be kept clean and inspected prior to each game. All used items should be kept out of the kit and disposed. The kits should be emptied and washed after each use to keep all items free of field dirt.

### **Section 13: Enforce Little League Rules**

Many of the Essex Town Little Leagues rules have a basis in safety and should be followed. Be sure players have proper equipment at all times, even catchers when warming up. Enforce rules at practices and games.

Reminders:

Managers are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.

Rule 1.08-1. The on-deck position is not permitted in Tee Ball, Minor League, Farm, or Majors.

Please refer to the ETLL Safety Code located in the Appendix.

### **Section 14: Safety Plan Registration Form**

The League Safety Officer shall submit, prior to the due date for the current year, the completed Qualified Safety Plan Registration Form. This form is to be submitted along with a copy of the Safety Plan.

### **Section 15: Roster Submission**

The League Safety Officer will work with the League President to ensure that the player roster, coach and manager data gets submitted via the Little League Data Center by the due date for the current year.

# APPENDIX – Volunteer Application Form



## Little League® Volunteer Application – 2023

Do not use forms from past years. Use extra paper to complete if additional space is required.



This volunteer application should only be used if a league is manually entering information into JDP or an outside background check provider that meets the standards of Little League Regulations 1(c)9. THIS FORM SHOULD NOT BE COMPLETED IF A LEAGUE IS UTILIZING THE JDP QUICKAPP. Visit [LittleLeague.org/localBGcheck](http://LittleLeague.org/localBGcheck) for more information.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

**All RED fields are required.**

Name \_\_\_\_\_ Date \_\_\_\_\_  
First Middle Name or Initial Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # (mandatory) \_\_\_\_\_

Cell Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Special professional training, skills, hobbies: \_\_\_\_\_

Community affiliations (Clubs, Service Organizations, etc.): \_\_\_\_\_

Previous volunteer experience (including baseball/softball and year): \_\_\_\_\_

1. Do you have children in the program?  Yes  No  
 If yes, list full name and what level? \_\_\_\_\_

2. Special Certification (CPR, Medical, etc.)? If yes, list: \_\_\_\_\_  Yes  No

3. Do you have a valid driver's license?  Yes  No  
 Driver's license#: \_\_\_\_\_ State \_\_\_\_\_

4. Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?  Yes  No  
 If yes, describe each in full: \_\_\_\_\_  
 (If volunteer answered yes to Question 4, the local league must contact Little League International.)

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)?  Yes  No  
 If yes, describe each in full: \_\_\_\_\_  
 (Answering yes to Question 5, does not automatically disqualify you as a volunteer.)

6. Do you have any criminal charges pending against you regarding any crime(s)?  Yes  No  
 If yes, describe each in full: \_\_\_\_\_  
 (Answering yes to Question 6, does not automatically disqualify you as a volunteer.)

7. Have you ever been refused participation in any other youth programs and/or listed on any youth organization ineligible list?  Yes  No

If yes, explain: \_\_\_\_\_  
 (If volunteer answered yes to Question 7, the local league must contact Little League International.)

In which of the following would you like to participate? (Check one or more.)

- League Official     Umpire     Manager     Concession Stand  
 Coach     Field Maintenance     Scorekeeper     Other \_\_\_\_\_

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

**Name/Phone**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: [LittleLeague.org/BgStateLaws](http://LittleLeague.org/BgStateLaws)**

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

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

If Minor/Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name (please print or type) \_\_\_\_\_

*NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.*

**LOCAL LEAGUE USE ONLY:**

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

System(s) used for background check (minimum of one must be checked):

**Review the Little League Regulation 1(c)9 for all background check requirements**

JDP (Includes review of the U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List)\*  \_\_\_\_\_

**OR**

National Criminal Database check     U.S. Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List

National Sex Offender Registry

\*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

**Only attach to this application copies of background check reports that reveal convictions of this application.**

Last Updated: 1/4/23

# APPENDIX – Incident/Injury Tracking Report

**For Local League Use Only**

## Activities/Reporting

## A Safety Awareness Program's Incident/Injury Tracking Report

League Name: \_\_\_\_\_ League ID: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Incident Date: \_\_\_\_\_

Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_

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

Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_

Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Parents' Address (If Different): \_\_\_\_\_ City \_\_\_\_\_

### Incident occurred while participating in:

- A.)  Baseball  Softball  Challenger  TAD
- B.)  Challenger  T-Ball  Minor  Major  Intermediate (50/70)  
 Junior  Senior  Big League
- C.)  Tryout  Practice  Game  Tournament  Special Event  
 Travel to  Travel from  Other (Describe): \_\_\_\_\_

### Position/Role of person(s) involved in incident:

- D.)  Batter  Baserunner  Pitcher  Catcher  First Base  Second  
 Third  Short Stop  Left Field  Center Field  Right Field  Dugout  
 Umpire  Coach/Manager  Spectator  Volunteer  Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_

Was first aid required?  Yes  No If yes, what: \_\_\_\_\_

Was professional medical treatment required?  Yes  No If yes, what: \_\_\_\_\_

(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

### Type of incident and location:

- A.) On Primary Playing Field  
 Base Path:  Running *or*  Sliding  
 Hit by Ball:  Pitched *or*  Thrown *or*  Batted  
 Collision with:  Player *or*  Structure  
 Grounds Defect  
 Other: \_\_\_\_\_
- B.) Adjacent to Playing Field  
 Seating Area  
 Parking Area  
**C.)** Concession Area  
 Volunteer Worker  
 Customer/Bystander
- D.) Off Ball Field  
 Travel:  
 Car *or*  Bike *or*  
 Walking  
 League Activity  
 Other: \_\_\_\_\_

Please give a short description of incident: \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at [http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf) and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: [http://www.littleleague.org/Assets/forms\\_pubs/asap/GLClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

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

## APPENDIX – Guide to Lightning Safety

### *What to do if someone is struck by lightning*

- ▶ **Lightning victims do not carry an electrical charge, are safe to handle, and need immediate medical attention.**
- ▶ **Call for help.** Have someone call 9-1-1 or your local ambulance service. Medical attention is needed as quickly as possible.
- ▶ **Give first aid.** Cardiac arrest is the immediate cause of death in lightning fatalities. However, some deaths can be prevented if the victim receives the proper first aid immediately. Check the victim to see that they are breathing and have a pulse and continue to monitor the victim until help arrives. Begin CPR if necessary.
- ▶ **If possible, move the victim to a safer place.** An active thunderstorm is still dangerous. Don't let the rescuers become victims. Lightning CAN strike the same place twice.



NOAA

### *STAY INFORMED*

Listen to NOAA Weather Radio for the latest forecast and for any severe thunderstorm WATCHES or WARNINGS. Severe thunderstorms produce winds of 58 mph or greater, or hail 3/4 of an inch or larger in diameter.

**A severe thunderstorm WATCH is issued** when conditions are favorable for severe weather to develop.

**A severe thunderstorm WARNING is issued** when severe weather is imminent. National Weather Service personnel use information from weather radar, satellite, lightning detection, spotters, and other sources to issue these warnings.



**NOAA WEATHER RADIO IS THE BEST WAY TO RECEIVE FORECASTS AND WARNINGS FROM THE NATIONAL WEATHER SERVICE.**

**Remember that all thunderstorms produce lightning and all lightning can be deadly to those outside.**

**Lightning Safety Awareness Week** is the last full week of June. For additional information on lightning or lightning safety, visit NOAA's lightning safety web site:

<http://www.lightningsafety.noaa.gov>

or contact us at

**National Weather Service  
P.O. Box 1208  
Gray, Maine 04039**

GYX 0301 (August 2003) - Revised

## *Coach's and Sports Official's Guide to Lightning Safety...*



NOAA

***LIGHTNING...  
the underrated killer!***

**A SAFETY GUIDE**

**U.S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC AND  
ATMOSPHERIC ADMINISTRATION**

**NATIONAL WEATHER  
SERVICE**

**Gray, Maine**



*This safety guide has been prepared to help coaches and sports officials recognize the dangers of lightning and take appropriate safety precautions.*



## HAVE YOU:

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- ✓ **Walked field for debris/foreign objects**
- ✓ **Inspected helmets, bats, catchers’ gear**
- ✓ **Made sure a First Aid kit is available**
- ✓ **Checked conditions of fences, backstops, bases and warning track**
- ✓ **Made sure a working telephone is available**
- ✓ **Held a warm-up drill**

# APPENDIX –Facility And Field Inspection Checklist

## Facility and Field Inspection Checklist

Facility Name \_\_\_\_\_

Inspector \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

- Holes, damage, rough or uneven spots
- Slippery areas, long grass
- Glass, rocks and other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitcher's mound
- Warning track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Areas around bleachers free of debris
- General garbage clean-up
- Who's in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Snack Bar inspection

NOTES/ HAZARDS

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## APPENDIX – Umpire Guidelines

### Before the Game — Meet at home plate

- Introduce plate and base umpires, managers/coaches
- Receive official lineup cards from each team
- Discuss any local playing rules (time limit, playing boundaries, etc.)
- Discuss the strike zone
- Discuss unsportsmanlike conduct by the players
- Discuss the innings pitched by a pitcher rule
- Clarify calling the game due to weather or darkness
- Inspect playing field for unsafe conditions
- Discuss legal pitching motions or balks, if needed
- Discuss no head-first slides, no on-deck circle rules
- Get two game balls from home team
- Be sure players are not wearing any jewelry
- Be sure players are in uniform (shirts in, hats on)
- Inspect equipment for damage and to meet regulations
- Ensure that games start promptly

### During the Game — Umpires and Coaches

- Encourage coaches to help speed play by having catchers and players on the bench prepared and ready to take the field with two outs
- Make sure catchers are wearing the proper safety equipment
- Continually monitor the field for safety and playability
- Pitchers warming up in foul territory must have a spotter and catcher with full equipment
- Keep game moving — one minute or eight pitches to warm up the pitcher between innings or in case of mid-inning replacement
- Make calls loud and clear, signalling each properly
- Umpires should be in position to make the call
- No protesting of any judgment calls by the umpire
- Managers are responsible for keeping their fans and players on their best behavior
- Encourage everyone to think “Safety First!”

## APPENDIX – Snack Bar Safety Procedures

# Volunteers Must Wash Hands

### HOW



### WHEN

**Wash your hands before you prepare food or as often as needed.**

#### Wash after you:

- ▶ use the toilet
- ▶ touch uncooked meat, poultry, fish or eggs or other potentially hazardous foods
- ▶ interrupt working with food (such as answering the phone, opening a door or drawer)
- ▶ eat, smoke or chew gum
- ▶ touch soiled plates, utensils or equipment
- ▶ take out trash
- ▶ touch your nose, mouth, or any part of your body
- ▶ sneeze or cough

**Do not touch ready-to-eat foods with your bare hands.**

Use gloves, tongs, deli tissue or other serving utensils.  
Remove all jewelry, nail polish or false nails unless you wear gloves.

#### Wear gloves.

when you have a cut or sore on your hand  
when you can't remove your jewelry

#### If you wear gloves:

- ▶ wash your hands before you put on new gloves

#### Change them:

- ▶ as often as you wash your hands
- ▶ when they are torn or soiled

Developed by UMass Extension Nutrition Education Program with support from U.S. Food & Drug Administration in cooperation with the MA Partnership for Food Safety Education, United States Department of Agriculture Cooperating. UMass Extension provides equal opportunity in programs and employment.



# Concession Stand Tips

## SAFETY FIRST

### Requirement 9

#### 12 Steps to Safe and Sanitary

*Food Service Events: The following information is intended to help you run a healthful concession stand.*

*Following these simple guidelines will help minimize the risk of foodborne illness.*

*This information was provided by District Administrator*

*George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.*

#### 1. Menu

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. Complete control over your food, from source to service, is the key to safe, sanitary food service.

#### 2. Cooking

Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. Most foodborne illnesses from temporary events can be traced back to lapses in temperature control.

#### 3. Reheating

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

#### 4. Cooling and Cold Storage

Foods that require refrigeration must be cooled to 41° F as quickly as possible and held 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 food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check temperature periodically to see if the food is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of foodborne illness.

#### 5. Hand Washing

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 substitute for hand washing!

#### 6. Health and Hygiene

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.

#### 7. Food Handling

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.

#### 8. Dishwashing

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:

1. Washing in hot soapy water;
2. Rinsing in clean water;
3. Chemical or heat sanitizing; and
4. Air drying.

#### 9. Ice

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. Ice can become contaminated with bacteria and viruses and cause foodborne illness.

#### 10. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 1/2 teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

#### 11. Insect Control and Waste

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.

#### 12. Food Storage and Cleanliness

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

#### 13. Set a Minimum Worker Age

Leagues should 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.

*Safety plans must be postmarked no later than May 1st.*

# Equipment Checklist

## Keep Your Players Safer

*Do you know what equipment is required for player safety on the field? Do you know which optional items can help keep players safer? Check out the following list for ideas and reminders.*

### REQUIRED PLAYER EQUIPMENT

#### Defense

- Athletic supporter – all male players
- Metal, fiber, or plastic type cup – all male catchers
- Catcher's helmet and mask, with “dangling” throat guard; NO skull caps – all catchers; must be worn during pitcher warm-up, infield practice, while batter is in box
- Catcher's mitt – all baseball catchers
- Chest protector and leg protectors – all catchers; must be worn while batter is in box; long model chest protector required for Little League (Majors) and younger catchers

#### Offense

- Helmet meeting NOCSAE standards – all batters, base runners, and players in coaches boxes
- Helmet chinstrap – all helmets made to have chinstrap (with snap buttons, etc.)
- Regulation-sized ball for the game and division being played; marked RS for regular season or RS-T for regular season and tournament in baseball
- Regulation-sized bat – all batters; Little League (Majors) and younger baseball divisions must have bat marked with BPF 1.15 beginning in 2009
- Non-wood bats must have a grip of cork, tape, or composite material, and must extend a minimum of 10 inches from the small end. Slippery tape is prohibited.

### REQUIRED FIELD EQUIPMENT

- 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> bases that disengage from their anchors
- Pitcher's plate and home plate
- Players' benches behind protective fences
- Protective backstop and sideline fences

### OPTIONAL PLAYER EQUIPMENT

#### Defense

- Metal, fiber, or plastic type cup – any player, esp. infielders
- Pelvic protector – any female, esp. catchers
- Heart Guard/XO Heart Shield/Female Rib Guard – any defensive player, esp. pitchers, infielders
- Game-Face Safety Mask – any player, esp. infielders
- Goggles/shatterproof glasses – any player, esp. infielders or those with vision limitations

#### Offense

- Helmet – adults in coaches boxes
- Helmet with Face Guards or C-Flap meeting NOCSAE standards – all batters, esp. in younger divisions
- Mouth guard – batters, defensive players
- Goggles/Shatterproof glasses – any player, esp. those with vision limitations
- Batters vest/Heart Guard/Heart Shield/Female Rib Guard – any batter
- Regulation-sized reduced impact ball

### OPTIONAL FIELD EQUIPMENT

- Double 1<sup>st</sup> base that disengages from its anchor
- Baseball mound for pitcher's plate
- Portable pitchers baseball mound with pitcher's plate
- Protective/padded cover for fence tops
- Foul ball return in backstop fencing

**IMPORTANT:**

### BPF RULE GOES INTO EFFECT FOR BASEBALL DIVISIONS

Buying bats for your league's baseball divisions? If it is composite metal, make sure it has the BPF 1.15 label. Bats in use in Little League Baseball (Majors Division and younger) must have the new bat performance factor listed on the bat.

Unless this marking is present, the bat will be removed from games.

Little League officials are aware some bats do not have the required markings but are Little League approved. And some of the bats on the approved bat list may not carry the required BPF 1.15 marking, depending on when they were manufactured and licensed.

Little League is building a list of bats that are approved but do not have the BPF marking due to special circumstances. For these bats, the eligibility for play will be extended until December 31, 2009. As Little League is made aware of bats that meet the BPF rule for this extension, the bats will be added to the list.

*ONLY bats with a BPF 1.15 marking or that are listed below will be allowed for use in the Little League (Majors) Baseball and younger divisions in 2009.*

**Non-BPF-marked bats approved until Dec. 31, 2009:**

**Adidas – Vanquish (blue design)** A newer model of this bat, also named Vanquish with copper and black markings, has the proper labeling, so is therefore not subject to the one-year rule.

**DeMarini – Black Coyote, Rogue, Distance, Rumble, Tengu, Mach 10, Patriot**

**Easton – LZ-810, LZ-800, Stealth Optiflex LST 1,**

**Louisville Slugger – YB31**

**NIKE – Areo**

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# APPENDIX – Safety Code

## ESSEX TOWN LITTLE LEAGUE SAFETY CODE

Managers, coaches and umpires should have training in first-aid. First-aid kits are issued to each team manager.

All coaches and managers should attend a fundamentals training session prior to the start of the official preseason practice sessions.

No games or practices should be held when weather or field conditions are bad, particularly with lightning.

Play area should be inspected frequently for holes, damage, stones, glass and other foreign objects.

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 a player assigned for this purpose or the team's manager and coaches.

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 (i.e., playing catch, pepper, swinging bats, etc.)

Equipment should be inspected regularly for the condition of the equipment as well as for proper fit.

Batters must wear Little League approved protective helmets during batting practice and games.

Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS. Managers should encourage all male players to wear protective cups and supporters for practices and games.

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

During sliding practice, bases should not be strapped down or anchored.

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

Parents of players who wear glasses should be encouraged to provide "safety glasses."

Player must not wear watches, rings, pins or metallic items during games and practices.

The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.

Managers and Coaches may NOT warm up pitchers before or during a game.

On-deck batters are not permitted.

Our Little League runs background checks on all of the managers, coaches and other applicable volunteer applicants

# CERTIFICATE OF COMPLETION



This Certifies that

Shane Capron

Has completed

Abuse Awareness for Adults

March 11, 2022



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