

**Smyrna-Clayton
Little Lass
Little League
2020**



**ASAP
A Safety Awareness Program**

League ID Number

281704

Important Contact Numbers

President	Shawn Vascellaro	302-562-6996
Vice President	Patrick Long	302-363-7009
Safety Officer	Cassie Hastings- Jeandell	302-943-0100
Secretary	Molly McNatt	443-350-3311
Player Agent	Ladonna Norvell	302-465-0866
Equipment Manager	Gary Merritt	302-668-8125
Concession Manager	Buddy Cahall	302-632-3375

Police, Fire, Ambulance EMERGENCY:

911

Non-Emergency Numbers

Citizens Hose #1 Fire Company 302-653-9858
Smyrna Police Department 302-653-6217

Safety Statement

Little Lass Little League is here to give our children the opportunity to learn the game of softball safely while having fun. It is the desire and intent of the Little Lass Little League to provide a safe, clean, well equipped, and properly trained organization in order to ensure the children of our community have a place to learn and display skills in the sport of softball. To ensure the protection of our children, all Little Lass Little League volunteers are required to submit a Little League approved volunteer application (Attachments 1 & 2) with a government issued photo ID and submit to a nationwide sex offender review. All forms will be reviewed by the League President. Individuals who appear on the statewide sex offenders list will not be eligible to participate as a volunteer. The league Safety Officer will govern all safety issues/concerns. The league Safety Officer is responsible for writing, maintaining, and submitting a qualified safety plan and registration form. It shall also be his/her responsibility in conjunction with the Complex Manager to complete the Facility Survey and submit to Little League International in a timely manner.

Safety Manual and First Aid Kits

Each manager will be issued a first aid kit and a copy of the safety plan manual. Managers are required to sign documentation acknowledging receipt of both. A copy of the safety manual and an additional first-aid kit will be kept in the concession stand at all times. Extra first aid kits are also maintained inside the storage buildings for each respectable field. The AED is kept in the concession stand for use in the event of any cardiac emergency.

Safety Code

The following items comprise the Smyrna Clayton Little Lass Safety Code:

- **SAFETY IS EVERYONE'S RESPONSIBILITY**
- Coach or Manager will supervise the use of the batting cages.
- First aid kits are to be on hand by each team for every game and practice
- An AED is located in the concession stand for emergencies and should only be used by trained individuals
- No game or practice will be held during inclement weather or poor light conditions as determined by managers and umpires.
- Fields will be inspected before every game or practice for holes, broken glass, etc.
- Fences will have top protectors and be inspected prior to games for damage.
- Team equipment will be inspected and properly stored in dugouts during games and practices.
- Batters must wear Little League approved helmets.
- No horseplay at any time.
- All players will wear personal safety equipment (face masks, helmets, etc.)
- All catchers will wear chest protector with throat guard, shin guards, catcher's helmet, and all must meet Little League specifications.
- No child under the age of 16 is allowed in the concession stand without adult supervision
- No one under the age of 18 will be allowed in the grill area of the concession stand.
- Speed limit is 5 MPH on roadways and parking lots in the park area.
- No alcohol or drugs are allowed in the park at any time.
- All gates to playing field are to be closed and secured.

- All Little League Rules applying to Safety will be adhered to at all games and practices. NO WAIVERS FROM SAFETY RELATED RULES IS ALLOWED

Responsibilities

Umpires

- Check equipment in dugouts and remove what doesn't meet Little League specifications.
- Make sure Catchers wear helmets while warming up pitchers.
- Inspect helmets for cracks and make sure they are Little League approved.
- Check players to see if they are wearing jewelry.
- Visually inspect and walk field to detect any unsafe playing conditions.

Coaches, Managers, Players

- **SAFETY FIRST!!!**
- Walk playing field to look for hazards.
- Players must wear proper equipment and personal protective equipment.
- Ensure equipment is in good shape.
- Maintain control of any situation, discipline, and be organized.
- Know players limitations and do not exceed them.
- Observe all Little League rules including the proper use of equipment.

Equipment Manager

- Purchase compliant equipment and playing supplies
- Inspect equipment for safety compliance and or discrepancies
- Order replacement safety equipment/materials when necessary.

Safety Officer

- Submit Annual ASAP, Field Survey, Safety Program Registration Form and any other necessary forms required
- Coordinate and schedule required safety training for league officials and volunteers
- Ensure safety compliance inspections and reports are completed
- Provide equipment manager with a list of required safety items/equipment needing purchased
- Report safety concerns/issue to the Board of Directors
- Conduct accident investigations when warranted
- Complete applicable accident forms when required to do so in a timely manner
- Maintain safety records (i.e. certifications dates, training dates, license #'s)

Coaches and Managers Pre-game Checklist

(Recommended checklist to be completed prior to games/practices)

- First aid kit on hand for practices and games.
- Equipment is in useable condition.
- Player's personal safety equipment is being worn.
- Dugouts in safe condition (benches intact, fence not torn)
- Bats and balls are not lying on ground in and around playing field.
- Fences and fence top protectors are intact, in position and not torn.
- Ensure bases are secure and flush with ground.
- No horseplay in dugouts.

Training

Coaches and Managers

- It is required that at least one manager or coach from each team attends a CPR/First Aid briefing each year. It is required that all managers and coaches attend this training once every 3 years. If you are already CPR/First Aid Certified, please send a copy of your certification to Cassie Hastings-Jeandell at safety@scllsoftball.com
- Attend fundamental training March 7, 2020 that will be held prior to the start of the season. At this training, you will receive information on fundamentals in sliding, hitting, and fielding along with safety fundamentals. This class will consist of speakers, videotaping and/or other approved methods of instruction provided by training personnel. It is required that every coach & manager attend this class at least once every three years. In addition, each team must have at least one representative attend this year. A short CPR/First aid briefing will also occur.

Concession Stand Worker/Manager

- Concession stand workers will be instructed on proper use of the fire extinguisher and Anzul hood/grill fire suppression by the local fire department and/or inspection agency.
- Key volunteers and Concession Stand Manager will be provided training by the Department of Health and Human Services on the proper techniques, methods, and safety precaution of food handling.
- A brief training session/briefing will be conducted with all volunteers working in the concession prior to beginning operations on a nightly basis.

Accident Reporting Procedures

What to report: All incidents that cause any player, manager, coach, umpire, or volunteer to receive first aid or a visit to a doctor **MUST** be reported to the safety officer. This includes any evaluation and diagnosis. (Attachment 3, Accident Reporting Form)

When to report: All incidents must be reported to the safety officer, Jenny Czetli, within 24 hours of the incident.

How to make a 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:

- 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 the injuries.
- The name and phone number of the person reporting the incident.
- The coach/manager **MUST GET THE ACCIDENT INVESTIGATION FORM FILLED OUT.**
- If the injury requires a doctor's attention, the player must have a doctor's note to return to practices and games.

Safety Officer's Responsibilities

- Within 48 hours of receiving the incident report, the safety officer will contact the injured party or party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event the injured party required other medical treatment (Emergency Room visit, doctor's visit, etc.) will advise the parents or guardian of the Little League's insurance coverage and the provisions for submitting any claims.

- If the extent of the injuries are more than minor in nature, the safety officer shall periodically call the injured party to check on the status of any injuries, and check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered “closed” (no further claims are expected and/or the individual is participating in the league again).

Concession Stand Guidelines

Steps to Safe and Sanitary Food Service

Following these simple guidelines will help minimize the risk of food borne illness:

- Menu.
 - Keep your menu simple and keep potentially hazardous foods (meats, dairy products, etc.) to a minimum. 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.
- Cooking.
 - Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous food should be kept at 41°F or above (if hot). Ground beef and ground pork products should be cooked at 165°F. Most food borne illness from temporary events can be traced back to lapses in temperature control.
- Reheating.
 - Rapidly reheat potentially hazardous foods to 165°F. Do not attempt to heat foods in crock pots, steam tables, oven steno units or other holding devices. Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.
- Cooling and Cold Storage.
 - Foods that require refrigeration must be cooled to 40°F as quickly as possible and held at the temperature until ready to serve. To cool

food down quickly, use an ice water bath (60% ice and 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 on top of the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the good is cooling properly. Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of food borne illness.

- Hand washing.
 - **Frequent and thorough hand washing remains the first line of defense in preventing food borne disease (refer to page 19 for proper hand washing instructions).** The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
- Health and Hygiene.
 - Only healthy workers should prepare a service food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who have open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean garments and should not smoke in concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
- Food Handling.
 - Avoid hand contact with raw, ready-to-eat foods and food surfaces. Use an acceptable dispensing utensil to serve food. Touching food with bare hands can transfer germs to food.
- Dishwashing.
 - Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. Ideally, dishes and utensils should be washed in a four-step process:
 - Washing in hot soapy water
 - Rinsing in clean water
 - Chemical or heat sanitizing

- Air drying
- 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 hands. Ice can become contaminated with bacteria and viruses and cause food borne illness.
- Wiping cloth.
 - Rinse and store your wiping cloths in a bucket of sanitizer (ex. 1 gallon of water and ½ teaspoon chlorine bleach). Change the solution every two hours. Well-sanitized work surfaces prevent cross-contamination and discourage flies.
- Insect Control and Waste.
 - Keep foods covered to protect them from insects. Store pesticides away from foods. The concession stand manager shall be responsible to ensure that they and all concession stand volunteers are properly trained to the safe and proper good handling and preparations procedures. Place garbage and paper wastes in a garbage container with a tight fitting lid. Dispose of wastewater in an approved method (do not dump outside). All water used should be potable water from approved source.
- 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.

Clean Hands for Clean Foods

Since the staff at the concession stands may not be professional food workers, it is important they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- Use soap and warm water
- Rub your hands vigorously as you wash them

- Wash all surfaces including the backs of hands, wrists, and between and under fingernails
- Rinse your hands well
- Dry hands with a paper towel
- Turn off the water using the paper towel, instead of your bare hands.

END