**LA VERNIA LITTLE LEAGUE**

****

**2021 ASAP Safety Plan**

**FOR**

## **MANAGERS, COACHES AND VOLUNTEERS**

**LEAGUE ID NUMBER: 3433115**



**APPROVED:**

# LA VERNIA LITTLE LEAGUE 2021 SAFETY AWARENESS PROGRAM

#### Welcome to the 2021 season of the La Vernia Little League. As our Program continues to grow, let us set our safety goals for the upcoming season. Ensuring that all of our children are safe and enjoying their time in our organization remains our top priority. Let us continue to use common sense and adhere to the safety procedures outlined in this safety manual to help keep the occurrence of accidents and injuries to a minimum. Please remember that it is the responsibility of everyone involved in our league to ensure that our children are safe during the 2021 Little League Season. If you have any questions regarding our 2021 Safety Awareness Program, please contact me at 210-896-5169 or karriewiatrek@yahoo.com.

#### Let’s play ball, be safe and have fun!

Thank you,

Karrie Wiatrek

La Vernia Little League Safety Officer

**LA VERNIA LITTLE LEAGUE 2021**

**BOARD OF DIRECTORS CONTACT LIST**

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Contact Information** |
| Jason Ristow | President | Cell:210-400-7947  jasonristow@yahoo.com |
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| Demi Richard | Concession Manager | mamabearajg@gmail.com |
| Cynthia Westbrook | Fundraiser/Sponsorship | cynthiawestbrook@rocketmail.com |
| Melissa Cary | Pictures/ Trophies | melissa.mcconnel.cary@gmail.com |

**EMERGENCY PHONE NUMBERS**

|  |  |
| --- | --- |
| **Police / Fire / EMS** | **9-1-1** |
| **La Vernia Police Department** | **830-779-2113** |
| **Wilson County Sheriff’s Department** | **830-393-2535** |
| **La Vernia Fire Department** | **830-779-2438** |
| **Wilson County Emergency Medical** | **830-393-3120** |
| **Connally Memorial Medical Center** | **830-393-1300** |
| **Poison Control** | **1-800-222-1222** |

**ASAP- WHAT IS IT**

In 1995, Little League Incorporated introduced ASAP (A Safety Awareness Program) to create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League. With the help of corporate sponsors, ASAP has increased overall safety awareness, reduced injuries by 80%, and lowered insurance costs for participating leagues. In order to be an ASAP-compliant league, a Little League approved Safety Plan must be filed with Williamsport before the start of each season.

**LEAGUE SAFETY PLAN**

The League’s Safety Plan will be posted on the LVLL website ([www.lavernialittleleague.com](http://www.lavernialittleleague.com)) for all board members, managers, coaches, participants, concession workers, etc.

**FUNDAMENTALS TRAINING**

LVLL requires at least one Manager/Coach from each team to attend the training. Every Manager/Coach must attend this training once every 3 years. Training will be at Grace Bible Church on January 26, 2021 at 6:30 p.m.

**FIRST AID TRAINING**

LVLL requires at least one Manager/Coach from each team to attend the training. Every Manager/Coach must attend this training once every 3 years. Training will be at Grace Bible Church on January 26, 2021 at 6:30 p.m.

**FIRST AID KITS**

First Aid Kits will be furnished to each team. It will be just like any other equipment that is provided. The first aid kit should be turned in at the end of the season. This should be done when the team’s equipment is turned in to the Equipment Manager. The kit is required to be taken to all practices, batting cage practices, and games.

**BACKGROUND CHECKS**

LVLL recognizes the need to provide a safe environment for our children by eliminating the participation of all child predators. All Board Members, Managers, Coaches, Umpires, Team Mom and other individuals expected to work with any youth participants (referred to as a League Volunteer), are required to submit a current year Little League Volunteer Application & Background Check Form. In addition, League Volunteers must submit a government issued photo identification card (i.e. driver’s license, etc.) to aid in ID verification. These items mustbe re-submitted each year. Prior records cannotbe used in subsequent years. Any person who refuses to complete volunteer application including social security #, photo ID and signature is not allowed to join, participate, or associate with LVLL players or youth in any way. It is the responsibility of the Safety Officer to ensure background checks are ran each year for all League Volunteers using a Little League recommended service. Our League is utilizing JDP Background Screening for all background checks. Instead of completing the application form, please contact the League Safety Officer and provide your full name, email address and a copy of a photo identification card. A link will then be provided for you to enter your information directly into the JDP System for processing.

**IN CASE OF EMERGENCY**

* Give first aid and have someone call 911 immediately if an ambulance is necessary (i.e., severe injury, neck or head injury, not breathing). Always error on the side of caution.
* Notify child’s parents.
* Notify Safety Officer by phone within 24 hours of injury.
* The Safety Officer will notify President of incident.
* Complete an accident form and hand deliver to Safety Officer of La Vernia Little League.
* Talk to team players about the accident; they may be worried or upset. They need to feel safe and understand why the accident or injury occurred.
* Talk with anyone in La Vernia Little League that you feel will be helpful to speak to your team.
* La Vernia Little League insurance is supplemental to your own insurance policy. Claims must be filed with the Safety Officer of LVLL.

**Please be sure to keep your original medical release form for each player and your safety manual with the team at all times.**

**INCIDENT REPORTING PROCEDURES**

In addition, the Safety Officer will document all incident reports. Within (48) hours of receiving an incident report, the Safety Officer will contact the injured person or parents and:

1. Verify information received.
2. Obtain any other necessary information.
3. Check on status of injured person.
4. Explain Little League’s insurance coverage and the provisions for submitting any claims.

**ACCIDENT REPORTING PROCEDURES**

**What to report** – An incident that causes any player, manager, coach, or umpire to receive medical treatment and/or first aid must be reported to the Safety Officer. This includes passive treatments such as the evaluation and diagnosis of the of the injury or period of rest. When in doubt about whether to report something---report it.

**When to report** – All incidents described above must be reported to the Safety Officer within 48 hours of the incident. The Safety Officer for 2021 is Karrie Wiatrek (210) 896-5169.

**How to make a report** – at minimum, the following information must be provided:

1. The name and phone number of the individual involved.
2. The date, time, and location of the incident.
3. As detailed description of the incident as possible.
4. The preliminary estimation of the extent of the injuries.
5. The name and phone number of the person reporting the incident.

**CONCUSSIONS/HEAD INJURY**

In the event, there is a head injury/concussion during practice or a game.

The following personnel should be notified:

Manager

Coach

Umpire

Parent(s)

Board member (President and/or Safety Officer)

Any Medical Personnel (there in the immediate area)

The player will be required to provide a Doctor’s note, as well as parent note to clear them to return to play.

Recognize Symptoms of Concussion:

**Cognitive Response**

* Not thinking clearly
* Feeling slow
* Inability to concentrate or remember new information
* Repeating themselves

**Physical Symptoms**

* Headache
* Blurred vision and sensitivity to light
* Feeling lethargic or dizzy
* Having trouble balancing or walking
* Dilated pupils

**Emotional Symptoms**

* Significant personality changes
* Emotional swings , easily sad, nervous or anxious
* Some emotional symptoms can be long term and could result in a lack of interest in activities that were once hobbies
* Depression

**Steroids/ Performance Enhancing Drug’s (PED’S)**

Be aware that the age group of 6-12 graders is very impressionable especially about body image and performance. The peer pressure is very high as well as the stress of fitting in with peers.

**SAFETY CODE**

##### ***Dedicated to injury prevention***

* The Safety Officer is responsible for safety procedures.
* The responsibility for following these safety procedures is that of all adult members and volunteers of La Vernia Little League.
* Each team shall have a Team Safety Representative (usually the manager) and a copy of the 2021 Safety Manual on hand at all practices and games.
* No games or practices should be held when weather or field conditions are not safe.
* Play area should be inspected frequently for holes, damage, rocks, glass, and other foreign objects. The Safety Officer shall be responsible for walking the fields and declaring them safe from hazard before play may begin at the start of the season. Managers of the home and away team are responsible for walking the fields and clearing them of any potential hazards prior to the start of any scheduled game or practice.
* Only players, managers, coaches and umpires are permitted on the playing field or dugouts during games and practices.
* Assign a player/coach to keep bats and other equipment off the field.
* Establish a procedure for retrieving foul balls.
* Remind all players and coaches to be alert during practices and games.
* Space players properly during warm-up drills to avoid injuries from wild or missed throws.
* All pre-game warm-up drills should take place on the playing field and not in parking areas or spectator areas.
* Inspect equipment regularly and ensure proper fit. Coaches and umpires are required to inspect equipment before each use by players. The Equipment Manager is responsible for replacing any unsafe or defective equipment.
* Batters must wear Little League approved helmets during games and practices. Protective cage masks are recommended for all teams.
* Catchers must wear the following Little League approved equipment during games and practices: helmet, mask, throat guard when warming up pitchers. This applies between innings and in the bullpen. Skull caps are not permitted.
* Managers should encourage all male players to wear protective cups.
* Except when a runner is returning to a base, headfirst slides are not permitted.
* During sliding practices, bases should not be anchored.
* Horseplay is not permitted on the field or in the dugouts.
* Safety glasses are recommended for players who wear corrective lenses.
* No watches, pins, bracelets, chains, or other jewelry should be worn during games and practices other than medical alert bracelets.
* Regulations prohibit “on-deck” batters. This means no player should be swinging a bat, even while in an enclosure, until it is his/her time at bat.
* Please remember to monitor pitch counts and review new bat regulations regarding composite bats authorized for use by Little League International.

# LA VERNIA LITTLE LEAGUE

**CODE OF CONDUCT**

* Speed limit is 5 M.P.H. in field parking areas
* No alcohol allowed in baseball stands, dugouts, or fields. LVLL volunteers are not allowed to consume alcohol during games and practices. Good judgment must be used in order to preserve our Little League image.
* No playing in parking lots.
* No profanity.
* No rock throwing.
* No climbing fences.
* During games, players must remain in dugout area and behave in an orderly fashion.
* Each team must clean dugouts and bench areas after games and practices.
* After games and practices, coaches should lock/secure fields as needed.
* No children under 16 are permitted to be in the grilling area of the snack bar.
* No smoking on fields, bleachers, or dugouts.

**Failure to comply with the above rules may result in disciplinary action as subject to La Vernia Little League’s Constitution and By-Laws.**

# 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.
* Know your limitations.
* Carry a first-aid kit to all practices and games.
* When administering aid to the injured or sick, remember to:

1. Look for signs of injury (blood, black and blue, deformity, etc.).
2. Listen to the injured person for a description of what happened.
3. Feel gently and carefully to the injured area for signs of swelling and/or fractures.

* Keep cellular phone nearby to call for help.

**DON’T…**

* Administer medications.
* Hesitate to render aid when needed.
* Be afraid to ask for help if you are not sure of the proper procedures (i.e., CPR, etc.).
* Leave a child unattended at a practice or game.
* Hesitate to report potential safety hazards to league officials.
* Have any coaches bat a pitched ball.
* Provide food or beverages (other than water).
* Transport injured individuals (except in extreme emergencies).

# COMMUNICABLE DISEASE PROCEDURES

These procedures should be understood and followed by all managers, coaches, and umpires. While the risk of one athlete infecting another with HIV/AIDS during competition is almost non-existent, there is a remote risk that other blood borne pathogens could be transmitted. For example, Hepatitis B can be present in blood as well as in other bodily fluids.

Procedures for reducing the potential for transmission of these infectious agents should include, but are not limited to the following:

* The bleeding must be stopped, and then the open wound must be covered. If there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate and/or return to play.
* Routinely use gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other bodily fluids are anticipated.
* Immediately wash hands and other skin surfaces if contaminated with blood or other bodily fluids.
* Clean all blood covered surfaces and equipment with appropriate disinfectant before resumption of games/practices.
* Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
* Use a bag valve mask, mouthpieces, or other ventilation devices to minimize the need for mouth-to-mouth contact.
* Trainers and coaches with bleeding or oozing skin conditions should refrain from contact with players until condition resolves.
* Contaminated towels should be safely disposed of or disinfected.
* Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth-guards, and other articles containing bodily fluids.

# LIGHTENING EVACUATION PROCEDURES

* Stop games/practices at first sign of lightening regardless of weather forecast.
* Stay away from metal objects (fences, dugouts, etc.).
* Do not hold metal bats.
* Walk, do not run, to a car and wait for a decision on whether or not to continue the game/practice.
* All decisions on whether to continue or restart play due to weather conditions should be made with safety concerns as the primary and overriding issue.
* The La Vernia Little League Officer of the Night (OTN) will maintain and use the lightening meter located in the concession stand when lightening is observed and reported by ANYONE.
* The La Vernia Little League Officer of the Night (OTN) retains authority to resume play or cancel games based on weather conditions.

***ONE GAME OR PRACTICE IS NOT WORTH A DEATH!!!***

# SAFETY OFFICER’S RESPONSIBILITIES

Duties of the Safety Officer include:

* Update safety manual and distribute at manager’s pre-season meeting.
* Complete the safety program requirements (ASAP) and submit to Little League Headquarters.
* Ensure background checks are ran each year for all League Volunteers using a Little League recommended service.
* Inventory and obtain first aid items for kits.
* Distribute first aid kits to snack bars and teams.
* Schedule a mandatory Safety Meeting with all managers, coaches and EMT.
* Oversee a coach’s clinic that teaches managers/coaches the proper rules consistent with Little League philosophy and fundamentals.
* Have town board of health inspect concession stands and post rules for proper food handling and storage.
* Inspection of lightening meter to ensure it is in good working order.
* Prior to the start of play, walk and inspect all play areas to ensure they are free of hazards and authorize play upon successful conclusion of the inspection. No activities may take place on the playing fields until the Safety Officer advises the President of the league of his/her confirmation that safe play may take place.
* File an annual ASAP to Little League.

**BATTING CAGE RULES**

* Batters MUST wear helmets at all times. No exceptions.
* Only one person in batting cages at a time during play.
* No switch hitting during play.
* No metal spikes are allowed.
* No person under the influence of drugs or alcohol is permitted to use the batting cages.
* Balls may be pitched at any time. BE ALERT at all times.
* An adult must accompany all batting cage players under the age of (12).
* CAUTION! Injuries could result from the use of the batting cages. Users should assume the inherent risks of batting baseballs and softballs. If users have any questions about the use of the cages, ask the attendant before using the batting cages.

**MOWER/EQUIPMENT SAFETY RULES**

* ONLY adults operate mowers. NO children or others are allowed to ride along with the operator of riding mowers. Absolutely no one under the age of (16) is allowed to operate mower/weed trimmer.
* Never make adjustments or repairs with the engine running.
* Be sure the area is clear of other people before mowing. STOP if anyone enters the area.
* Never carry passengers.
* Do NOT mow in reverse.
* ALWAYS look down and behind BEFORE and WHILE backing up.
* Remove rocks, tree limbs, cans, etc. before mowing.
* ALWAYS check the oil in the equipment before use.
* ALWAYS wear safety glasses when trimming or mowing.
* Please report damage or trouble with the mowers/equipment ASAP to the Field Maintenance Manager, so he/she can make repairs.

# CONCESSION STAND SAFETY

* No person under the age of (16) will be allowed behind the counter in the concession stands. No person under (16) years of age will be allowed behind the grill fryer at the concession stand.
* People working in the concession stands will be trained in safe food preparation. Training will cover safe use of the equipment. This training will be provided by the Concession Manager and overseen by the Safety Officer.
* Cooking equipment will be inspected periodically and repaired or replaced if need be (see “Concession Stand Weekly Checklist”).
* All foods cooked or prepared in the concession stand must be purchased by LVLL.
* Cooking grease will be stored safely in containers away from open flames. (see “Concession Stand Weekly Checklist”).
* A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times.
* Cleaning chemicals must be stored in an original container.
* All concession stand volunteers will be trained in the proper use of a fire extinguisher.
* A fully stocked first aid kit will be placed in the concession stand.
* Concession stand main entrance door(s) will not be locked or blocked in any way while people are inside.

**La Vernia Little League Concession Stand Checklist**

# (Checklist to be completed by the Concession Manager on each Saturday commencing with the week prior to the first game of each season).

1. **Deliveries**
2. All products meet visual quality standards and have no off odors (no spoilage).

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. All packaging is in good condition – not wet, no stains, leaks, holes, tears, or crushing.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Items put away in proper order (frozen, refrigerated, dry storage); in 30 minutes or less.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Code dates within code.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. **Food Temperature and Specifications**

***Thermometer***

NOTE: Ensure that thermometer kit meter and probes are calibrated prior to taking temperatures. (Use ice and cold water procedures for probes, temperature reads 32° ± 2°F).

All refrigerators and freezers must have a properly functioning thermometer in place (built in or clamped on, easily visible, and not glass).

**Yes\_\_\_\_\_ No\_\_\_\_\_**

**La Vernia Little League Concession Stand Checklist**

***Drink Machine***

1. Ice machine and ice bin are free of soil.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Temperature of coffee/tea, hot water is = 180°F.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Ice machine is clean and sanitized. There is no standing water.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Water filter follower needle is not in the red zone.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

***Freezer / Food Storage***

1. Freezer interior is clean and sanitized.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Temperature of freezer is = 20°F.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

***Refrigerator / Food Storage***

1. Refrigerator interior is cleaned and sanitized.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Temperature of refrigerator is 33-43°F.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Interior light is working and is properly shielded.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Shelving is clean, free of rust and in good repair.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

**La Vernia Little League Concession Stand Checklist**

1. All items are stored correctly on shelves (covered and a minimum of 6” off the floor).

**Yes\_\_\_\_\_ No\_\_\_\_\_**

***Fryer Area***

1. All stainless and walls above fryer are clean.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. No excessive grease buildup under the fryers.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Fryer hood filters are in place and clean.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Light(s) working and properly shielded.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Cooking grease is stored safely in containers and away from open flames.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

***Grill Area***

1. All tile and countertops around grill are clean and sanitized.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. All grease is cleaned from under and around the grill.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Proper dishwashing method used.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Hand sanitizer dispensers are mounted and in use.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Personal items are stored correctly (medication, drinks, food, clothing, etc.).

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Floors cleaned:
2. floor drains unobstructed; proper drainage flow.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. no leaks or openings around pipes / plumbing.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

***Grill Area (continued)***

1. No sign of pest infestation (insects, rodents, etc.).

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. All trash is emptied from the inside containers.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Dumpster enclosure and surrounding area are clean and free of debris.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Dumpster is closed.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Chemicals stored in locked containers and not on the same shelf or the shelf above food ingredients, product packaging materials, food storage pans or tables where food is prepared.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Maintain manufacturer’s labels on/or labeled accordingly.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Concession stand workers have gone through LVLL initiation safety and food preparation training before working in concession stand.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Children under (16) are not allowed in the concession stand or in other areas where food is prepared.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. A fire extinguisher with a current certification is in plain sight.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

1. A fully stocked first aid kit is in plain sight.

**Yes\_\_\_\_\_ No\_\_\_\_\_**

**La Vernia Little League Concession Stand Checklist**

**“CORRECT THE PROBLEM”**

If any item on this checklist is checked “No” then complete the following steps below:

* **Stop** the person, food, process, or use of equipment, as appropriate.
* **Determine** if the product(s) or ingredient(s) are safe to serve (for example, cross contamination has occurred or is undercooked). **If not safe, discard the item!**
* **Identify** the source of problem.
* **Take** corrective action, as appropriate.
* **Troubleshoot** equipment problems using the Equipment Management Reference Manual.
* **Re-train** concession stand workers.
* **Wash** and sanitize hands.
* **Wash** and sanitize counter/equipment.