



BALLARD LITTLE LEAGUE

P.O. Box 17458
Seattle, Washington 98107-0534

Established 1954
League ID # 447-08-03

2018 Safety Manual

Ballard Little League will strive to orchestrate a safe environment for participants, managers, coaches, umpires and spectators at all league functions.

2018 Ballard Little League Safety Manual

In order to provide a safer experience for players and coaches , Ballard Little League will abide by the 13 requirements of the Little League Safety Code. The following is a breakdown of responsibilities, expectations and best practices to be followed by all managers, coaches and players for the 2018 season.

1-Safety Program

Safety Officer: Doug Bourlier

1. Oversee and promote safety program.
2. Review and revise safety program, as needed.

2-Distribute a Copy of the Safety Code to All Managers, and Coaches

1. Post a copy of this safety manual on the BLL website and make available to all managers, coaches, Volunteers and Administrators.
2. Acquire and distribute one stocked first aid kit per team prior to first practice.
3. Distribute information on first aid training and arrange for a first aid training class for Managers and Coaches.
4. Present accident reporting information at coaches and managers' meeting/league safety meeting.
5. Ensure that accidents are properly reported.

3-Ballard Little League Emergency Contacts and Key Officials

Emergency Phone Number: 911 (Police & Fire)

Local Fire Emergency: 911

Safety Officer:

Doug Bourlier **206 437 8328** doug.bourlier@willistowerswatson.com

Equipment Manager:

Brian Malady **206 851 5776** bmalady@gmail.com

Co-Presidents:

Dave Ryder **206 290 3630** tatterdr@gmail.com

Steve Reich **206 940 0505** sreich@pcvalaw.com

This list will be included with first aid kit brought to every game by each team. It is the responsibility of all members of the Ballard Little League to act in the best interest of the kids with their safety as the paramount concern at all times.

4-Background Checks of All Volunteers of the Ballard Little League

In order to protect our players and provide a positive safe environment Ballard Little League will use the Official Little League Volunteer Application form to screen all of our volunteers. Managers, coaches, board members and any others, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to or contact with players or teams must fill out an application form as well as provide a government-issued photo identification card for ID verification.

5-Training of Fundamentals for Managers and Coaches

Ballard Little League will provide fundamentals training, with at least one coach or manager from each team attending and instructing on fundamentals including hitting, sliding, fielding, pitching, etc.

All coaches are to attend PCA (Positive Coaching Alliance), Dr. Smoll's Sports Psychology program, or similar training a minimum of one time as a Little League coach, and attend the training within the first two years as a coach.

All managers are to attend PCA (Positive Coaching Alliance), Dr. Smoll's Sports Psychology program, or similar training every year they manage a team.

6-First Aid training for Managers and Coaches

Ballard Little League requires basic first-aid training for coaches and managers, with at least one coach or manager from each team attending. Even though training qualifies volunteers for 3 years, ***one team representative MUST attend first-aid training each year.*** Manager should reference the first aid card in the first aid kits as needed.

7-Pregame/Prepractice Field Inspections by Managers and Coaches

Coaches are required to walk field before practices and games to inspect for rocks, glass, fill holes, etc. and to correct as reasonable. Umpires are also required to check the fields for hazards before each game. Decide whether conditions are adequate for safe field use for practices/games, e.g. field condition, inclement weather, and lighting.

A copy of the field inspection checklist is attached as Appendix A

Have first aid kits and medical releases for all players on site for each game.

8- Field Survey

The 2018 ANNUAL Little League Facility Survey has been completed and filed with Little League International along with this Safety Manual.

9 – Concession Stand Safety

For 2018, Ballard Little League does not support concession stand operations. However, guidelines for concession stand operations and food service safety guidelines are included in Appendix B of this Safety Manual. ***Should a concession stand be opened or operated at special games or events, a permit from the King County Department of Health is required.***

10- General Safety Including Inspection and Replacement of Equipment

1. Require ***regular inspection and replacement of equipment***. Coaches and umpires inspect equipment before each use by players. Don't just discard bad equipment: destroy it or make it unusable to stop children from attempting to "save it" from waste.
2. Have first aid kits and medical releases for all players on site.
3. Safely structure practice and pre-game warm-up drills, such as:
 - a. Parallel throwing lanes spaced far enough apart for wild throws.
 - b. Mandatory warm up and stretching.
 - c. All eyes on ball during practices and games.
4. Store equipment inside dugout or behind fences.
5. All players in the infield are encouraged to use mouth guards.
6. Catchers must wear a catcher's helmet during infield/outfield practice, pitcher warm-up, and games.
7. Station a coach with a glove to protect pitcher/catcher when pitcher is warming up behind fence during practice.
8. All batters in the minors (89ers, AAA) or majors softball and baseball programs (ages 8-12) will wear a batting helmet with a face guard when batting and as a base runner, except as waived for the Majors Division. Juniors and Seniors players are not required to use a face guard.
9. Instruct players that horseplay will not be tolerated before, during, or after Little League games, practices, and other functions.
10. Teach players the Little League rules and highlight safety related rules.
11. Never leave players unattended after games or practices.
12. Distribute the safety code to parents at start-of-season parent meeting.
13. Appoint one parent or coach as the team's safety parent. Notify the President and Safety Officer of the appointment.

11-Accident Reporting Procedures

What to report:

Any incident that causes any player, manager, coach, 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 period of rest. Any player who, in the opinion of an umpire, coach or manager, suffers loss of consciousness or memory loss due to an accident should be immediately removed from the game and the parents or guardians advised to seek a medical evaluation immediately.

When and how to report:

All such incidents described above must be reported to the Safety Officer within 24-48 hours of the incident. There are copies of the accident report form in each first aid kit. A sample form is in Appendix C of this Safety Manual.

12-First Aid Kits

First aid kits are provided for each team and coaches/managers are required to bring their kit to every practice and game. Coaches/managers are required to have medical releases for all players at each game.

Ballard Little League			
First Aid Kit Inventory			
Qty	Item	Actual Quantity	Comments
4	Cold packs		89ers and up get additional packs as needed
12	Adhesive bandage, LG		
12	Adhesive bandage, SM		
12	Antibiotic ointment		
6	Alcohol wipes		
6	Germicidal swabs		
6	Safety swab		
6	Safety Pins		
6	Gauze pad, LG		
6	Gauze pad, SM		
2	Ace-type rolled elastic bandage		
1	First Aid Tape (2 if small rolls)		
2	Gauze rolls (3 if small)		
6	Exam gloves		
2	CPR mouth barrier		
1	Safety Glasses		
1	Emergency blanket		
1	Tube, glucose		Not stocked - available for pick up as needed
1	Plastic bag, heavy duty		
1	First Aid Pocket Guide Booklet		
1	Accident Reporting Procedures		
1	First Aid Kit Insert		
1	First Aid Kit Inventory		
#	Medical Release Forms		Coaches put in first aid kit as received

Ballard Little League First Aid Kit Safety Insert

Safety Officer

Doug Bourlier 206-437-8328 doug.bourlier@willistowerswatson.com

Equipment Manager

Brian Malady 206-851-5776 bmalady@gmail.com

President

Dave Ryder 206-290-3630 tatterdr@gmail.com

Steven Reich 206-940-0505 sreich@pcvalaw.com

Emergency Procedures

Accidents

Look for signs of injury. Assess the injury. Know your limitations.

Any player suffering loss of consciousness or memory loss, in the opinion of an umpire or manager/coach, due to an accident should be immediately removed from the game and the parents or guardians advised to seek a medical evaluation immediately.

Call 911 if:

- o The victim is or becomes unconscious*
- o The victim has chest pain or trouble breathing.*
- o The victim has an injury to the head, neck or back.*
- o Call parents or secondary contact immediately.*
- o Do not administer any medications.*
- o Report accident to Safety Officer within 48 hours.*

Lightning

- Stop game or practice when the count between lightning and thunder is 15 seconds or less.
- Stay away from metal fencing.
- Do not hold metal or wood bats.
- Walk to vehicles (if available). Get inside and close all windows.

Sunset

District rule is no pitch after 5 minutes after sunset, or earlier for safety as determined by umpire's assessment or weather and lighting conditions.

Local Field Address and Cross Streets

- Gilman Fields-----NW 54th St. and 9th Ave. NW
- Ballard Community Center-----26th Ave. NW and NW 60th St.
- Loyal Heights Playfield-----21st Ave. NW and NW 75th St.
- Soundview Playfield/Whitman-----15th Ave NW and NW 90th St.
- West Woodland School playfield-----5601 4th Ave NW

13-Follow all the rules

- Enforce Little League rules including proper equipment.
- Most Little League rules have some basis in safety — follow them.
- Ensure players have required equipment at all times, even catchers warming up during infield.
- Make sure coaches and managers enforce rules at practices as well as games.
- Make sure all fields have all bases that disengage from their anchors, as required starting in 2008.
- Remind managers, coaches they are not allowed to catch pitchers (Rule 3.09); this includes standing at backstop during practice as informal catcher for batting practice.
- Arrangements should be made in advance of all games and practices for emergency medical services.
- No games or practices will 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.
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as “in play”.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- 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 are encouraged to strongly advise all male players to wear protective cups and supporters for practices and games.
- Head-first slides are **not** permitted.
- At no time should “horse play” be permitted on the playing field or dugout.
- Player must not wear watches, rings, pins or metallic items during games and practices. No necklaces, bracelets, nor jewelry of any kind is permitted.
- 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, except as Little League rules permit.



Ballard Little League
2018 Guidelines: Managers and Coaches
Roles & Responsibilities

1. Role and Responsibilities of a Manager/Coach

The following are expected of everyone who manages and coaches in Ballard Little League. Certain duties are allocated to the Manager or head coach and are designated with a (manager) following the description of the expectation.

- a) Attend a sports psychology training session (either PCA or Dr. Smoll's) each year (manager) or within the first two years as a coach.
- b) be responsible for the selection of their teams. (manager)
- c) be responsible for the welfare of the team he/she manages.
- d) ensure that his/her team is represented at any division meetings. Failure to comply may be cause for his or her removal. (manager)
- e) be responsible for the conduct of his/her players on the field.
- f) be responsible for informing his/her players of the importance of their conduct whenever they are in uniform, and what that uniform represents to them as players and to the league.
- g) clearly review the Ballard Little League Code of Conduct and articulate to both players and their parents the expectations for player conduct on the field and in the dugout, during practices and games, and the consequences for not meeting these expectations. These expectations and consequences can be either in writing or verbal.
- h) ensure that parents and spectators are supportive and positive in any feedback of the program and are willing to volunteer their services to improve it. Remind parents and spectators that unsportsmanlike behavior and grandstand managing are not tolerated by Ballard Little League.
- i) be responsible for handling disciplinary problems in the following manner. The player who has caused or is causing the problem will be contacted. If the player does not respond or correct the problems, the player's parent(s)/guardian will be notified. If there are no satisfactory results the Player Agent shall be contacted. (Manager)
- j) ensure that a meeting of the team parents is held before the opening of the regular season (jamboree) to review expectations for players, role and responsibilities of manager and coaches, parent and spectator behavior, parent volunteer opportunities, etc. Advance notice of the meeting is needed. Meeting

- can be held on the field after a practice, hosted in the home of one of the players or coaches, or any other convenient location. (Manager)
- k) ensure that one team parent (mother, father, and guardian) is appointed as the Parent Representative and notify the Board of the identity of this individual. (Manager)
 - l) ensure that at least one person per team is available for umpire training and umpiring of games. (Manager)
 - m) shall be responsible for the care and maintenance of all equipment issued to his team. No replacements will be issued without proof of need. Managers who do not return borrowed equipment will not be allowed to use League equipment in any subsequent year without making a \$100 deposit. The deposit will be used to replace any equipment lost or damaged by the manager in that subsequent year. Any balance will be returned to the manager. (Manager)
 - n) be responsible for keeping the scorebook up to date. The scorebook must identify innings pitched and played by each player during a regular season game. The number of pitches pitched by each pitcher shall be recorded for each game. The number is not to exceed National Little Rules and/or recommendations regarding the number of pitches pitched per game per pitcher. Scorebooks must be turned in to the President at the end of the regular season for use in calculating games played by each player on the roster of an all-star team at the end of the season. (Manager)
 - o) be responsible for a good relationship between the team and its sponsor (e.g. send game schedules, invite sponsor to games, send thank you notes written by players, etc.). (Manager)
 - p) notify opposing team of forfeit, if forfeit is known in advance of game. (Manager)
 - q) assure that no more than the maximum number of coaches, including the manager, shall be on the field or in the dugout during any game. Specific numbers of coaches varies by Division and are referenced in the "Official Regulations and Playing Rules" of Little League. (Manager)
 - r) assure that ALL persons on the field or in the dugout during a regular season, play-off, or tournament game have completed a REQUIRED Coaching Application form and have completed the evaluation/recommendation process as described in these guidelines. (Manager)
 - s) Assure that each batter and base runner wear a caged batting helmet as required during regular season and tournament play by the Local League rules.

2. **Role and Responsibilities of President and Other Board Members**

- a) Team Managers and Coaches shall be appointed annually by the President with the approval of the Board of Directors.
- b) President shall process all Coaching application forms and conduct background checks and reference checks prior to making coaching recommendations to the Board of Directors.
- c) While holding office, the Player Agents shall not manage or coach. The player agent shall resolve any issues involving the president as a coach or manager.

Vice Presidents may manage or coach in their respective divisions, but shall not participate in the resolution of any disputes or complaints involving the VP's own team. Another Board member will be responsible for that investigation.

3. **Recruiting New Managers and Coaches**

- a) Recruitment by Vice Presidents - VPs recommend new coaches and managers to the President.
- b) Evaluation by President using Following Selection Criteria
 - i) Response to Questions on Volunteer application form
 - ii) Results of background check
 - a) Conducted by President or Managers Committee
 - b) Board informed of any applicants with crimes of misconduct against children and crimes of violence. Names of applicants will NOT be disclosed.
 - iii) Membership in Ballard Little League
- c) Recommendations of President for appointment submitted to Board for approval.
- d) The expectation is that managers and coaches will take advantage of the many training opportunities provided by the League and by District 8 Little League, including, but not limited to, sports psychology, umpire rules clinics, and coaches training. New managers and coaches are required to attend at least one sports psychology training and are highly encouraged to attend at least one umpire rules clinic.

4. **Review of Returning Managers and Coaches**

- a) Evaluation of all past season managers and coaches by President and Division V.P.'s using 1) a comparison of past season's performance with Roles and Responsibilities of Manager/Coach per Ballard Little League Constitution and 2) results of parent and umpire evaluations or input.
- b) Recommendations of V.P.'s forwarded to President for reappointment or rejection
 - i) For past season managers and coaches asked to return, invitation letter or email with volunteer application, which consists of the background information form and membership renewal, sent by President. A background check will be conducted every year.
 - ii) For past season major and senior managers and coaches not asked to return, notification by President.
- c) Returning managers and coaches presented by President to Board for approval. The expectation is that managers and coaches will take advantage of the many training opportunities provided by the League and by District 8 Little League, including, but not limited to, sports psychology, umpire rules clinics, and coaches training. New managers and coaches are required to attend at least one sports psychology training and are highly encouraged to attend at least one umpire rules clinic.

5. **Role and Responsibilities of Managers Committee**

The Board of Directors may appoint a Managers Committee consisting of at least three Division VP's. This Committee recommends reappointment of returning managers and coaches to the President. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President and/or Board of Directors. Any and all information discussed by and with the Managers Committee shall be considered confidential information.

Ballard Little League Safety Code

In order to provide a safer experience, Ballard Little League publishes this Safety Code. The following is a breakdown of responsibilities.

Safety Officer

1. Oversee and promote safety program.
2. Review and revise safety program, as needed.
3. With Field Scheduler, act as liaison between Ballard Little League and the Seattle Parks Department.
4. Acquire and distribute products for first aid kits.
5. Distribute information on first aid training and arrange for a first aid training class to be held for coaches and umpires each season.
6. Present safety information at start-of-season coaches' orientation meeting.
7. Ensure that accidents are properly reported.

Ballard Little League Board

1. Budget yearly funds for first aid kits and other safety related supplies.
2. Present opportunities for training/teaching first aid, player mechanics, and psychology of coaching.

Managers and Coaches

1. Walk field before practices and games to inspect for rocks, glass, fill holes, etc. Inspect and correct as reasonable. Call Safety Officer for other ground maintenance and safety issues. Decide whether conditions are adequate for safe field use for practices, e.g. field condition, inclement weather, and lightning.
2. Have first aid kits and medical releases for all players on site.
3. Safely structure practice and pre-game warm-up drills, such as:
 - Parallel throwing lanes spaced far enough apart for wild throws.
 - Mandatory warmup and stretching.
 - All eyes on ball during practices and games.
4. Store equipment inside dugout or behind fences.
5. Review phone locations with players. Having cellular phones at fields is encouraged.
6. All male players are required to wear athletic supporters. Encourage players to wear cups. For catchers, wearing cups is mandatory.
7. Catchers must wear a catcher's helmet during infield/outfield practice, pitcher warm-ups and games.
8. Station a person with a glove to protect pitcher/catcher when pitcher is warming up behind fence during practice.
9. All batters in the minors (89ers, AAA) or majors softball and baseball divisions (ages 8-12) will wear a batting helmet with a face guard when batting and as a base runner. Majors players may opt to sign a waiver, but this practice is discouraged.
10. Instruct players that horseplay will not be tolerated before, during, or after Little League games, practices and other functions.
11. Teach players the Little League rules and highlight safety related rules.
12. Coaches and managers are required to have first aid training at least once every three (3) years, and at least one representative from each team must attend each year.
13. Coaches and managers are required to have fundamentals training at least once every three (3) years, and at least one representative must attend each year. This requires coaches and manager to participate in a Little League-sponsored coach clinic to ensure appropriate training in mechanics (i.e., pitching, throwing, batting.)
14. All managers and coaches are required to attend Dr. Smoll's Sports Psychology program a minimum of one time as a Little League coach or manager, and within the first two years as a coach or manager.
15. Never leave players unattended after games or practices.
16. Distribute the safety code to parents at the start of the season parent meeting.

17. Appoint one parent or coach as the team's safety parent. Notify the President and Safety Officer of the appointment.

Safety Parent

1. Act as a liaison between the team and the Safety Officer.
2. Notify the Safety Officer if refills are needed for the first aid kit. Refill the first aid kit as products get used.
3. Report injuries to the Safety Officer within 48 hours.
4. Inspect equipment and replace/repair as needed with Equipment Manager.
5. Be prepared to assist coach/manager with injured player during practices/games.
6. Discourage contact between players and spectators during games. Players are to remain in the dugout or on the field during games.

Parents

1. Follow directions from the coach/manager and follow Little League rules at practices and games.
2. Pay attention to the ball and batter.
3. Do not engage in horseplay before, during or after games/practices. Inattention and horseplay cause injuries.
4. Make the coach/manager aware of unsafe conditions (such as holes in the field) and situations (such as swinging bats close to other players).
5. Read and adhere to the Little League Code of Conduct distributed annually to parents by the parent reps.

Umpires

1. Enforce Little League rules.
2. Decide whether conditions are adequate for safe field use for games, e.g. field condition, inclement weather, and lightning.
3. Male umpires must wear a cup.

Concessions

1. Concessions managers and all food handlers must have a County Health card.
2. Concessions workers must obey County health regulations.

Appendix A
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, pitchers mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Area's around Bleachers free of debris
- General Garbage clean-up
- Who's in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Concession Stand inspection

NOTES/ HAZARDS

Signature _____

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.

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.



Appendix C
Injury Report Form

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: <input type="checkbox"/> Male <input type="checkbox"/> Female
City: _____ State _____ ZIP: _____	Home Phone: () _____
Parent's Name (If Player): _____	Work Phone: () _____
Parents' Address (If Different): _____	City _____
Incident occurred while participating in:	
A.) <input type="checkbox"/> Baseball <input type="checkbox"/> Softball <input type="checkbox"/> Challenger <input type="checkbox"/> TAD	
B.) <input type="checkbox"/> Challenger <input type="checkbox"/> T-Ball <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Intermediate (50/70)	
<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Big League	
C.) <input type="checkbox"/> Tryout <input type="checkbox"/> Practice <input type="checkbox"/> Game <input type="checkbox"/> Tournament <input type="checkbox"/> Special Event	
<input type="checkbox"/> Travel to <input type="checkbox"/> Travel from <input type="checkbox"/> Other (Describe): _____	
Position/Role of person(s) involved in incident:	
D.) <input type="checkbox"/> Batter <input type="checkbox"/> Baserunner <input type="checkbox"/> Pitcher <input type="checkbox"/> Catcher <input type="checkbox"/> First Base <input type="checkbox"/> Second	
<input type="checkbox"/> Third <input type="checkbox"/> Short Stop <input type="checkbox"/> Left Field <input type="checkbox"/> Center Field <input type="checkbox"/> Right Field <input type="checkbox"/> Dugout	
<input type="checkbox"/> Umpire <input type="checkbox"/> Coach/Manager <input type="checkbox"/> Spectator <input type="checkbox"/> Volunteer <input type="checkbox"/> Other: _____	
Type of injury: _____	
Was first aid required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what: _____	
Was professional medical treatment required? <input type="checkbox"/> Yes <input type="checkbox"/> 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	
<input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding	
<input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted	
<input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure	
<input type="checkbox"/> Grounds Defect	
<input type="checkbox"/> Other: _____	
B.) Adjacent to Playing Field	
<input type="checkbox"/> Seating Area	
<input type="checkbox"/> Parking Area	
C.) Concession Area	
<input type="checkbox"/> Volunteer Worker	
<input type="checkbox"/> Customer/Bystander	
D.) Off Ball Field	
<input type="checkbox"/> Travel:	
<input type="checkbox"/> Car or <input type="checkbox"/> Bike or	
<input type="checkbox"/> Walking	
<input type="checkbox"/> League Activity	
<input type="checkbox"/> 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 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 .	
Prepared By/Position: _____	Phone Number: (____) _____
Signature: _____	Date: _____