



League Safety Officer Manual

Bay City Little League

Bay City, Texas

2023

League # 3-43-18-04



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Introduction

Dear Bay City Little League Players, Volunteers, and Umpires:

ASAP stands for "A Safety Awareness Program." ASAP is a national program with the goal of raising safety awareness and making Little League baseball safer for kids. The 2023 Bay City Little League Safety Plan complies with this program. The Bay City Little League plan is submitted to Little League International with all of the appropriate documentation, including the registration form and facilities survey.

Many volunteers work very hard to facilitate a safe and pleasant baseball environment for the youth of Bay City Little League. This year our league continues to honor its commitment to safety, making the safety of players, coaches, and fans a top priority. Upgrades and maintenance to the facilities will ensure a safe environment. Most importantly, Bay City Little League will provide fundamental training for the coaches and managers.

It is the policy of Bay City Little League to provide an environment in which the risk of injury is reduced to the lowest possible level by the application of our published safety code. By applying our safety policy in a uniform manner, we can achieve the goal of making the Little League experience fun and safe for player, coaches, and fans.

Bay City Little League 2023 Board of Directors

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Safety Officer

Felix Nunez 979-557-4345

Information Officer

Chad Hartman 979-479-4554

Fundraising Chairperson

Jessica Hartman 979-533-0122

Concessions Chairperson

Brenda Ellis 979-557-6301

Safety Phone Numbers & Emergency Contacts

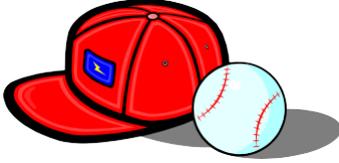
**911 Emergency Number:
Call 9-1-1 immediately if:**

- The victim is unconscious
- Has trouble breathing
- Has chest pain or pressure
- Is bleeding severely
- Has pressure or pain in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, a severe headache, or slurred speech
- Appears to have been poisoned
- Has injuries to the head, neck, or back

Calling “9-1-1” will dial the dispatcher for all emergency response teams. The dispatcher will transfer the call to the appropriate authorities.

Matagorda Regional Medical Center

979-245-6383



Section 1

BAY CITY LITTLE LEAGUE SAFETY OFFICER

League ID 3-43-18-04

League Safety Officer: Felix Nunez

Current Year: 2023

League Safety Officer Information Updated In Little League Data Center - Yes

Home Phone:

Work Phone:

Cell Phone: 979-557-4345

The main responsibility of the League's Safety is to develop and implement the League's safety program.

- Assisting parents and individuals with insurance claims and act as liaison between the insurance company and parents and individuals.
- Explaining insurance benefits to claimants and assisting them with filing the correct paperwork.
- Keeping First Aid Log. This log will list where accidents and injuries are occurring, to whom, in which division, at what times, under what supervision.
- Correlating and summarizing the data in the First-Aid Log to determine proper accident prevention in the future.
- Ensuring each team receives its Safety Manual and its First Aid Kit at the beginning of the season.
- Installing First Aid Kits in all concession stands and other key locations and re-stocking the kits as needed.
- Inspecting concession stands and checking fire extinguishers.
- Instructing concession stand workers on the use of fire extinguishers.
- Checking fields, stands, grounds and buildings and listing anything that needs attention.
- Scheduling a First Aid Clinic and CPR training class for all managers, designed coaches, umpires, player agents, etc.
- Acting immediately in resolving unsafe or hazardous conditions.
- Making spot checks at practices and games to make sure all managers have their First Aid Kits and Safety Manuals.
- Making sure that safety is a monthly Board meeting topic.



Section 2

BAY CITY LITTLE LEAGUE SAFETY MANUAL AND FIRST AID KITS

Each league team will be issued a Safety Manual and First Aid Kit at the beginning of the season. The manager will acknowledge the receipt of both by signing in the space provided below when taking possession of the manual and first aid kit. Each manual and first aid kit will have an assigned number marked on them. The number will be recorded on this sheet. First Aid Kit contents are shown in Section 12.

The Concession Stand and Press box will both have a First Aid Kit and a copy of the Safety Manual in plain sight at all times.

Emergency phone numbers and procedures along with guidelines for: First Aid treatments, training information for rules & regulations, safety checks, etc. are contained in the Safety Manual.

Manual No. _____

First Aid Kit No. _____

I received my Safety Manual and First Kit and will have it present at all practices, games (regular season and post-season games) and any other event where team members could become injured.

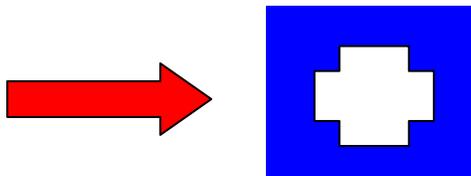
Print Name of Manager

Team Name and Division

Signature of Manager

Date

**** Cut on above dotted line and give to the League Safety Officer: Felix Nunez



Section 2

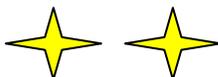
HEALTH AND MEDICAL – Giving First Aid

What is First Aid?

First Aid means exactly what the term implies – it is the *first care* given to a victim. It is usually performed by the first person on the scene and continued until professional medical help arrives (911 paramedics). At no time should anyone administering first aid go beyond his/her capabilities. ***KNOW YOUR LIMITS!***

The average response time on 911 calls is 5-7 minutes. Enroute Paramedics are in constant communication with the local hospital preparing them for whatever emergency action might need to be taken. You cannot do this. **DO NOT ATTEMPT** to transport a victim to a hospital. Perform what first aid you can and wait for the paramedics to arrive.

GOOD SAMARITAN LAWS



There are laws to protect you when you help someone in an emergency situation. The “Good Samaritan Laws” give legal protection to people who provide emergency care to ill or injured persons. When citizens respond to an emergency and act as a reasonable and prudent person would under the same conditions, Good Samaritan immunity generally prevails. This legal immunity protects you, as a rescuer, from being sued and found financially responsible for the victim’s injury. For example, a reasonable and prudent person would:

- ◆ Move a victim only if the victim’s life is endangered.
- ◆ Ask a conscious victim for permission before giving care.
- ◆ Check the victim for life-threatening emergencies before providing further care.
- ◆ Summon professional help to the scene by calling 911.
- ◆ Continue to provide care until more highly trained personnel arrive.

Good Samaritan Laws were developed to encourage people to help others in emergency situations. They require that the “Good Samaritan” use common sense and a reasonable level of skill, not to exceed the scope of the individual’s training in emergency situations. They assume each person would do his/her best to save a life or prevent further injury.

Section 2

Treatment At Site



Some Important Do's and Don'ts

Do.....

- ⇒ **Assess** the injury. If the victim is conscious, find out what happened, where it hurts. Watch for shock.
- ⇒ **Know** your limitations.
- ⇒ **Call** 911 immediately if the person is unconscious or seriously injured. When in doubt, call!
- ⇒ **Look** for signs of injury (blood, bruising, deformity of joint, broken bones, etc.)
- ⇒ **Listen** to the injured player describe what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.
- ⇒ **Feel** gently and carefully the injured area for signs of swelling or grating of broken bone.
- ⇒ **Talk** to your team afterwards about the situation if it involves them. Often players are upset and worried when another player is injured. They need to feel safe and understand why the injury occurred.

Don't.....

- ⇒ Administer any medications.
- ⇒ Provide any food or beverages (other than water).
- ⇒ Hesitate in giving aid when needed.
- ⇒ Be afraid to ask for help if you're not sure of the proper Procedure, (i.e., CPR, etc.)
- ⇒ Transport injured individual except in extreme emergencies.

Section 3

BAY CITY LITTLE LEAGUE EMERGENCY PHONE LIST

EMERGENCY

Police, Ambulance, Fire..... 9-1-1

Hospital - Matagorda Regional Medical Center 979-245-6383

UTILITIES EMERGENCY

City.....979-245-7146 or 245-2322

Gas Company.....979-245-2311

Electric Company...1-866-223-8508

SAFETY OFFICER...Felix Nunez 979-557-4345

Alternate..... James Cadenas 979-417-7473

BOARD OF DIRECTORS

President..... James Cadenas

Vice President Justin Rodriguez

Player Agent..... Justin Rodriguez

Umpire-in-Chief..... Robert Medina

Secretary Jessica Hartman

Treasurer Chad Hartman

Information Officer.. Chad Hartman

IN CASE OF EMERGENCY

- 1) First depending on type of emergency dial applicable number from above list.
- 2) Give dispatcher the necessary information (i.e., injury, fire, etc.).
 - Give them exact location or address of the emergency.
 - Give caller's name and telephone number
 - State what happened (i.e., baseball related injury, fire, fall, etc.)
 - How many people involved
 - The condition of injured (i.e., unconscious, chest pains, or severe bleeding, etc.)
 - What type of help is being given
- 3) Do not hang up until the dispatcher hangs up
- 4) Someone with first aid training continue to care for victim.
- 5) Send someone to the street to flag down and guide emergency vehicles.
- 6) If the emergency is a fire or electrical hazard back away from wires and do not go into burning buildings unless you have fire and rescue training and have proper gear.

TO BE POSTED AT VARIOUS LOCATIONS IN THE BALLPARK



Section 3

EMERGENCY PLAN GUIDELINES

REMEMBER, IF VICTIM IS CONSCIOUS, YOU MUST HAVE HIS/HER PERMISSION BEFORE GIVING FIRST AID. TO GET PERMISSION YOU MUST TELL THE VICTIM WHO YOU ARE, HOW MUCH TRAINING YOU HAVE, AND HOW YOU PLAN TO HELP.

DO NOT GIVE CARE TO A CONSCIOUS VICTIM WHO REFUSES YOUR OFFER TO GIVE CARE. IF THE CONSCIOUS VICTIM IS A CHILD, PERMISSION TO GIVE CARE SHOULD BE OBTAINED FROM SUPERVISING ADULT WHEN ONE IS AVAILABLE. IF THE CONDITION IS SERIOUS, PERMISSION IS IMPLIED IF SUPERVISING ADULT IS NOT PRESENT.

PERMISSION IS ALSO IMPLIED IF THE VICTIM IS UNCONSCIOUS OR UNABLE TO RESPOND. THIS MEANS THAT YOU CAN ASSUME THAT, IF THE PERSON COULD RESPOND, HE/SHE WOULD AGREE TO CARE.

INJURY

- When injury occurs make sure to stop all play to protect the player from further injury, as well as those not being closely monitored due to the focus on injured player.
- Ask conscious victim for permission before giving care
- Ask injured person, what happened, where it hurts
- Look for signs of the injury (Blood, black and Blue, joint deformity, swelling, etc.)
- Check injured person's breathing, pulse and alertness to judge the serious of the injury; if necessary, send someone to call 911 or get an ambulance or EMS.
- If player's parents not there have someone call them. If injured not player have someone get a hold of relative, etc.
- If injured party is a player, pull his/her Medical Release from you manual to review for any important information/warnings about medical conditions
- Evaluate the injury. Can player be moved off the field or can the injured party be moved if necessary.
- If player or injured party cannot be moved, clear area around them and begin closer examination and apply any appropriate first aid care.
- Turn over care to any professional medical personnel as soon as possible
- If injury is to a player and they must be transported to a treatment center and the parents are not available, the player's manager, a coach or League Representative should go with player to treatment center.



Section 3

EMERGENCY PLAN GUIDELINES

- Send player's medical release form with player if must be transported.
- If emergency medical treatment is not required for player, urge parents to see a doctor for a proper diagnosis and treatment plan.
- For injury to a player, manager will need to fill out an injury report. Manager should contact League Safety Officer for assistance if needed. The form can be found in Section 11 of the Safety Manual.
- If injury is not to a player but to a visitor, the League Safety Officer and League President need to follow-up with the injury or incident. The event will need to be documented with as many details and witness statements as possible.
- Manager should follow-up with the player until injury is healed and player can return to play. Check with parents for their input and help. Remember that if the player did not get formal treatment and he/she says they are ready, consult with parents to have them evaluated thoroughly.
- If the injured player had formal treatment to the injury, he/she will need a medical release prior to returning to action.

These are basic guidelines to follow. Remember when evaluating injuries refer to your Safety Manual under First Aid Care Section 2.

FIRE



- Call Fire Department or 911.
- Evacuate and move people away from fire location.
- Send someone out to direct Fire Emergency Response vehicles.
- Barricade area off to keep people out of possible harm's way.



Section 4

BAY CITY LITTLE LEAGUE CHILD PROTECTION PROGRAM

The Little League process for Volunteer Applications will be followed as per the instructions in this section. The current version of the Little League Volunteer Application will be used.

- 1. Collection of all Volunteer Applications from each volunteer having contact with children. All managers, coaches, and players will have their registration data and other pertinent information entered through the Little League Data Center.**
- 2. All applications to be screened online.**
- 3. Once screened, all volunteers will be issued a little league volunteer badge, verifying a background check was completed and passed.**
- 4. All volunteers will be required to possess volunteer badges while on the fields or in any Bay City Little League operated facility.**
- 5. League President will maintain applications with any and all attachments for current year.**
- 6. Once current service year is over, President will destroy all applications properly (except for the ones that action was taken on - maintain them on file).**
- 7. The League President shall only share the information from the Volunteer Application with other Board Members if necessary.**
- 8. League Player registration data or Player roster data and Coach and Manager data will be submitted via the Little League Data Center at www.LittleLeague.org. This will be performed by the League President, Player Agent, or Information Officer.**



Section 5

BAY CITY LITTLE LEAGUE REQUIRED FUNDAMENTAL TRAINING

Manager and at least one coach will be required to attend Fundamental Training Clinic after League draft. This training will consist of:

- a) Warm-ups and stretching before each practice and each game**
- b) Wearing and use of proper protective equipment**
- c) Basic hitting, sliding, fielding and pitching skills**

Reference materials for the training course come from Little League instructional books and videos. The required training will take approximately two hours. After completion of the training each manager will be issued a reference manual for use during practice and at games as necessary. Once the season over the manual will be turned back into the Safety Officer.

NOTE: Attendance will be documented by sign in sheet.



FUNDAMENTALS TRAINING (Training Sign-In & Manual Issue)

Team: _____ Date: _____ Manual No. _____

Mgr _____ Coach _____ Coach _____

Team: _____ Date: _____ Manual No. _____

Mgr _____ Coach _____ Coach _____

Team: _____ Date: _____ Manual No. _____

Mgr _____ Coach _____ Coach _____

Team: _____ Date: _____ Manual No. _____

Mgr _____ Coach _____ Coach _____

Team: _____ Date: _____ Manual No. _____

Mgr _____ Coach _____ Coach _____

Team: _____ Date: _____ Manual No. _____

Mgr _____ Coach _____ Coach _____



Section 6

BAY CITY LITTLE LEAGUE REQUIRED FUNDAMENTAL FIRST AID TRAINING

The League Safety Officer along with all team managers and at least one coach from each team will be required to attend First Aid Training.

The training will teach the appropriate first aid techniques for the possible injuries that could be encountered on baseball field. These include:

- Contusions
- Muscle pulls & strains
- Sprains
- Fractures
- Injuries to small joints
- Facial injuries
- Tooth injuries
- Eye injuries
- Insect bites
- Heat illness
- Unconsciousness

If any of the League Safety Officer, Managers or Coaches are licensed medical doctors, licensed registered nurses, licensed practical nurses or paramedics, they are not required to take training. However, it is recommended that the league utilize these professionals to help present the training needed.

Training will be held at _____
(Location)

Date:

Attendance will be documented with sign-in log.



Section 6

FUNDAMENTALS FIRST AID TRAINING (SIGN-IN LOG)

Team _____ Team _____ Team _____

Mgr _____ Mgr _____ Mgr _____
Coach _____ Coach _____ Coach _____
Coach _____ Coach _____ Coach _____

Team _____ Team _____ Team _____

Mgr _____ Mgr _____ Mgr _____
Coach _____ Coach _____ Coach _____
Coach _____ Coach _____ Coach _____

Team _____ Team _____ Team _____

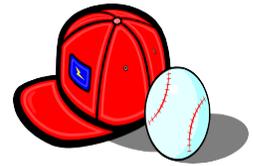
Mgr _____ Mgr _____ Mgr _____
Coach _____ Coach _____ Coach _____
Coach _____ Coach _____ Coach _____

Team _____ Team _____ Team _____

Mgr _____ Mgr _____ Mgr _____
Coach _____ Coach _____ Coach _____
Coach _____ Coach _____ Coach _____

Team _____ Team _____ Team _____

Mgr _____ Mgr _____ Mgr _____
Coach _____ Coach _____ Coach _____
Coach _____ Coach _____ Coach _____



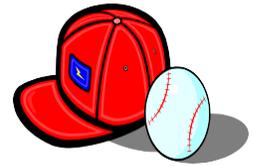
Section 7

BAY CITY LITTLE LEAGUE PRE-GAME SAFETY CHECKLIST

Safety Checks must be performed before each game. Fill out the sheet and report any problems to the League Safety Officer. Both Managers, all Coaches, League Officials and Umpires are required to perform checks. The checklist will be given to the League Safety Officer.

DATE: _____

FIELD CONDITIONS	REPAIR NEEDED	REPAIR NEEDED	COMMENTS
	Yes	No	
Home plate			
Batter's box <ul style="list-style-type: none"> • Level • Properly marked 			
Pitcher's mound			
Infield and area <ul style="list-style-type: none"> • Any holes • Any standing water • Foreign objects 			
Outfield <ul style="list-style-type: none"> • Any holes • Any standing water • Foreign objects 			
Outfield fencing			
Bases <ul style="list-style-type: none"> • Properly installed • Dirt level around bases • Good condition (not busted up with holes, etc.) 			
Base paths <ul style="list-style-type: none"> • Level (no holes) • Slip hazards (muddy, etc.) 			
Foul Lines <ul style="list-style-type: none"> • Properly marked 			
Other			



Section 7

BAY CITY LITTLE LEAGUE PRE-GAME SAFETY CHECKLIST

DUGOUTS	REPAIR NEEDED Yes	REPAIR NEEDED No	COMMENTS
Fence			
Bench area			
Helmet & bat racks			
Cover			
Protective screen			
Walking surface			
Other			

Replace or repair any equipment before use. Make it safe before use. Other items include fencing, field maintenance, etc. Fix facilities to make them safe enough to play and get a permanent repair scheduled as soon as possible.

Report any damage during play or any lighting problems encountered during game. Turn in report to League Safety Officer.



Section 8

BAY CITY LITTLE LEAGUE FACILITIES SURVEY

Bay City Little League will conduct an annual survey of the league facilities in accordance with Requirement 8 of the ASAP plan. As a requirement each year, this survey can help find and correct facility concerns.

The survey is provided by mailing to League Safety Officers, and also is available electronically from web site - <http://facilitysurvey.musco.com> or email asap@musco.com.

An Excel spreadsheet and pdf versions are included in Safety Officer Manual CD for easy filing or recording for future use and records. The survey may also be obtained from the Little League International website or may be completed on-line.

Bay City Little League will keep a copy on file for future needs; Little League does not maintain copies of surveys. Additional reference materials are:

- [Facility Survey Explained](#) (Explains how the Facility Survey should be used annually to check for problems)
- [Facility Survey](#) (PDF)



Section 9

BAY CITY LITTLE LEAGUE CONCESSION STAND SAFETY

1) MENU

Keep menu simple as possible. Avoid using precooked foods or leftovers. Use only foods from approved sources. Remember, complete control of your food, from source to service, is the key to safe, sanitary food service.

2) COOKING

All potentially hazardous foods should be kept at 41° F or below before cooking. Any cooked food should be kept at 140° F or above. Ground beef products should be cooked to an internal temperature of 155° F or higher. Most food-borne illnesses from temporary events can be traced back to lapses in temperature control

3) 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 or cook. Allowing hazardous foods to remain un-refrigerated for too long has been the number ONE cause of food-borne illness.

4) HAND WASHING

Frequent and thorough hand washing remains the first line of defense in preventing food-borne disease. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!

5) HEALTH and HYGIENE

Only healthy workers should prepare and serve food. Anyone who shows symptoms (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has an infection of any kind, should not be allowed in food concession area. Workers should wear clean outer garments and are not allowed to smoke in concession area. The use of hair restraints is recommended to prevent hair ending up in food products.

6) FOOD HANDLING

Avoid hand contact with raw, ready to eat food and food contact surfaces. Use an acceptable dispensing utensil or plastic disposable gloves to serve food. Touching food with bare hands can transfer germs.



Section 9

BAY CITY LITTLE LEAGUE CONCESSION STAND SAFETY

7) 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.

8) 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 food-borne illness.

9) WIPING CLOTHS

Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies.

10) INSECT CONTROL and WASTE

Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in 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.

11) 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.

12) SET MINIMUM WORKER AGE

Bay City Little League will set a minimum age for workers in concession stand, due to potential hazard with various pieces of equipment. The minimum age is 12 years old for non-food preparation areas and 18 years of age in the food preparation area.



Section 9

BAY CITY LITTLE LEAGUE CONCESSION STAND SAFETY

CONCESSION STAND WEEKLY CHECK LIST

A) DELIVERIES

Date: _____

Yes No

- Y Y 1. All products meet visual quality standards and have no off odors (no spoilage).
Y Y 2. All packaging is in good condition – dry, no stains, leaks, holes, tears or crushing.
Y Y 3. Items stored in proper order (frozen, refrigerated, dry storage; 30 minutes or less).
Y Y 4. Code dates within code.

B) FOOD TEMPERATURE AND SPECIFICATIONS

Date: _____ NOTE: All refrigerators and freezers must have a properly functioning thermometer in place (built in or clamp on, easily visible and not glass).

Drink Machine

Yes No

- Y Y 5. Soft drink, Ice machine and Ice bin are free of soil.
Y Y 6. Temperature of coffee/tea/hot chocolate water $\geq 180^{\circ}\text{F}$.
Y Y 7. Cup and lid dispensers are clean and in good repair. Cup and lid holders are clean.
Y Y 8. Ice machine is clean, sanitized. There is no standing water.
Y Y 9. Water filter working properly/needs changing.
Y Y 10. Ensure that syrup tanks are flushed clean and sanitized.
Y Y 11. CO2 canisters are chained and locked in upright position.

Date: _____

Freezer/Food Storage

Yes No

- Y Y 12. Freezers interior is clean and sanitized.
Y Y 13. Temperature of freezer is 20-23°F.



Section 9

BAY CITY LITTLE LEAGUE CONCESSION STAND SAFETY

CONCESSION STAND WEEKLY CHECK LIST

Date: _____

Refrigerator/Food Storage

Yes No

- Y Y 14. Refrigerator interior is clean and sanitized.
- Y Y 15. Temperature of refrigerator is 33-43°F.
- Y Y 16. Interior light working and is properly shielded.
- Y Y 17. Shelving is clean, free of rust and in good repair.
- Y Y 18. All items stored correctly on shelves (covered and a minimum of 6" off the floor).

Date: _____

Fryer Area

Yes No

- Y Y 19. All stainless and walls above fryer are clean.
- Y Y 20. No excessive grease buildup under the fryers.
- Y Y 21. Fryer hood filters are in place and clean.
- Y Y 22. Light(s) working and properly shielded.
- Y Y 23. Cooking grease is stored safely in containers away from open flames.

Date: _____

Grill Area

Yes No

- Y Y 24. All tile and countertops around grill are clean and sanitized.
- Y Y 25. Fuel lines to the grill has been inspected for condition and leaks.
- Y Y 26. All air vents, Venturi vents and valves are clear of obstructions.
- Y Y 27. All grease is cleaned from under and around the grill.



Section 9

BAY CITY LITTLE LEAGUE CONCESSION STAND SAFETY

CONCESSION STAND WEEKLY CHECK LIST

C) ELECTRICAL

Date: _____

- | Yes | No | |
|-----|----|--|
| Y | Y | 28. All appliances properly grounded and chords in good shape. |
| Y | Y | 29. Wall outlets in good condition and not overloaded. |
| Y | Y | 30. Lighting and fixtures in good condition. |
| Y | Y | 31. Breaker boxes in good condition and no exposed wires. |
| Y | Y | 32. All ground faults working properly. |

D. SANITATION

Date: _____

- | Yes | No | |
|-----|----|--|
| Y | Y | 33. Proper dishwashing method used. |
| Y | Y | 34. Hand sanitizer liquids available. |
| Y | Y | 35. Floors clean <ul style="list-style-type: none">• Floor drains clean, unobstructed; proper drainage flow• No leaks or openings around pipes/plumbing |
| Y | Y | 36. No signs of pest infestation (insects, rodents, etc.) |
| Y | Y | 37. All inside trash cans not running over. |
| Y | Y | 38. Dumpster enclosure and surrounding area are clean and free of debris. |
| Y | Y | 39. Dumpster is closed. |



Section 9

BAY CITY LITTLE LEAGUE CONCESSION STAND SAFETY

CONCESSION STAND WEEKLY CHECK LIST

E. CHEMICALS

Date: _____

Yes No

- Y Y 40. Chemicals stored in locked containers and not on the same self above or around food ingredients, product packaging materials, food storage pans or tables where food is prepared.
- Y Y 41. Maintain manufacture's labels on or label containers accordingly.

F. OTHER

Date: _____

Yes No

- Y Y 42. Concession Stand workers gone through initiation safety and food preparation before working in the concession stand.
- Y Y 43. Children under 15 not allowed in the concession stand or other areas while food being prepared.
- Y Y 44. Fire extinguisher(s) in marked location with full charge and a current certification.
- Y Y 45. First aid kit in proper location in plain sight and is equipped properly.



Section 9

BAY CITY LITTLE LEAGUE CONCESSION STAND SAFETY

CONCESSION STAND WEEKLY CHECK LIST

CORRECTIVE ACTION REPORT

If any item on check list is checked “No” then complete the steps below:

Stop the person, food, process or use of equipment, as appropriate.

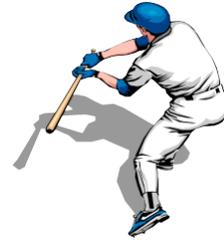
Determine if the product(s) or ingredients are not safe to serve. If not safe, discard them!

Identify source of problem. _____

Take corrective action, as appropriate.

- ⇒ **Troubleshoot equipment problem using Equipment Management Reference Manual (if available) or call serviceman.**
- ⇒ **Re-train Concession Stand workers**
- ⇒ **Wash and sanitize hands**
- ⇒ **Wash and sanitize counter/equipment**

Notify: _____



Section 10

BAY CITY LITTLE LEAGUE REGULAR EQUIPMENT INSPECTION AND REPLACEMENT

DATE: _____ Checked By: _____

Inspections must be performed before practice and games.

CATCHERS EQUIPMENT	REPAIR NEEDED	REPAIR NEEDED	COMMENTS
	Yes	No	
Skin guards			
Helmets			
Catcher's mask			
Dangling type throat guard			
Chest protector			
Catcher's mitt			
Other			

PLAYERS EQUIPMENT	REPAIR NEEDED	REPAIR NEEDED	COMMENTS
	Yes	No	
Batting helmet			
Jewelry removed			
Bats inspected			
Type cleats on shoes			
Uniforms meet requirements			
Little League patch			
Other			

* Note: All equipment must be Little League Approved.

All equipment found unsafe for use must be removed from dugout and tagged as such. If equipment can be repaired it must be done prior to it being returned for usage. If equipment is beyond repair it must be destroyed or made unusable to stop children from attempting to "save it". Inspection to be performed by Manager or Coaches, then check sheet given to Umpires for verification. Completed sheet will be given to League Safety Officer.



Section 11

BAY CITY LITTLE LEAGUE ACCIDENT NOTIFICATION

All incidents or accidents are required to be reported to the League Safety Officer within 48 hours. They can be reported by telephone or written notice. When a League Official receives a report or hears about an accident they should investigate and:

- 1. get the name(s), phone numbers & address of all involved;**
- 2. record the date, time and location of the incident;**
- 3. try to get as much detail and a good description;**
- 4. get a preliminary estimation of the extent of any injuries;**
- 5. record name and phone number of the person reporting incident;**

Safety Officer's Responsibilities

Within 48 hours of receiving any incident report, the Safety Officer will contact the injured party or parents and:

- 1. verify the information received;**
- 2. obtain any other information deemed necessary;**
- 3. check on the status of the injured party**
- 4. in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or legal guardian of Bay City 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 (1) check on the status of the injuries and (2) to 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 (i.e., no further claims are expected).

The League Safety Officer will fill out the "A Safety Awareness Program's Incident/Injury Tracking Report" for the leagues records. Use the Activities/Reporting Form to record near misses, injuries, incidents or accidents. A copy of the Activities/Reporting Form may be found below.

The League Safety Officer will report and keep President and all board members aware of all incidents.



**LITTLE LEAGUE® BASEBALL AND SOFTBALL
ACCIDENT NOTIFICATION FORM
INSTRUCTIONS**

Send Completed Form To:
Little League, International
539 US Route 15 Hwy, PO Box 3485
Williamsport PA 17701-0485
Accident Claim Contact Numbers:
Phone: 570-327-1674 Fax: 570-326-9280

1. This form must be completed by parents (if claimant is under 19 years of age) and a league official and forwarded to Little League Headquarters within 20 days after the accident. A photocopy of this form should be made and kept by the claimant/parent. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills including description of service, date of service, procedure and diagnosis codes for medical services/supplies and/or other documentation related to claim for benefits are to be provided within 90 days after the accident date. In no event shall such proof be furnished later than 12 months from the date the medical expense was incurred.
3. When other insurance is present, parents or claimant must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions of the plan.
5. *Limited* deferred medical/dental benefits may be available for necessary treatment incurred after 52 weeks. Refer to insurance brochure provided to the league president, or contact Little League Headquarters within the year of injury.
6. Accident Claim Form must be fully completed - including Social Security Number (SSN) - for processing.

League Name		League I.D.	
Name of Injured Person/Claimant		SSN	Age
Date of Birth (MM/DD/YY)		Sex	
		<input type="checkbox"/> Female	<input type="checkbox"/> Male
Name of Parent/Guardian, if Claimant is a Minor		Home Phone (Inc. Area Code)	Bus. Phone (Inc. Area Code)
		() ()	() ()
Address of Claimant		Address of Parent/Guardian, if different	

The Little League Master Accident Policy provides benefits in excess of benefits from other insurance programs subject to a \$50 deductible per injury. "Other insurance programs" include family's personal insurance, student insurance through a school or insurance through an employer for employees and family members. Please CHECK the appropriate boxes below. If YES, follow instruction 3 above.

Does the insured Person/Parent/Guardian have any insurance through:

Employer Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	School Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Individual Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Dental Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date of Accident	Time of Accident	Type of Injury
	<input type="checkbox"/> AM <input type="checkbox"/> PM	

Describe exactly how accident happened, including playing position at the time of accident:

Check all applicable responses in each column:

- | | | | | |
|---|---|---|---|--|
| <input type="checkbox"/> BASEBALL | <input type="checkbox"/> CHALLENGER (4-18) | <input type="checkbox"/> PLAYER | <input type="checkbox"/> TRYOUTS | <input type="checkbox"/> SPECIAL EVENT (NOT GAMES) |
| <input type="checkbox"/> SOFTBALL | <input type="checkbox"/> T-BALL (4-7) | <input type="checkbox"/> MANAGER, COACH | <input type="checkbox"/> PRACTICE | <input type="checkbox"/> SPECIAL GAME(S) |
| <input type="checkbox"/> CHALLENGER | <input type="checkbox"/> MINOR (6-12) | <input type="checkbox"/> VOLUNTEER UMPIRE | <input type="checkbox"/> SCHEDULED GAME | (Submit a copy of your approval from Little League Incorporated) |
| <input type="checkbox"/> TAD (2ND SEASON) | <input type="checkbox"/> LITTLE LEAGUE (9-12) | <input type="checkbox"/> PLAYER AGENT | <input type="checkbox"/> TRAVEL TO | |
| | <input type="checkbox"/> INTERMEDIATE (50/70) (11-13) | <input type="checkbox"/> OFFICIAL SCOREKEEPER | <input type="checkbox"/> TRAVEL FROM | |
| | <input type="checkbox"/> JUNIOR (12-14) | <input type="checkbox"/> SAFETY OFFICER | <input type="checkbox"/> TOURNAMENT | |
| | <input type="checkbox"/> SENIOR (13-16) | <input type="checkbox"/> VOLUNTEER WORKER | <input type="checkbox"/> OTHER (Describe) | |
| | <input type="checkbox"/> BIG (14-18) | | | |

I hereby certify that I have read the answers to all parts of this form and to the best of my knowledge and belief the information contained is complete and correct as herein given.

I understand that it is a crime for any person to intentionally attempt to defraud or knowingly facilitate a fraud against an insurer by submitting an application or filing a claim containing a false or deceptive statement(s). See Remarks section on reverse side of form.

I hereby authorize any physician, hospital or other medically related facility, insurance company or other organization, institution or person that has any records or knowledge of me, and/or the above named claimant, or our health, to disclose, whenever requested to do so by Little League and/or National Union Fire Insurance Company of Pittsburgh, Pa. A photostatic copy of this authorization shall be considered as effective and valid as the original.

Date	Claimant/Parent/Guardian Signature (In a two parent household, both parents must sign this form.)
Date	Claimant/Parent/Guardian Signature



Section 12

BAY CITY LITTLE LEAGUE FIRST AID KIT CONTENTS

First Aid Kits will be issued to each team manager by the League Safety Officer. They will have an assigned number on each and a log for manager to sign acknowledging that he/she received kit. The manager is responsible to have the kit in possession at practice and games.

Additional First Aid Kits will be located at: (1) Concession Stand, (1) Major League Field Press Box, (1) Minor League Field Storage Room, and (1) Pitching Machine/T-Ball Storage Room. All kits will be maintained by League Safety Officer

At the end of the season the kit will be returned to the League Safety Officer for sign-off.

- ⇒ 3 Instant Ice Packs
- ⇒ 2 Plastic Bags for Ice
- ⇒ 6 Antiseptic Wipes
- ⇒ 2 Rolls of Gauze
- ⇒ 3 Large Bandages 2" x 4"
- ⇒ 3 Large Non-stick Bandages
- ⇒ 20 Band-Aids 1" x 3"
- ⇒ 2 Antiseptic Cream Packs
- ⇒ 1 Roll Cloth Athletic Tape
- ⇒ 2 Eye Pads
- ⇒ 2 Burn Cream Packs
- ⇒ 1 Scissors
- ⇒ 2 Pair of Latex Gloves
- ⇒ 1 Tweezers
- ⇒ 2 Sterile Gauze Pads
- ⇒ 6 Alcohol Swabs
- ⇒ Hydrogen Peroxide
- ⇒ Ace Bandages: 1- 2", 1 – 3"

***Anytime items from the kit must be used or are missing, the manager must contact the League Safety Officer for immediate replacement.**



Section 13

BAY CITY LITTLE LEAGUE ENFORCEMENT OF LITTLE LEAGUE RULES WITH SAFETY

The Manager is the person appointed by the league president to be responsible for team's actions on the field, and to represent the team in communications with umpires and the opposing team.

- 1. The Manager shall always be responsible for the team's conduct, observance of the official rules and deference to the umpire.**
- 2. The Manager is also responsible for the safety of his players. He/She is also ultimately responsible for the actions of designated coaches.**
- 3. If the Manager has to leave the field, that Manager shall designate a Coach as a substitute.**

During Practice and Games Managers with Coaches' support will:

- Cover the basics of safe play with his/her team before starting the first practice.**
- Monitor and enforce all safety rules pertaining to players while at practice or games.**
- Maintain practice fields at all times to provide a safe place for all.**
- Check all equipment before use at practice or games.**
- Instruct and supervise all kids the proper stretching, warm-up and exercise techniques before practice and games.**
- Enforce the rule of no bats and balls are permitted on the field until all players have done their stretching, warm-ups and proper exercises.**
- Ensure all players have the required equipment on at all times.**
- Teach the players the fundamentals of the game while advocating safety.**

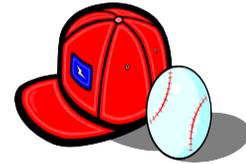


Section 13

BAY CITY LITTLE LEAGUE ENFORCEMENT OF LITTLE LEAGUE RULES WITH SAFETY

Managers will:

- **Encourage players to wear mouth protection (suggest this to the parents)**
- **Encourage parents to provide sunscreen for the players**
- **Teach players how to slide properly. If the manager or one of the coaches do not know how to teach sliding fundamentals, find a Board member, another manager or coach that knows them to help out.**
- **Teach the fundamentals of the game to players**
 1. **Catching fly balls**
 2. **Proper positioning to make plays**
 3. **Proper fielding of grounds**
 4. **Proper batting techniques**
- **Work with catchers showing them the proper equipment and the proper way to wear the equipment. Instruct them in proper catching techniques and positioning. All catchers will abide by the Little League rules for protective equipment.**
- **Work with pitchers and teach them proper pitching techniques.**
- **Review basic rules with players (Tags, Tag-ups, force outs, etc.).**
- **Managers or coaches should never catch during practice as an informal catcher for batting practice.**
- **Managers and coaches are required to enforce and follow all playing rules at practice and games.**
- **Provide plenty of drinking water and get players to drink often.**
- **Not expect more from the players than what the players are capable of.**
- **Keep players alert at all times.**



Section 13

BAY CITY LITTLE LEAGUE ENFORCEMENT OF LITTLE LEAGUE RULES WITH SAFETY

Managers will:

- **Make sure players are healthy, rested and alert.**
- **Make sure players returning from injury have a medical release form signed by their doctor. Otherwise, they cannot play.**
- **Before game time make sure players are wearing proper uniform with Little League patches attached properly.**
- **Maintain discipline at all times.**
- **Be organized.**
- **Make sure the players keep dugouts and area clean and organized.**
- **Keep players and substitutes sitting on bench or in the dugout unless participating in the game or preparing to enter the game.**
- **Managers and coaches must never allow unapproved personnel around the kids.**
- **Managers and coaches should monitor individuals picking up the kids after practice and games. Children must never be left unattended.**
- **Need to report any injury or incident to League Safety Officer within 24 hours. Also managers must keep all players' medical release forms with the Safety Manual.**
- **Safety Manual and First Aid Kits should be brought to team activities.**

SAFE PROCEDURES

- **Know the location of the closest emergency shelter or alternate place to go in case of severe weather.**
- **Ensure all warm-up procedures have been completed by all players.**



Section 13

BAY CITY LITTLE LEAGUE ENFORCEMENT OF LITTLE LEAGUE RULES WITH SAFETY

Managers will:

- **Stress the importance of paying attention. No “horse playing allowed”.**
- **Ensure that each practice has at least 2 approved adults in charge. This could be the manager and one coach, two coaches, the manager and an approved dad/mom or coach and an approved dad/mom, etc.**

WEATHER CONDITIONS

- **Check weather forecast before leaving for a game or practice.**
- **Watch for signs of an approaching storm.**
- **Postpone outdoor activities if storms are imminent.**
- **Take caution when you hear thunder. If you hear thunder, you are close enough to get struck by lightning. During a game, the umpire will clear the field in an event of an approaching storm.**
- **Move to a safe environment immediately. Do not go under a tree or stay in the dugout.**
- **If lightning is occurring and there is no sturdy shelter near, get inside a hard top automobile and keep the windows up.**
- **Stay away from water, metal pipes and telephone poles.**
- **Avoid use of mobile telephones.**
- **If no shelter exists, find a low spot away from trees, fences, light poles and flagpoles. Make sure the site you pick is not prone to flooding.**
- **If in the woods, take cover under shorter trees.**



Section 13

BAY CITY LITTLE LEAGUE ENFORCEMENT OF LITTLE LEAGUE RULES WITH SAFETY

- If you feel your skin begin to tingle or your hair feels like standing on end, squat low to the ground, balancing on the balls of your feet. Make yourself the smallest possible target, tuck your head between your legs and minimize your contact with ground.
- If someone is struck by lightning, the person does not carry any residual electrical charge; therefore, they are safe to touch.
- Call 9-1-1 as soon as possible for help.
- Check for burns to body and give first aid as needed.
- If breathing and/or heartbeat have stopped, perform CPR until EMS arrives.
- Report the incident.

NOTE: REFERENCE “LIGHTNING KILLS” SAFETY GUIDE

We _____ (Manager) _____ (Coach)

_____ (Coach) agree to enforce and follow the above requirements

along with all Little League playing Rules & Regulations at all times. We will teach all players basic rules of the game, while stressing and teaching SAFETY AT ALL TIMES. We understand that not following the Little Rules & Regulations and the guidelines listed above will not be tolerated. First Offense (depending on severity): one game suspension; Second Offense: Suspension for remainder of season.