

## BASIC SAFETY TIPS

COMMON SENSE IS THE BEST TIP FOR SAFETY

- APPOINT AN ACTIVE SAFETY OFFICER
- PREPARE, SUBMIT TO LITTLE LEAGUE, DISTRIBUTE TO TEAMS AND ABIDE BY WHAT IS WRITTEN IN PLAN
- SECURE VOLUNTEER APPLICATIONS FROM ALL VOLUNTEERS EACH YEAR

# CONCESSION STAND SAFETY

- MAINTAIN HEALTHY STANDARDS
- ABIDE BY THE COUNTY HEALTH DEPARTMENT RULES AND REGULATIONS PERTAINING TO FOOD HANDLERS CERTIFICATE AND PROPER HANDLING OF FOODS AND STORAGE.
- NON-PAID VOLUNTEERS WORKING THE STAND DO NOT NEED TO BE CERTIFIED.
- CHECK WITH YOUR COUNTY'S HEALTH DEPARTMENT IF YOU HAVE QUESTIONS REGARDING FOOD SAFETY.
- YOUTH UNDER THE AGE OF 16 SHOULD NOT WORK IN THE STAND UNLESS SUPERVISED BY AN ADULT.
- KEEP FLOORS CLEAR AND DRY TO AVOID SLIPPING.
- PROPERLY DISPOSE OF ALL WASTE.
- KEEP ALL EQUIPMENT CLEAN AND WELL MAINTAINED.
- A CERTIFIED FIRE EXTINGUISHER CAPABLE OF PUTTING OUT A GREASE FIRE SHOULD BE PRESENT AND IN CLEAR SIGHT.
- ALL WORKERS SHOULD BE SCHOOLED ON HOW TO OPERATE A FIRE EXTINGUISHER.
- THE STAND'S MAIN ENTRANCE SHOULD NOT BE LOCKED OR BLOCKED WHILE PEOPLE ARE INSIDE WORKING.
- DEVELOP A PLAN TO ELIMINATE PEST INFESTATION. ALL TRASH SHOULD BE EMPTIED AT THE END OF EACH SHIFT OR AT THE END OF THE NIGHT.
- HAND SANITIZERS SHOULD BE AVAILABLE TO ALL WORKERS.
- WASH HANDS BEFORE AND AFTER HANDLING OF FOOD.
- NON-WORKING PEOPLE SHOULD NOT BE ALLOWED IN THE STAND VISITING.
- COOKING GREASE SHOULD BE STORED IN CONTAINERS AWAY FROM OPEN FLAMES.
- CLEANING CHEMICALS SHOULD BE STORED AWAY FROM THE FOOD PREPERATION AREA.
- WHEN USING OUTSIDE GRILLS, KEEP AWAY FROM TRAFFIC AREAS, DO NOT LEAVE GRILLS UNATTENDED.
- PROPANE TANKS SHOULD BE CECKED FOR PROPER CONNECTIONS.
- PROPANE TANKS SHOULD BE PROPERLY STORED WHEN NOT IN USE.

- RECCOMENDED COOKING TEMPERATURES; BEEF 160F, PORK AND POULTRY 165F.
- A WELL EQUIPPED FIRST AID KIT SHOULD BE AVAILABLE INSIDE THE STAND AND PERIODICALLY CHECKED AND RESTOCKED AS NEEDED.
- VARIOUS SAFETY POSTERS SHOULD BE POSTED REMINDING EVERYONE TO THINK SAFETY.

# SAFETY TIPS

## GENERAL

- **ASSISTANCE**-VARIOUS PERSONNEL TO ASSIST IN TRAINING INCLUDE, BUT NOT LIMITED TO, POLICE, AMBULANCE PERSONNEL, FIREFIGHTERS, DOCTORS, NURSES, HOSPITALS, YOUR DISTRICT PERSONNEL, STATE PERSONNEL, ELECTRICIANS, COUNTY HEALTH DEPARTMENT AND SCHOOL PERSONNEL. SOCIAL MEDIA CAN PROVE TO BE VERY HELPFUL.
- **MEETINGS**-MAKE TIME AT ALL BOARD MEETINGS FOR THE SAFETY OFFICER TO DISCUSS ANY SAFETY OR POTENTIAL SAFETY ISSUES.
- **UNIFORMS**-WHEN ORDERING NEW UNIFORMS, SUGGEST PURCHASING LIGHT COLORS FOR THE SUMMER HEAT.
- **FIRST AID**-TEAMS SHOULD CARRY A FIRST AID KIT WITH THEM TO ALL GAMES AND PRACTICES. THEY SHOULD PERIODICALLY BE CHECKED AND RESTOCKED IF NEEDED.
- **CONCUSSIONS**-VOLUNTEERS SHOULD KNOW THE SYMPTOMS ALONG WITH THE DO'S AND DON'T'S FOR INITIAL TREATMENT. ONCE A PLAYERS IS DIAGNOSED WITH A CONCUSSION, A DOCTORS APPROVAL MUST BE OBTAINED BEFORE PLAYER CAN RESUME PLAYING.
- **CHILD ABUSE**-THIS IS A GROWING PROBLEM AND VOLUNTEERS NEED TO UNDERSTAND TEIR RIGHTS AS TO WHETHER OR NOT THEY REPORT SUCH ACTS.
- **INCLEMENT WEATHER**-A LIGHTNING DETECTOR IS A NECESSITY. A PORTABLE ONE SHOULD BE PLACED IN THE CONCESSION STAND OR ON THE SCORE KEEPERS TABLE. AT THE SIGHT OF ANY INCLEMENT WEATHER, THE MACHINE MUST BE TURNED ON AND MONITORED IF LIGHTNING IS IN THE AREA, THE HOME PLATE UMPIRE SHOULD BE KEPT INFORMED SO HE CAN HALT THE GAME, CLEAR THE FIELD AND WAIT OUT THE LIGHTNING STRIKES. ONCE THE LIGHTNING STOPS, A 20 MINUTE WAIT IS OBSERVED BEFORE RESUMING THE GAME. ***THIS IS A LITTLE LEAGUE RULE. SEE LINK ON THE LAST PAGE***
- **EQUIPMENT**-TAKE AN END OF THE SEASON INVENTORY OF EQUIPMENT AND UNIFORMS AND DISCARD ANY FAULTY ITEMS SUCH AS CRACKED HELMETS, ILLEGAL OR CRACKED BATS, TORN UNIFORMS, ETC. THERE IS NO SENSE IN STORING UNUSABLE ITEMS. THIS WILL ALSO ASSIST WHEN ORDERING ITEMS FOR THE NEXT YEAR.

- **TO AND FROM**-EMPHASIZE SAFETY ISSUES WHEN GOING TO AND FROM PRACTICES AND GAMES WHEN WALKING OR RIDING BICYCLES.
- **ACCIDENT REPORTING**-ACCIDENTS WILL HAPPEN SO REPORTING PROCEDURES SHOULD BE DEVELOPED. (SAMPLE ATTACHED).

### **OUTSIDE THE FENCES**

- **BICYCLE RACKS**-SHOULD BE PRESENT AND THE USE OF THEM SHOULD BE ENFORCED.
- **TRAFFIC AREAS**- SHOULD BE CLEAR OF DEBRIS. IF GRASS AREA, ANY POSSIBLE OBSTACLE SHOULD BE CLEARED. THIS MAY INCLUDE TREE LIMBS, LARGE ROCKS AND POT HOLES SHOULD BE FILLED.
- **BLEACHERS**-SHOULD BE INSPECTED ON A REGULAR BASIS FOR UNSAFE SEATS, WALKWAYS, STEPS ETC.THEY SHOULD BE KEPT CLEAR OF DEBRIS. SIDE RAILING SHOULD BE PRESENT TO AVOID FALLS.
- **PRIDE**-PRIDE CAN BE CONTAGIOUS! IF AN ATTEMPT BY BOARD MEMBERS TO KEEP THE AREA LOOKING GOOD, IT MAY MAKE THE PARENTS AND FANS TAKE NOTICE AND START TO ASSIST IN KEEPING IT LOOKING GOOD.
- **LIGHTS**-ALL LIGHTING PRESENT ALONG TRAFFIC AREAS AND IN PARKING LOTS SHOULD BE CHECKED REGULARLY AND ARRANGEMENTS MADE TO REPLACE ANY OUTAGES.

### **INSIDE THE FENCES**

- **FENCES**-ALL SIDELINE, OUTFIELD AND DUGOUT FENCING SHOULD BE CLEAR OF SHARP OBJECTS. PROTECTIVE COVERING SHOULD BE USED TO ENCLOSE THE TOP OF THE FENCING.
- **OUTFIELD**-SHOULD BE CHECKED DAILY FOR ANY POSSIBLE HOLES, BROKEN GLASS OR OTHER POSSIBLE TRIPPING HAZARDS. ANY ISSUE SHOULD BE CORRECTED IMMEDIATELY.
- **LIPS**-ALL LIPS SHOULD BE REMOVED FROM BETWEEN THE INFIELD AREA AND THE OUTFIELD GRASS.
- **LIGHTS**-ALL FIELD LIGHTING SHOULD BE CHECKED DAILY AND OUTAGES REPLACED ASAP.
- **DUGOUTS**-SHOULD BE CHECKED AND CLEAN OF ANY DEBRIS BEFORE EVERY GAME.
- **DUGOUTS**-IF TOP IS OPEN, USE TRP ACROSS THE TOP TO DEFLECT DIRECT SUNLIGHT AND HEAT.

- **DRINKS**-DRINKING WATER AND CUPS SHOULD BE PRESENT IN THE DUGOUTS (HOME AND VISITOR) AT ALL GAMES.
- **UMPIRES**-AMPLE WATER OR GATORADE SHOULD BE PROVIDED AS NEEDED. A HAND TOWEL SHOULD BE PROVIDED TO THE HOME PLATE UMPIRE (IF HE DOES NOT HAVE HIS OWN (TO DRY FACE AND MASK AREA)).

## **RULES**

- **RULES**-ARE MADE FOR A REASON AND BY FOLLOWING THEY CAN PREVENT ACCIDENTS.
- **CATCHERS**-REQUIRED TO WEAR A FACE MASK WHILE DOING INFIELD WARM UPS.
- **BATS**-NO PLAYER SHOULD HAVE A BAT IN THEIR HAND WHILE IN THE DUGOUT UNTIL GOING TO TAKE THEIR TURN AT BAT UNLESS BEING THE FIRST BATTER OF THE INNING OR BEING ON DECK IN THE INTERMEDIATE, JUNIOR OR SENIOR LEVELS.
- **ADULTS**-CANNOT WARM UP PITCHERS.THIS IS A RULE BOOK ITEM AND THEY DO NOT WEAR ANY PROTECTIVE COVERING.
- **HELMETS**- SHOULD NOT BE DEFACED IN ANY MANNER (PAINT, STICKERS, ETC) ONLY MANUFACRUR'S WRITING SHOULD APPEAR
- **ADULTS**-1 ADULT COACH MUST REMAIN **INSIDE** THE DUGOUT AT ALL TIMES. DURING THE GAME. DURING THE REGULAR SEASON, THIS RULE SHOULD BE ENFORCED BY THE UMPIRES AND DURING TOURNAMENT PLAY IT SHOULD BE ENFOCED BY THE TOURNAMENT DIRECTor

## **ACCIDENT REPORTING**

### **ACCIDENT CLAIM FORM:**

[http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf)

### **ACCIDENT CLAIM FORM INSTRUCTIONS:**

[http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimFormInstructions.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimFormInstructions.pdf)

### **GENERAL LIABLITY CLAIM FORM:**

[http://www.littleleague.org/Assets/forms\\_pubs/asap/GLClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf)

### **MEDICAL RELEASE FORM:**

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**LINKS-LIGHTING:**

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