

Hudsonville Little League



ASAP Safety Plan

Hudsonville, MI

01220914

District 9 - MI



ASAP Safety Plan

1. League Safety Officer: Ryan Maring is on file with Little League Headquarters.
2. Hudsonville LL will post the safety plan online (www.hudsonvillelittleleague.com). A copy will also be emailed to each coach and the District Administrator. Paper copies will also be available at each Concession Stand and available to all coaches at the annual Coach's Meeting.
3. Emergency Phone Numbers:
 - a. 911
 - b. Ottawa County Sheriff: 616-738-4000
 - c. Safety Officer: Ryan Maring 616-254-7044
 - d. League President: Tim Weber 616-893-9313
 - e. League VP: Brett Robertson 616-379-1102
 - f. BB VP: Curt Gebraad 616-260-2834
 - g. SB VP: Heather Struble 616-295-7766
 - h. Concessions: Kristy Kaptein 616-723-7136
 - i. Asst. Tresurer-Umpires: Kelly Weber 616-299-1289

A laminated copy of this list is posted at all Concessions and in all dugouts.

4. Any individual wishing to participate with the team in any coaching capacity must fill out a current year's LL Volunteer Application. A list of individuals approved to assist in team practices, games, events, etc. will be posted on the league website. This is also a requirement for any league volunteers, board members, staff, etc. (Attached)



ASAP Safety Plan

5. An annual Coach's Meeting will take place prior to scheduled practices in March.
 - a. It is mandatory for all coaches to attend each year.
 - b. Location, date, and time of the meeting is posted on the league website.
6. First Aid Training is made available at the annual Coach's Meeting. Stephanie Lewis (Hudsonville HS Athletic Trainer) presents how to handle injuries mostly commonly associated with baseball and softball. Concussion awareness and adverse heat conditions are also covered by Stephanie. Heads Up Concussion Training is also made available via a link on our league website.
7. Field Inspection: The field crew responsible for prepping the field as well as the Facilities Director check the fields prior to any games for any safety issues. It is also recommended that coaches and umpires give the field a look-over prior to the start of the game. Should any safety concerns arise during the game, the concern(s) should be reported to the on-site Field Director. (Checklist Attached)
8. Hudsonville LL Safety Director and League Administrator will review and update the LL Online Facility Survey annually.
9. Concession Stand(s):
 - a. The menu is approved by the Concessions Director, League President, and League VP.
 - b. Concessions Safety Procedures and Instructions are found in binder at each Concession Stand and posted through each stand. (Attached)



10. Equipment:

- a. The Equipment Director and Safety Officer will inspect all league equipment at the close of each season. All non-safe equipment will be disposed of properly, and a list will be generated of equipment that needs to be ordered.
- b. Following the annual Coach's Meeting, equipment is made available for all coaches. The Equipment Director, Safety Officer, and Coaches will again review the equipment as it is picked up.
- c. All Coaches and Umpires are to inspect equipment prior to the start of each game.

11. Accident Reporting:

- a. All accidents and incidents are to be reported to the on-site Field Director. The Field Director will report any issues to the Safety Officer.
- b. The Safety Officer will complete and submit any necessary reports within 48 hours. (Form Attached)

12. Safety Kits:

- a. A Safety Kit is available in each dugout.
- b. Larger Safety Kits, refills, and additional ice packs are available at each Concession Stand.
- c. Safety Kits are available for all coaches.
- d. Safety Kits are assigned to coaches who play games away at Interleague Locations and fields that are not at our 2 main locations (Port Sheldon Sports Complex and Hughes Park).



13. Softball Defensive Mask Rule

- a. Effective with the start of the Spring 2016 season, all Hudsonville Little League softball players participating in the A Division Level and above MUST wear a mask while playing any defensive position that begins each play on the dirt. If a player does not have a mask, she will not be allowed to play any infield position. Any rules regarding playing time in reference to innings required in the infield are considered null and void for a player refusing to wear a mask.
- b. Hudsonville LL will work each season to provide discounts to local stores for masks. If you are unable to afford a defensive mask, masks will be made available for use during games.

14. Little League Rules

- a. All LL Rules will be enforced.
- b. All catchers must wear proper equipment.
- c. Male catchers must wear a cup.
- d. There are no on-deck batters allowed for Majors and below.
- e. Coaches are not permitted to warm-up pitchers.
- f. All bases disengage.
- g. A safety base will be added to 1B on the Rookie level field.

15. Protective Fence Tops – Where possible, HLL will add yellow plastic fence topping to avoid injury to outfielders.

16. Medical Release Forms will be emailed out to all players and will be collected at the first practice by each coach. At the completion of the season, the coaches will dispose of the forms. (Attached)



17. Severe Weather

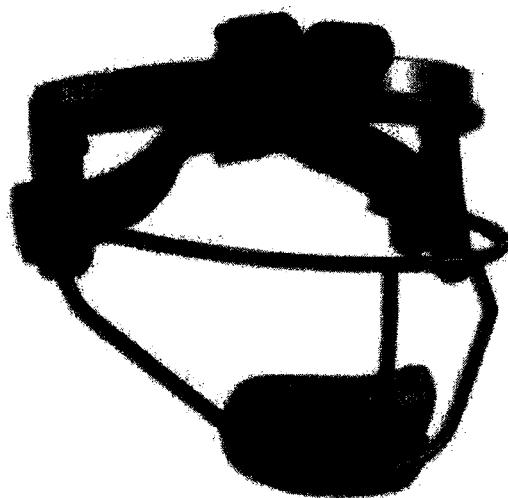
- a. All HLL games and practices for the HLL regular season and playoffs will be cancelled or delayed for any game time within 30 minutes of a Tornado Watch or Warning or for a Severe Thunderstorm Warning. (District 9 Team Tournaments and All-Stars will follow Little League Policy)
- b. If Lightning is seen, all players and spectators should take cover. No activity is allowed on a field until lightning has not been seen for 15 minutes (the distance from where the lightning is seen is not relevant). If you are a field with a covered dugout, please put players in the dugout. For fields without covered dugouts, players should seek cover in the nearest building or most likely return to their vehicle until the on-site Field Director has communicated the go ahead to play or announced any possible cancellations.
- c. For days with rain or adverse weather conditions occurring during a week day, a committee of HLL Board Members will make decisions on possible cancellations between 3pm & 4pm. On Saturdays, this will be a decision making process that begins between 6am and 7am, and may be updated throughout the day.

18. League Rosters will be submitted via the LL Data Center once Seniors and Big League Rosters have been finalized. This must be done prior to any LL deadlines.

19. Please see the attached Qualified Safety Plan Registration Form.

Hudsonville Little League

Softball Safety Rule



Effective with the start of the Spring 2016 season, all Hudsonville Little League softball players participating in the A Division Level and above **MUST** wear a mask while playing any defensive position that begins each play on the dirt. If a player does not have a mask, she will not be allowed to play any infield position. Any rules regarding playing time in reference to innings required in the infield are considered null and void for a player refusing to wear a mask.

Hudsonville LL will work each season to provide discounts to local stores for masks. If you are unable to afford a defensive mask, masks will be made available for use during games.



Facility and Field Inspection Checklist

Facility Name _____

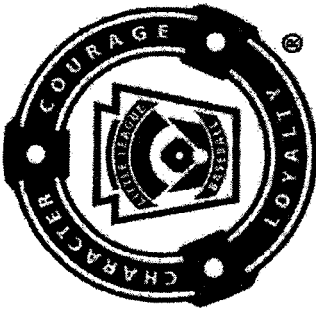
Inspector _____

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

hearty 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-Alton County

Ind. Department of Health.

3. Reheating

Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over steam woks 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 or quickly as possible and held at that temperature until ready to serve. To cool foods safely quickly, use an ice water bath (80% 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 stacked 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 (cough, sneeze, 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 vessel

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 dishes. 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 condiment bottles should not be used in cup beverages and should be stored separately. Use a scoop for dispensing 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 Classification

Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard reusable food.

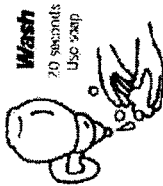
13. Set a Minimum Worker Age

Legions should set a minimum age for workers or to be in the stall; in many states this is 16 or 18, due to potential hazards with various equipment.



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, tuff 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 clean as you wash your hands
- ▶ when they are torn or soiled



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Little League® Volunteer Application - 2019

Do not use forms from past years. Use extra paper to complete if additional space is required.

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION.

Name _____ First _____ Middle Name or Initial _____ Last _____ Date _____

Address _____

City _____ State ... _____ Zip _____

Social Security # (mandatory) _____

Cell Phone _____ Business Phone _____

Home Phone: _____ E-mail Address: _____

Date of Birth _____

Occupation _____

Employer _____

Address _____

Special professional training, skills, hobbies: _____

Community affiliations (Clubs, Service Organizations, etc.): _____

Previous volunteer experience (including baseball/softball and year): _____

1. Do you have children in the program?
If yes, list full name and what level? _____ Yes No

2. Special Certification (CPR, Medical, etc.)? (list) Yes No

3. Do you have a valid driver's license?
Driver's License#: _____ State ... _____ Yes No

4. Have you ever been convicted of or plead no contest or guilty to any crime(s) involving or against a minor?
If yes, describe each in full: _____ Yes No

5. Have you ever been convicted of or plead no contest or guilty to any crime(s)
If yes, describe each in full: _____ Yes No
(Answering yes to question 5, does not automatically disqualify you as a volunteer)

6. Do you have any criminal charges pending against you regarding any crime(s)?
If yes, describe each in full: _____ Yes No
(Answering yes to question 6, does not automatically disqualify you as a volunteer)

7. Have you ever been refused participation in any other youth programs?
If yes, explain: _____ Yes No

In which of the following would you like to participate? (Check one or more.)

League Official Umpire Manager Concession Stand

Coach Field Maintenance Scorekeeper Other _____

Please list three references, at least one of which has knowledge of your participation as a volunteer in a youth program:

Name/Phone _____

IF YOU LIVE IN A STATE THAT REQUIRES A SEPARATE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK. FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: LittleLeague.org/BestStateLaws

AS A CONDITION OF VOLUNTEERING, I give permission for the Little League organization to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries (some of which contain name only searches which may result in a report being generated that may or may not be me), child abuse and criminal history records. I understand that, if appointed, my position is conditional upon the league receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability the local Little League, Little League Baseball, Incorporated, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. I also understand that, regardless of previous appointments, Little League is not obligated to appoint me to a volunteer position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension by the President and removal by the Board of Directors for violation of Little League policies or principles.

Applicant Signature _____ Date _____

If Minor/Parent Signature _____ Date _____

Applicant Name (please print or type) _____

NOTE: The local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, marital status, gender, sexual orientation or disability.

LOCAL LEAGUE USE ONLY:

Background check completed by league officer _____ on _____

System(s) used for background check (minimum of one must be checked):
Regulation (c)(9) Mandates all checks include criminal records and sex offender registry records

* JDP Sex Offender Registry Data and National Criminal
Records check, as mandated in the current season's official regulations

*Please be advised that if you use JDP and there is a name match in the few states where only name match searches can be performed you should notify volunteers that they will receive a letter or email directly from JDP in compliance with the Fair Credit Reporting Act containing information regarding all the criminal records associated with the name, which may not necessarily be the league volunteer.

Only attach to this application copies of background check reports that reveal convictions of this application.