



# A Safety Awareness Program (ASAP)

Revised February 2021

## **Background and Mission**

Introduced in 1995 by Little League, the mission of the ASAP is, “to increase awareness of the opportunities to provide a safer environment for children, volunteers and all Little League participants.”

Having this program is instrumental for the well-being of the players, volunteers, and all participants for Greenwood Abbeville Little League. This plan will cover 15 basic requirements to insure that this upcoming 2020 season is a success both on and off of the field.

## **15 ASAP Requirements**

1. Have a safety officer on file at Little League International.
2. Make safety plan accessible to coaches, managers, board members, and any other volunteer in the league.
3. Post and distribute emergency and league officer phone numbers.
4. Require volunteers to complete and submit the Official Little League Volunteer Application.
5. Provide fundamentals training.
6. Provide first-aid training.
7. Require field inspections before games and practices.
8. Complete the annual Facility Survey.
9. Post and utilize concession stand procedures.
10. Regularly inspect and replace equipment as needed.
11. Have a procedure for reporting accidents/injuries.
12. Require First Aid Kits at all league events.
13. Enforce Little League Rules & Regulations.
14. Submit League Registration Data for players, coaches, and managers.
15. Complete survey question in LL Data Center.

## **Requirement 1**

- Have an active safety officer on file with Little League International.

## **Response**

- Don Marino is the Safety Officer for the 2020 Greenwood Abbeville Little League season. His contact information is (864) 992-8810.
- This information has been entered in the Little League Data Center.

## **Requirement 2**

- Publish and distribute Safety Manual to volunteers.

## **Response**

- Safety Manual will be available to all volunteers on our website, [www.gallbaseball.org](http://www.gallbaseball.org).
- The manual will be sent to all volunteers via e-mail.
- A copy of the manual can also be located in the concession stand.

**Requirement 3**

- Post and distribute emergency and key league officials’ phone numbers.

**Response**

- The following information will be posted in the concessions stand and in each dugout.

**Emergency Names and Numbers of Local Police, Fire Dept. and Hospital**

<b><u>Emergency:</u></b>	<b>911</b>
<b><u>Greenwood Police (Non Emergency):</u></b>	<b>942-8405</b>
<b><u>Greenwood County Sheriff (Non Emergency):</u></b>	<b>942-8600</b>
<b><u>Greenwood Fire Department (Non Emergency):</u></b>	<b>942-8447</b>
<b><u>Self Regional Hospital:</u></b>	<b>725-4111</b>

In cases of emergency, contact 911 immediately. After contacting 911, notify at least one of the following key league officials as soon as possible.

**GALL Board Members Contact Sheet**

- Adam Weyer (Pres) – 864-378-9456
- Chase Lantz (VP) – 864-378-2071
- Tonya Heaton (Treas/Sec) – 864-992-3001
- Tyler Davis (Info Officer) – 864-992-1025
- Troy Cole (Umpire Coord) – 864-377-4397
- Don Marino (Concessions/Safety) – 864-992-8810
- Wendy Bruce (Volunteer) – 864-377-2076
- Patrick Craven – 864-941-6685
- Casey Eichhorn – 864-357-0562
- Ralph Ewing – 304-382-2870
- David Schoolfield – 864-547-0039
- Sondi Creglow (YMCA) – 864-223-9622

### **Requirement 4**

- Use of current, official, Little League Volunteer Application Form or JDP QuickApp electronically.

### **Response**

- All board members, coaches, and other volunteers are sent an e-mail from Tyler Davis (Information Officer) with instructions on how to complete the Volunteer Application form electronically via the JDP QuickApp.

## **Requirement 5**

- Provide and require Fundamentals Training, with at least one coach or manager from each team attending.
- Fundamentals include: hitting, sliding, fielding, pitching, etc.

## **Response**

- At least one manager/coach from each team must attend training. Every manager/coach will attend this training at least once every 3 years.
- Training will be held at the Greenwood Abbeville Rotary Field in February after teams are finalized and coaches are determined.
- Training will be led by our Director of Coaching.
- Once training is completed, it will be documented and filed away by the Information Officer.

## **Requirement 6**

- Provide and require First-Aid Training, with at least one coach or manager from each team attending.

## **Response**

- Greenwood Abbeville Little League will require at least one manager/coach from each team to attend. Every manager/coach must attend this training once every 3 years.
- Training will be held at a previously announced location and time before the season begins and after teams and coaches are finalized.
- Training will be conducted by a medical professional: doctor, nurse, athletic trainer, paramedic, etc.
- Once training is completed, it will be documented and filed away by the Information Officer.
- Training will include a review of the South Carolina Concussion Law as it pertains to youth sports. The current South Carolina Concussion Law is below.

## **SC Concussion Law**

Greenwood Abbeville Little League will adhere to the SC Concussion law that started during the 2013/14 school year. This law states:

If a coach, athletic trainer, official, or physician suspects a student-athlete has sustained a concussion either during practice or competition, the student-athlete must be removed from play under the new law. He or she may return to play that day if and only if an athletic trainer, physician, physician's assistant, or nurse practitioner evaluates the athlete and determines that he or she has no signs or symptoms of a concussion. If a student-athlete who is removed from play does exhibit signs or symptoms of a concussion, he or she must obtain written clearance from a physician before returning to play.

## **Requirement 7**

- Require coaches/umpires to walk fields for hazards before use.

## **Response**

- The head coach and/or the umpire will be required to walk/inspect the fields prior to all practices and games.
- During this inspection, they are inspecting for the following:
  - Dangers in the fence line – i.e. – plastic fence covering missing or falling off
  - Bases that are not secured properly.
  - Holes in the grass and or dirt.
  - Sharp objects in the field
  - Any other dangers that could cause harm to a player, coach, umpire, spectator, or volunteer.
- If they discover something during the inspection, the issue must be addressed before play can resume or begin.
- They also need to contact Chase Lantz (Vice President and Field Coordinator) at (864) 378-2071 as soon as possible.

## **Requirement 8**

- Complete the annual Little League Facility Survey in the Little League Data Center.

## **Response**

- Each year before practices begin, this information will be entered in the Little League Data Center by the Greenwood Abbeville Little League's Information Officer.

## **Requirement 9**

- Written safety procedures for concession stand: concession manager trained in safe food handling/prep and procedures

## **Response**

- Concession Stand Safety: Concession stand operations standards shall meet or exceed the local board of health regulations. Concession stand safety procedures will be posted at all times and the Concessions Manager will be responsible for necessary training and insuring that all local health standards are being met.
- A menu shall be posted in the stand and this menu needs to be approved by the Safety Officer and the League President.
- A DHEC license will be purchased before the season begins.
- Don Marino is the Concessions Manager for the 2021 Greenwood Abbeville Little League season. His contact number is (864) 992-8810.

## **Concession Stand Safety Procedures**

1. Chill food when transporting to minimize bacterial growth.
2. Never partially cook meat and wait later to cook on grill.
3. Keep food separate. Don't use the same platter or utensils for raw and cooked meat.
4. Cook food thoroughly – ground meat should reach 160 degrees F and poultry should reach 180 degrees F.
5. Grill safety – check gas grills for leaks, cracking or brittleness, and clean out the tube that goes to the burner.
6. No children under the age of 16 are allowed in the Concession Stand.
7. Wash hands often to prevent food-borne disease. Disposable gloves are available to be used when handing food.
8. Use a scoop to dispense ice – never your hands.
9. Concession stand equipment shall be inspected weekly. Report all malfunctioning or damaged equipment to either the Concession Stand Manager or Safety Officer ASAP.
10. Cooking grease will be stored safely in containers away from open flames.
11. A certified fire extinguisher suitable for grease fires must be placed in plain sight at all times and volunteers are to be instructed on the use of fire extinguishers.
12. A fully stocked First-Aid Kit will be placed in the Concession stand.
13. Cleaning chemicals must be stored in a locked container and labeled.
14. In the event carbon dioxide tanks are used, they will be secured with chains so that they stand upright and cannot fall over. Report damaged tanks or valves to the supplier, Concession Stand Manager, and Safety Officer and discontinue use.
15. Concession stand doors shall not be locked or blocked when people are inside. The concession stand shall be locked when not in use.

# 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 stereo 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.



## **Requirement 10**

- Require regular inspection and replacement of playing equipment.

## **Response**

- The League Safety Officer will inspect all equipment in the pre-season.
- Managers/Coaches are required to inspect all equipment prior to each practice and game. This includes but is not limited to: bats, helmets, tees, balls, catcher's equipment, etc. Any piece of equipment that is damaged must be removed from use immediately
- Umpires are required to inspect all equipment prior to each game. This includes but is not limited to: bats, helmets, tees, balls, catcher's equipment, etc. Any piece of equipment that is damaged must be removed from use immediately.
- If any league purchased equipment is found to be damaged, it is the responsibility of the manager/coach who discovered the damage to report that to the Safety Officer.
- The Safety Officer for the 2021 GALL season is Don Marino. His contact number is (864) 992-8810.

## **Requirement 11**

- Implement prompt accident reporting and tracking procedure.

### **Response**

- Should an injury occur during the course of the Little League season, the following Accident Reporting Procedures will be followed.
  - **What and When 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 League Safety Officer within **48 hours** of the incident. This includes even passive treatments such as the evaluation and diagnoses of the extent of the injury or periods of rest. The Safety Officer for the 2020 GALL season is Don Marino. His contact information is (864) 992-8810. It is the responsibility of the Safety Officer to inform the League President within 24 hours of his notification. The League President for the 2020 GALL season is Adam Weyer. His contact information is (864) 378-9456.
  - **How to report** – Reporting incidents can come in a variety of ways. Most typically they are telephone conversations. Regardless of how they are reported, the following information **must be provided** in the incident report. GALL will use the official Little League “Incident/Injury Tracking Report” form.
  - **Responsibility of the Safety Officer** – After receiving notification of the injury, the League Safety Officer will contact the injured party’s parents or legal guardians to confirm the information that was provided in the “Incident/Injury Tracking Report”. During this phone conversation, the Safety Officer will explain the Insurance coverage and process on how to file a claim. Those forms are on the following pages.
  - **How to File a Claim** – In the case when it is necessary to file a claim, the appropriate paperwork needs to be completed within **20 days** of the injury.
  - **Location of Forms** – All necessary forms can be found on the Little League website - <https://www.littleleague.org/forms-publications/#asap>. There will also be copies of these forms located in the Concessions stand. The following forms will be there:
    - A Safety Awareness Program’s Incident/Injury Tracking Report
    - AIG Accident Notification Form
    - AIG Accident Claim Form Instructions
    - General Liability Claim Form

## **Requirement 12**

- Require a first-aid kit at each game and practice.

## **Response**

- Each team will be issued an updated First Aid Kit and is required to have it on location at every practice and game.

## Requirement 13

- Enforce Little League rules including proper equipment.

## Response

- Greenwood Abbeville Little League will require **ALL TEAMS** to enforce **ALL** Little League rules including:
  1. Proper equipment for catchers.
  2. No on-deck batters.
  3. Coaches will not warm-up pitchers.
  4. Bases will disengage on all fields.
- All players, coaches, umpires, spectators, and volunteers will adhere to the “Safety Code for Little League” which states the following.
  - Responsibility for safety procedures should be that of an adult member of the local league.
  - Arrangements should be made in absence of all games and practices for emergency medical services.
  - Managers, coaches, and umpires should have some training in first-aid. First-Aid Kits should be available at the field. *Each manager has been given a First-Aid kit that must they must bring with them to every practice and game.*
  - No games or practice should be held when weather or field conditions are not good, particularly when lighting is inadequate. *(See Lightning Safety Guidelines that are below.)*
  - Play area should be inspected frequently for holes, damage, glass, and other foreign objects. *This is the responsibility of the managers/coaches/umpires before each practice and/or game.*
  - Dugouts and bat racks should be positioned behind screens.
  - Only players, managers, coaches, and umpires are permitted on the playing field during play and practice sessions.
  - Responsibility for keeping bats and loose equipment off of the field of play should be that of a regular player assigned for this purpose.
  - Procedures should be established for retrieving foul balls batted out of the playing area. *GALL installed ball returns that are located to the right of home plate and are attached to the fence.*
  - During practice sessions and games, all players should be spaced so that no one is endangered by errant balls.
  - Equipment should be inspected regularly. Make sure it fits properly.
  - Pitching mechanics, if used, must be in good working order (including extension cords, outlets, etc.) and must be operated only by adult managers and coached. *GALL does not use pitching machines.*
  - Batters must wear protective NOCSAW helmets during practices, as well as

during games.

- Catchers must wear catcher's helmet (with face mask and throat guard), chest protector, and shin guards. Make catcher's wear a protective supporter and cup at all times.
- Except when runner is returning to a base, head first slides are not permitted. This applies only to Little League (Majors) and below.
- At no time should "horse play" be permitted on the playing field.
- Parents of players who wear glasses should be encouraged to provide "Safety Glasses".
- Players must not wear watches, rings, pins, jewelry, hard cosmetic, or hard decorative items.
- Catchers must wear catcher's helmet, face mask, and throat guard in warming up pitchers. This applies between innings and in bullpen practice. Skull caps are not permitted.
- Batting/catcher's helmets should not be painted unless approved by the manufacturer.
- Regulations prohibits on-deck batters. This means no player should handle a bat, even when in an enclosure, until it is his/her time at bat. This applies only to Little League (Majors) and below.
- Players who are ejected, ill, or injured should remain under supervision until released to the parent or guardian.

## **Lightning Safety Guidelines**

### **Consider the following facts:**

1. The average lightning stroke is 6-8 miles long.
2. The average thunderstorm is 6-10 miles wide and travels at a rate of 25 MPH.
3. Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of a lightning strokes coming from the storm's overhanging anvil cloud.
4. On the average, thunder can only be heard over a distance of 3-4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

### **Lightning Safety Rules**

If anyone sees lightning or hears thunder, adults must immediately clear the field of all players until lightning storm passes. Players should remain in the dugout or preferably inside the clubhouse if one is available.

## **Where to Go?**

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest. For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up. If you are stranded in an open area and cannot get to shelter in a car, put your feet together, crouch down, and put your hands over your ears (to try and prevent eardrum damage).

*The closest safe location to our fields would be the YMCAA community room.*

## **Where NOT to Go!**

Avoid high places and open fields, isolated trees, unprotected gazebos, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

## **First Aid to a Lightning Victim**

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following:

1. The first tenet of emergency care is “make no more casualties”. If the victim is in a high risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary – lightning can and does strike the same place twice. If the rescuer is at risk and movement of the victim is a viable option, it should be done.
2. If the victim is not breathing, start mouth to mouth resuscitation. If it is decided to move the victim, give a few quick breaths prior to moving them.
3. Determine if the victim has a pulse. If no pulse is detected, start cardiac compressions as well.

***Note: CPR should only be administered by a person knowledgeable and trained in the technique. There is an AED available for use at the YMCA.***

## **Requirement 14**

- Submit League Player Registration data to the Data Center.

## **Response**

- The League Information Officer will submit the information to the Little League Data Center once teams are finalized and before the first date of competition every year.

## **Requirement 15**

- Answer survey question.

## **Response**

- Complete the survey question that is found on the Little League Data Center to complete submission of the ASAP for GALL.

## **Information Specific to Greenwood Abbeville Little League (GALL)**

### **Greenwood Abbeville Little League Code of Conduct**

- Little League rules shall be enforced at all games and practices. This enforcement will include using proper equipment.
- Speed Limit is **5 mph** in roadways and parking lots while attending Greenwood Abbeville Little League functions. Watch for small children and around parked cars.
- No playing in parking lots at any time.
- No playing on and around lawn and/or field equipment.
- Use cross walks when crossing roadways and always be alert for traffic.
- No use of profanity or inappropriate language.
- No swinging bats or throwing baseballs at any time within the walkways and common areas of the GALL complex.
- No throwing balls against dugouts or backstop. Catchers must be used for all batting practice sessions.
- No throwing rocks.
- No horse play in walkways at any time.
- No climbing fences.
- No pets are permitted at GALL practices or games unless the pet is a registered service animal.
- Only a player on the field and at bat may swing a bat (ages 5-12). Junior (age 13 and above) players may swing a bat in the on deck circle as well. Be alert of people around you while in the on deck circle.
- Observe all posted signs.
- Players and spectators should be alert for foul balls and errant throws during all practices and games.
- During games, players must remain in the dugout area in an orderly fashion at all times.
- After each game, each team must clean up trash in the dugout and around the stands.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, the gates should be closed and secured.
- No children under the age of 16 are to be permitted in the Concession Stand.

***Failure to comply with the above may result in expulsion from the GALL field or complex.***

## Storage Shed Procedures

**The following applies to all of the storage sheds used by Greenwood Abbeville Little League and apply to anyone who has been issued a key or the combination lock code by Greenwood Abbeville Little League to use those sheds.**

1. All individuals with combinations to the lock to the Greenwood Abbeville Little League equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the *orderly and safe storage of rakes, shovels, bases, etc.*
2. Before you use any machinery located in the shed (i.e., lawn mowers, weed whackers, lights, scoreboards, public address systems, etc.) please locate and read the written operating procedures for that equipment.
3. All chemicals or organic materials stored in Greenwood Abbeville Little League sheds shall be properly marked and labeled as to its contents.
4. All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers.
5. Any witnessed “loose” chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.