

League Safety Officer Manual

League Name Northeast Little League

League # 3 0 9 - 0 5 - 1 8

NORTHEAST LITTLE LEAGUE SAFETY INFORMATION-2021

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NORTHEAST LITTLE LEAGUE SAFETY INFORMATION-

2021

*** All Managers, Coaches, Board Members on Duty and Volunteers will be provided a hard copy of this packet and are required to read and review this packet. Additionally, Managers must have a hard copy on hand for each and every practice or game. Copies will also be readily accessible in the concession areas of Northeast Little League as well as on Northeast Little Leagues website at:**

<http://www.northeastll.com/about/safety-plan/>

SAFETY COMMITMENT OF NORTHEAST LITTLE LEAGUE

The Board of Directors of Northeast Little League (hereinafter "NELL") are committed to providing a safe environment for players, volunteers, families and fans that participate in NELL activities or visit NELL facilities. NELL's commitment to safety includes the below general guidelines:

1. Safety is the responsibility of each and every adult that visits NELL or participates in NELL activities and we will foster an environment where comments, ideas or concerns are encouraged if a physical hazard is noticed or if a practice or action creates a concern. We not only want, but expect people to speak up.
2. Managers, Coaches, Board Members and all Volunteers are expected to use proper reasoning and care to prevent injury to themselves and others and to speak up as necessary or take immediate action as necessary in order to correct a potentially dangerous situation. Moreover, it is the expectation that all Volunteers communicate NELL's commitment to safety to all players, parents and other visitors and to encourage them to speak up regarding the same.
3. It is the goal of NELL to promote and encourage as many eyes as possible to be on the lookout for safety concerns and moreover to make certain that each and every person that participates or visit NELL feels empowered to immediately speak up about any concerns.

SAFETY RESPONSIBILITIES OF VOLUNTEERS

1. **LEAGUE SAFETY OFFICER:** The Safety Officer is a board position at Northeast Little League (hereinafter "NELL") and is registered with Little League. The Safety Officers duties include:
 - a. Checking the Fields, Facilities and Concession areas in order to identify areas of concern.
 - b. Making certain that all Little League mandated and Northeast Little League local rules pertaining to safety are communicated to all Manager and Coaches and to ensure compliance with the same.
 - c. Insuring that First Aid Kits are located in each concession stand and properly stocked.
 - d. Assisting parents and individuals with insurance claims.
 - e. Keeping a First Aid Log and tracking injuries or incidents that occur during practice or games.
 - f. Making certain that Little League and NELL policies against child abuse are clear to all volunteers.
 - g. Acting immediately to resolve unsafe or hazardous conditions as soon as said condition is brought before his attention.
2. **MANAGERS AND COACHES:** The Manager is the person appointed by the President of NELL that is responsible for the team's actions on the field and to represent the team in communications with the umpire and opposing team. The Manager and Coaches are responsible for the safety of the players. Managers are required to communicate NELL's safety requirements to the Players and Parents and encourage them to and be proactive if they notice a safety hazard or other practices that cause a safety concern. If the Manager leaves the field or is not available for a game or practice he/she shall appoint a Coach as a substitute manager during his/her absence.
3. **BOARD MEMBER ON DUTY ("BMOD") AND OTHER VOLUNTEERS:** In addition to reviewing this packet, BMOD's and Volunteers, to include Board Member and Umpires, are required to be proactive and immediately speak up regarding any safety hazard, action or practice that they may believe constitutes a safety concern.

EMERGENCY CONTACTS

In the Event of an Emergency, please assess the situation and if necessary call **9-1-1** and request assistance from the appropriate first responding agency. In the event you are not sure what to do, please err on the side of caution and dial **9-1-1**.

Shorey Field, the Softball Field and Tee Ball fields are located at:

211 45TH AVENUE N

ST.PETERSBURG,FL33703

(corner of 1st Street North and 45th Avenue North).

Camden, Tropicana and Fenway Fields are located at:

955 62nd AVENUE NE

ST. PETERSBURG,FL33703

(entrance to the Mangrove Bay Golf Course)

For Non-Emergency Matters requiring the assistance of a first responding agency:

St. Petersburg Police Department: 727-893-7780

St. Petersburg Fire & Rescue: 727-893-7694

As soon as practical after calling 9-1-1 or for other non-emergency matters please contact the following until you are able to get hold of someone on the list below:

- 1.) Joshua Elliott, Safety officer 205-602-3966
- 2.) Trent Manke, President 727-735-3133
- 3.) Dustin Williams, VP of Baseball 727-744-4124
- 4.) Danny Anderson, VP of Softball 941-737-9249

***This Contact Info is posted in concession area and dugout areas**

GENERAL INFORMATION ON VOLUNTEERS AND NELL

The following is meant to be informative of some of the policies and procedures in place at NELL. This information may be helpful to you personally, but also helpful to any questions you might receive from parents concerning how NELL volunteers are selected and NELL's facilities. Of course, this is non-inclusive and if you have any further questions, please ask.

1. Volunteers:

Nell is a not for profit organization run entirely by volunteers which includes the Board of Directors, Managers/Coaches, Board Member on Duty, Team Parent(s).

The Board of is made up of 18 individuals which include an executive committee comprised of the President, Vice President of Baseball, Vice President of Softball, Secretary, Information Officer and Safety Officer. All board members and officers are elected by vote at NELL's annual meeting and regular meetings are held monthly. All parents are encouraged to attend and participate in the annual election.

Managers and Coaches volunteer and are subject to approval by the board.

Board Member on Duties ("BMOD") and Team Parent(s) or other volunteers are the responsibility of the Manager of each team.

While some of the Umpires used by NELL are volunteers, we do rely heavily on paid umpires from the Pinellas County Umpire Association.

2. Volunteer Background Checks:

NELL uses the official little league volunteer application form to screen all volunteers within our organization. Additionally, NELL performs background screenings on all volunteers within the organization via JDP which

includes a screen of the Department of Justice's nationwide sex offender registry. A Volunteer Application packet outlining the information required to volunteer at NELL is attached hereto as exhibit 1.

3. Fundamentals Training: to be held January 31, 2021

At least one manager/coach from each team attends the training with each manager/coach attending the training at least once every three years. Training is held at Shorey Field and includes basics from warm ups, pitching, hitting, fielding, base running, throwing and practical safety tips.

4. First Aid Training: to be held January 31, 2021

At least one manager/coach from each team attends first aid training with each manager/coach required to attend the training at least once every three years. Training shall include section regarding heat illness or other warning signs. Training will be held at Shorey Field and conducted by St. Petersburg Fire & Rescue.

Additionally, each manager/coach annually reviews and completes the CDC Heads up concussion training on-line. The link to said training is as follows:

<http://www.cdc.gov/HeadsUp/youthsports/training/index.html>

5. NELL Facilities:

Northeast Little League is made up of the Shorey complex located at 211 45th Avenue NE, St. Petersburg, FL 33703 and consists of Shorey Field (the field with the stadium which generally hosts, Minor AAA, AA and A baseball games. The softball field which hosts all levels of softball games and two tee ball fields which host our Tee-ball age 4, 5 and 6 divisions. Covered bleachers, a concession stand and restrooms are located at this location.

NELL also uses Tropicana, Camden and Fenway fields located at 955 62nd Avenue NE, St. Petersburg, FL 33703. These fields are leased from the City of St. Petersburg during the Spring and Fall little league seasons (although NELL does own the batting cages and storage sheds located on the facility). Camden and

Tropicana fields host Intermediate, Majors and Minor A, AA and AAA games. Fenway hosts our Juniors division. Covered bleachers, a concession stand and restrooms are located at this location.

For more specific information concerning the facilities, please review the attached Little League Baseball and Softball National Facility Survey which is attached hereto as exhibit 2.

PRE-GAME SAFETY INSPECTION

Managers/Coaches are required to walk and inspect the fields and dugouts for safety hazards prior to each practice or game. Umpires are also required to walk the fields to inspect for hazards prior to each game. A copy of the field inspection checklist is attached here as exhibit 3.

CONCESSION STAND SAFETY AND INFORMATION

NELL has a concession stand located at both NELL locations. The concession stand is opened and closed by a BMOD that is assigned periodically to each team. The concession stand is run by parents or other legal guardians over 18 years of age that are assigned one or two shifts per season during their player's game. A variety of food and beverages are served at each location.

1. Menu items and costs are posted at each concession facility with approval of the League President and Safety Officer.
2. Concession Safety Procedures are posted in multiple locations within each concession stand. A copy of said concession safety procedures is attached hereto as exhibit 4
3. Each team BMOD is required to attend concession stand training. In addition to opening and closing the BMOD is required to understand the operation of the cash register and to instruct concession volunteers on how to complete their duties which include preparing some food items, serving food and drinks, operating the cash register, maintaining a sanitary environment and properly disposing of trash. A concession manual outlining safety, guidelines

while volunteering and the proper use of the various appliances is prominently displayed in each concession location. Additionally, each BMOD and Volunteer must be aware of the location of the First Aid Kit and Emergency contact list that is maintained within each concession stand area. The most recent BMOD training was completed on 9/14/2019 (no training since due to COVID-19, as concessions are closed until deemed appropriate to resume).

ACCIDENT REPORTING, NEAR MISSES OR OTHER CONCERNS

In the event of any emergency or other incident, NELL requires that an accident report be completed and returned to the Safety Officer as soon as practicable and in no event more than 48 hours after the incident. A form copy of said report is attached hereto as exhibit 5.

Additionally, it is the expectation that each manager/coach or volunteer that witnesses a near miss or observes some other physical hazard or unsafe practice in use that he/she will report said information to the League Safety Officer as soon as practicable and in no event more than 48 hours after the observance. Of course, this is in addition to SPEAKING UP when a hazard or unsafe activity is observed. The more eyes the better as managers/coaches and volunteers cannot observe everything, so if you observe something nip it in the bud immediately. However, letting the League Safety Officer know of the situation even if you believe it was immediately resolved is of the utmost importance so a reminder can be sent to all managers/coaches of the need to stay vigilante.

GENERAL SAFETY REQUIREMENTS, ROUTINES AND INFORMATION

1. The league Safety Officer and/or Equipment manager have inspected all equipment provided to the teams from NELL. Managers, coaches and umpires have been instructed to inspect equipment prior to each game and are expected to be on the look-out if an equipment issue arises. Having the players properly equipped is tantamount to ensuring the safety of our players.

2. Each team has access to a first aid kit which is located in the Concession Stand and will continuously be kept in place throughout each season for all games

and practices. Additionally, each team has access to Automated External Defibrillators during all practices and games throughout the season. The AED machines are prominently marked and within a white box mounted to the wall with a glass window. The AED machine for Shorey, Softball and Tee-Ball is located within the Board Room under the stadium bleachers. The AED machine for Tropicana, Camden and Fenway fields is located in the equipment room where the Field Chalk and Minor A and AA mechanical pitching machines are kept.

3. NELL requires and enforces that all teams abide by Little League Rules which include but are not limited to:

- a. Proper equipment for catchers that meets Little League standards;
- b. No on deck batters;
- c. Coaches will not warm up pitchers;
- d. Bases disengage on all fields;
- e. Player not at bat or fielding must remain in the dugout;
- f. Any equipment that is not in use for game purposes must be property stored within the dugout;
- g. Male players are required to wear protective cups during games or practices with male catchers required to wear a cup made of metal, fiber or hard plastic;
- h. No games or practices will be held when weather or field conditions are poor or when lighting is inadequate **(if lightning is observed or thunder heard, play or practice must be immediately suspended and the players moved to a safe location with parents and other fans strongly encouraged to find appropriate shelter, the game or practice cannot resume until 30 minutes have passed without an additional observance of lighting or thunder);**
- g. During the games and practices, all players should be alert and watching the batter on each pitch;

h. During warm up drills, make certain of appropriate spacing and make certain that they are taking place within the playing field and not in areas frequented by spectators;

i. Only league approved managers/coaches can run a game or practice which is to include batting cage work;

j. Batting helmets with facemasks approved by Little League that bear the NOCSAE seal must be worn when at bat or while on the bases during all games and practices (tee ball division is not required for the helmet to have a facemask);

k. Head first sliding is not permitted unless a runner is returning to a base;

l. Catcher's must wear a catcher's mitt;

m. Cleats with metal spikes are not permitted below the Junior level;

n. Managers/Coaches may never leave a child unattended.

4. League Player, Manager, Coach and Volunteer data is kept online via the SI PLAY system which can be accessed by authorized NELL volunteers. Necessary League Player and Manager data has been submitted to Little League at:

www.LittleLeague.org

5. Safety Suggestion Box. Each Manager, Coach, Parent, Volunteer or Player is encouraged to provide comments or ideas on safety issues. If you have a comment or idea, please contact the Safety Officer, Joshua Elliott (205)-602-3966 or put your idea in the safety suggestion box. A safety suggestion box is located in each concession stand.

NELL CODE OF CONDUCT

Each Manager is required to go over the NELL Code of Conduct with each and every one of his/her players. The Code of Conducts requires that No Board Member, Manager, Coach, Volunteer, Umpire, Player or Spectator shall:

1. At any time, lay a hand upon, push, shove, strike or feint to throw or threaten any individual;
2. Physically or verbally abuse any official for any decision or judgment;
3. Demonstrate dissent at any official's decision or judgment by throwing of gloves, helmets, hats, bats, ball or any other forceful like conduct;
4. Use unnecessary rough tactics in the play of a game or practice against any other player;
5. Physically attack a board member (especially the Safety Officer), manager, coach, player or any spectator;
6. Use profane, obscene or vulgar language at any time;
7. Discuss publicly with other spectators or make comments in a derogatory manner of an official, manager/coach or player regardless of personal opinion with a decision or action by an official, manager/coach or player;
8. Challenge an umpires authority or otherwise act in a disrespectful or derogatory nature;
9. Tamper with or manipulate league rosters, schedules, draft selections, score books, rankings, financial records or procedures.

BE OBSERVANT, COMMITTED, USE COMMON SENSE AND SPEAK UP

The best intentions in world are useless unless the people responsible for implementing are Observant, Committed, use their Common Sense and Speak Up. NELL strives to create a safe, fun and family environment where the children of our community cannot only learn how to play baseball and softball the right way, but how to conduct themselves in life. The kids will take cues from how the adults conduct themselves. Team sports with baseball and softball in particular are excellent vehicles to accomplish this goal.

So NELL expects that everyone will be on the lookout for safety issues and any other issue that may detract from the experience the kids are having as well as the vast majority of the spectators. Please use common sense when addressing situations and please speak up. More often than not, diffusing the situation early and discretely is the best way to handle an issue. If you do not

want to speak up directly to an individual or regarding a situation, at a minimum please speak up to the Safety Officer, a board member, manager or some other volunteer to address the situation. We are lucky to have a great group of kids, parents and volunteers, but everyone has bad days and by working together we can maintain the safe, fun, family environment that we have at NELL.

Little League® "Basic" Volunteer Application - 2021

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



This volunteer application can be used as a reference for leagues utilizing the JDP Quick App or for leagues that are using an outside background check provider that meets the standards of Little League Regulation 1(c)(9). Visit LittleLeague.org/localGcheck for more information.

All RED fields are required.

Name _____ First _____ Middle Name or Initial _____ Last _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone: _____ Cell Phone _____
 Work Phone: _____ E-mail Address: _____
 Driver's License#: _____

- Have you ever been charged with, convicted of, plead no contest, or guilty to any crime(s) involving or against a minor, or of a sexual nature?
 If yes, describe each in full: _____ Yes No
 (If volunteer answered yes to Question 1, the local league must contact the Little League Security Manager.)
- 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 2, does not automatically disqualify you as a volunteer.)
- Do you have any criminal charges pending against you regarding any crime(s)? Yes No
 If yes, describe each in full: _____
 (Answering yes to Question 3, does not automatically disqualify you as a volunteer.)
- Have you ever been refused participation in any other youth programs and/or listed on the SafeSport Centralized Disciplinary Database or USA Baseball Ineligible List? Yes No
 If yes, explain: _____
 (If volunteer answered yes to Question 4, the local league must contact the Little League Security Manager.)
- In which of the following would you like to participate? (Check one or more.)

- | | | |
|--|--|---|
| <input type="checkbox"/> League Official | <input type="checkbox"/> Field Maintenance | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Manager | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Umpire | <input type="checkbox"/> Scorekeeper | |

A COPY OF VALID GOVERNMENT ISSUED PHOTO IDENTIFICATION MUST BE ATTACHED TO COMPLETE THIS APPLICATION (NOT NECESSARY IF VOLUNTEER IS RETURNING).
 Please provide updated information below if there are any changes from previous years or requesting a new position.

Occupation: _____
 Employer: _____
 Address: _____

Special professional training, skills, hobbies: _____
 Special Certifications (CPR, Medical, etc.): _____
 Special Affiliations (Clubs, Services Organizations, etc.): _____
 Previous volunteer experience (including baseball/softball and years (s)): _____

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

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 Name (please print or type) _____
 Applicant Signature _____ Date _____
 If Minor/Parent Signature _____ Date _____

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):
 JDP (includes review of the SafeSport Centralized Disciplinary and USA Baseball Ineligible List)*
 OR
 National Criminal Database check SafeSport Centralized Disciplinary Database and/or
 National Sex Offender Registry USA Baseball Ineligible List Sex Offender

*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.

LITTLE LEAGUE BASEBALL® & SOFTBALL NATIONAL FACILITY SURVEY

2020



League Name: Northeast Little League

District #: _____

ID #: 309-05-18

(if needed) ID #: _____

(if needed) ID #: _____

City: St. Petersburg State: FL

President: Trent Manke

Safety Officer: Joshua Elliott

Address: 2030 27th Ave. North

Address: 432 Rafael Blvd. NE

Address: _____

Address: _____

City: St. Petersburg

City: St. Petersburg

State: FL ZIP: 33713

State: FL ZIP: 33704

Phone (work): _____

Phone (work): 727-767-4393

Phone (home): _____

Phone (home): _____

Phone (cell): 727-735-3133

Phone (cell): 205-602-3966

Email: tmanke23@yahoo.com

Email: jelliott1979@hotmail.com

PLANNING TOOL FOR FUTURE LEAGUE NEEDS

What are league's plans for improvements?	Indicate number of fields in boxes below.		
	Next 12 mons.	1-2 yrs.	2+ yrs.
a. New fields			4
b. Basepath/infield			4
c. Bases		2	
d. Scoreboards	N/A		
e. Pressbox			1
f. Concession stand		1	
g. Restrooms	N/A		
h. Field lighting	N/A		
i. Warning track		1	
j. Bleachers	N/A		
k. Fencing	N/A		
l. Bull pens	N/A		
m. Dugouts	N/A		
n. Other (specify):	N/A		

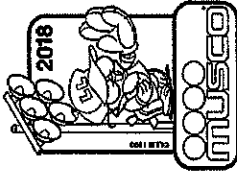
SPECIFIC BALLFIELD QUESTIONS

♦ Please list all fields by name.

Field Identification (List your ballfields 1-20). Use additional forms if more than 20 fields.

ASAP - A Safety Awareness Program

Limited Edition 10-year Pin Collection



This survey can assist in finding areas of focus for your safety plan. During your annual field inspections, please complete this form and return along with your qualified safety plan. In return, we'll send you the 2018 Disney® character collector's pin shown at right featuring Digger in right field. Or enter data on the ASAP online site through the Little League Data Center.

Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Name:	Shorey	Softball	Tropicana	Camden	Ferway	T-Ball														

GENERAL INVENTORY
 (For the following questions, if the answer is "No", please leave the space blank.)

1. How many cars can park in designated parking areas?																				
2. How many people can your bleachers seat?																				
3. What material is used for bleachers?																				
4. Metal bleachers: Ground wire attached to ground rod?																				
5. Wood bleachers: Are inspected annually for safety?																				
6. Is a safety railing at the top/back of bleachers?																				
7. Is a handrail up the sides of bleachers?																				
8. Is telephone service available?																				
9. Is a public address system available?																				
10. Is there a pressbox?																				
11. Is there a scoreboard?																				
12. Adequate bathroom facilities available?																				
13. Permanent concession stands?																				
14. Mobile concession stands?																				

FIELD	Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
15. Is field completely fenced?	Yes	X	X	X	X	X	X														
16. What type of fencing material is used?	Chainlink	X	X	X	X	X	X														
	Wood																				
	Wire																				
17. What base path material is used?	Sand, clay, soil mix	X	X	X	X	X	X														
	Ground burnt brick																				
	Other:																				
18. What is used to mark baseline?	Non-caustic lime	X	X	X	X	X	X														
	Spray paint																				
	Commerc'l marking																				
19. Is your the infield surface grass?	Yes	X	X	X	X	X	X														
20. Does field have conventional dirt pitching mound?	Yes	X	X	X	X	X	X														
21. Does field have a temporary pitching mound?	Yes																				
22. Are there foul poles?	Yes	X	X	X	X	X	X														
23. Backstop behind home plate?	Yes	X	X	X	X	X	X														
PERFORMANCE AND PLAYER SAFETY																					
24. Is there an outfield warning track?	Yes																				
24-a. If yes, what width is warning track? Please specify:	(Width in feet)																				
25. Batter's eye (screen/covering) at center field?	Yes	X	X	X	X	X	X														
26. Pitcher's eye (screen/covering) behind home plate?	Yes	X	X	X	X	X	X														
27. Are there protective fences in front of the dugouts?	Yes	X	X	X	X	X	X														
28. Is there a protected, on-deck batter's area? (On-deck areas have been eliminated for ages 12 and below.)	Yes																				
29. Do you have fenced, limited access bull pens?	Yes	X	X	X	X	X	X														
30. Is a first aid kit provided per field?	Yes	X	X	X	X	X	X														
31. Do bleachers have spectator foul ball protection?	Overhead screens	X	X	X	X	X	X														
	Fencing behind	X	X	X	X	X	X														
32. Do your bases disengage from their anchors? (Mandatory since 2008)	Yes	X	X	X	X	X	X														
33. Is the field lighted?	Yes	X	X	X	X	X	X														
34. Are light levels at/above Little League standards? (50 footcandles infield/30 footcandles outfield)	Yes	X	X	X	X	X	X														
35. What type of poles are used? (Wood poles have not been allowed by Little League for new construction of lighting since 1994)	Don't know																				
	Wood*																				
	Steel			X	X	X	X														
	Concrete	X	X																		
36. Is electrical wiring to each pole underground?	Yes	X	X	X	X	X	X														
37. Ground wires connected to ground rods on each pole?	Yes	X	X	X	X	X	X														
38. Which fields were tested/inspected in the last two years? 8/2019 Please indicate month/year testing was done (example: 3/10)	Electrical System	X	X	X	X	X	X														
	Light Levels	X	X	X	X	X	X														
39. Fields tested/inspected by qualified technician?	Electrical System	X	X	X	X	X	X														
	Light Levels	X	X	X	X	X	X														

Field #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
FACILITY MANAGEMENT																				
40. Which fields have the following limitations:																				
a. Amount of time for practice?	x	x	x	x	x	x														
b. Number of teams or games?	x	x	x	x	x	x														
c. Scheduling and/or timing?	x	x	x	x	x	x														
41. Who owns the field?																				
Municipal				x	x	x														
School																				
League	x	x					x													
42. Who is responsible for operational energy costs?																				
Municipal				x	x	x														
School																				
League	x	x					x													
43. Who is responsible for operational maintenance?																				
Municipal				x	x	x														
School																				
League	x	x																		
44. Who is responsible for purchasing improvements for the field - ie bleachers, fences, lights?																				
Municipal				x	x	x														
School																				
League	x	x																		
Other																				
45. What divisions of baseball play on each field?																				
T-Ball & Minor	x		x	x	x	x														
Major	x		x	x																
Jr., Sr. & Big					x															
Challenger																				
50 - 70																				
46. What divisions of softball play on each field?																				
T-Ball & Minor																				
Major	x																			
Jr., Sr. & Big																				
Challenger																				
47. Do you plan to host tournaments on this field?																				
Yes	x	x	x	x	x															

ex 2

FIELD DIMENSION DATA

Please complete for each field. Use additional space if necessary.

Field No.	Height of outfield fence	Distance from home plate to:				Foul territory distance from:					
		Outfield fence			Back stop	Left field line to fence at:			Right field line to fence at:		
		Left	Center	Right		Home	3rd	Outfield foul pole	Home	1st	Outfield foul pole
1	6	180	190	180	20	20	30	15	20	30	15
2	6	180	180	180	20	10	30	20	20	30	15
3	6	225	225	225	30	30	30	5	30	30	5
4	6	225	225	225	30	30	30	15	30	30	15
5	6	275	290	320	40	40	40	25	30	30	15
6	4	100	100	100	10	10	10	10	10	10	10
7											
8											
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13											
14											
15											
16											
17											
18											
19											
20											

Return completed survey with safety program registration and supporting materials by April 16, 2018 to:

Mailing address:
 Little League International
 PO Box 3485
 Williamsport, PA 17701

Shipping address:
 Little League International
 539 US Route 15 Hwy.
 South Williamsport, PA 17702

Leagues completing their facility survey via form should include it with safety plan submission.

ex 2



Facility and Field Inspection Checklist

Facility Name _____

Inspector _____

Date _____

Time _____

- Holes, damage, rough or uneven spots
- Slippery Areas, long grass
- Glass, rocks and other debris & foreign objects
- Damage to screens, fences edges or sharp fencing
- Unsafe conditions around backstop, pitchers mound
- Warning Track condition
- Dugouts condition before and after games
- Make sure telephones are available
- Area's around Bleachers free of debris
- General Garbage clean-up
- Who's in charge of emptying garbage cans
- Conditions of restrooms and restroom supplies
- Concession Stand inspection

NOTES / HAZARDS

Signature _____



Concession Stand Tips

SAFETY FIRST

Requirement 9

12 Steps to Safe and Sanitary Food Service Events: The following information is intended to help you run a healthful concession stand. Following these simple guidelines will help minimize the risk of foodborne illness. This information was provided by District Administrator George Glick, and is excerpted from "Food Safety Hints" by the Fort Wayne-Allen County, Ind., Department of Health.

- 1. Menu**

Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, including 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 175° F or higher (if cooked) 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. Short 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 steam trays or other holding devices. Slow-cooking mechanisms may survive 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 stacked one atop the other and lids should be off or ajar until the food is completely cooled. Check temperatures periodically to see if the food is cooling properly. Alarming hazardous foods to reheat unintentionally for too long has been the number ONE cause of foodborne illness.
- 5. Hand Washing**

Prep work 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 (coughs, sneezes, 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 nail polish is not recommended to prevent hair shedding 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 on a three-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 in cool containers 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**

Wipe and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and 12 teaspoons of chlorine bleach). Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and decrease the risk.
- 11. Insect Control and Waste**

Keep food 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 reusable food.
- 13. Set a Minimum Worker Age**

Leagues should set a minimum age for workers or to be in the stand in many cases this is 16 or 18, due to potential hazards with various equipment.

EX 4



Volunteers Must Wash Hands

HOW



Wet
WARM WATER



Wash
20 seconds
Use soap



Rinse



Dry
Use a single service
paper towel



Gloves

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.
- ▶ handle anything you have your hand touch 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 paper 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 retrieve 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

Handwashing is the most effective way to prevent the spread of germs. It is the single most important step in preventing illness. For more information, visit www.cdc.gov/handwashing.



EX 4

Northeast Little League COVID-19 Return to Play Action Plan

CLEANING AND SANITIZING:

- All participants, including players, coaches or volunteers, are encouraged to wash their hands with soap and water for at least 20 seconds on arrival or use a hand sanitizer that contains at least 60 percent alcohol that covers all surfaces of your hands and is rubbed in until the hands feel dry.
- Hand sanitizer will be available at multiple locations at the facilities, including at the entrance, common areas, and dugouts. Bathrooms will be available with soap and water.
- Each player will be encouraged to bring their own hand sanitizer for personal use
- Players and coaches will refrain from spitting, including the dugout areas and the playing field.

CONCESSIONS

- Concession stands will not be open until deemed appropriate.

TEAM SNACKS AND DRINKS

- Athletes, coaches, umpires, and spectators should bring their own personal drinks to the fields. Drinks should be labeled with the person's name. Drinks should not be shared.
- No food will be allowed in the dugout. If snacks are needed, they must be kept with the player's parent and consumed outside of the dugout.
- Nuts, Sunflower seeds and gum will not be allowed at the facility.

SPECTATORS AND SEATING

- **Social Distancing:** All players, coaches/volunteers, and spectators will practice social distancing of six feet from individuals not residing within their household, especially in common areas. For situations when players are engaging in sports activity, see the "During Play" section later in this Action Plan for more information.
- Spectators will be encouraged to bring their own seating or portable chairs. When utilizing the bleachers, individual families will maintain social distancing.
- Cloth masks are encouraged when spectators are watching games and practice, especially when social distancing cannot be maintained. Masks are allowed to be worn by coaches and players if desired.

EQUIPMENT

- Player equipment will be placed at their assigned spot in or outside the dugout to prevent direct contact as much as possible. Players should have their own batter's helmet, glove, and bat. Catchers are encouraged to use their own personal equipment. For any equipment that must be shared (such as catchers equipment), this should be cleaned with an EPA approved disinfectant against COVID-19 before next use.

RESTROOMS

- Restrooms will be cleaned and disinfected on a regular basis. Hands should be washed with soap and water prior to leaving the restroom.
- A one in and one out strategy for use of the restrooms will be encouraged as much as possible.

SCHEDULING

- On weeknights, typically only one game or practice is scheduled per field. On weekends, when multiple games or practices could be scheduled, the grace period between events will be at least 30 minutes to facilitate transition and allow teams to not overlap when arriving and leaving. In the event on a weeknight that multiple games or practices are scheduled, the 30-minute grace period will also be applied.

ENTRANCE AND EXITS

Entering and Exiting the Facility

- There are multiple entrances at each complex that may be utilized to help maintain social distancing.
- Each team will exit the field from the dugout on their side of the field. At the 62nd Avenue/Northeast Park facility, the space outside each dugout is open to the adjacent parking lots with no further gates to exit. At the Shorey complex on 1st Street, participants should use the exit closest to their dugout to the parking lot to allow for better social distancing (there are multiple exits to the facility).

STAFF/VOLUNTEERS/OFFICIALS

Field Preparation

- Fields will be raked and lined prior to the game by volunteers already participating in the game (typically by coaches involved in the game or a league administrator).

Equipment used for field preparations such as rakes, shovels, and Chalker's will be disinfected regularly.

Game Operations

- Pre-game plate meetings can be held but proper social distancing should be maintained.
- Managers are encouraged to share lineups in a digital picture format if possible.
- Scorekeeping will be done by an assigned individual for each team. Press boxes will not be utilized.
- Umpires will be kept a safe distance from players.

Practices

- Regarding practices, the same guidelines as outlined elsewhere in this action plan will apply. Social distancing will be maintained. Hands should be sanitized upon arrival and periodically during practice, such as during water breaks. Social distancing will be maintained during practice drills as much as possible.

DURING PLAY

No Handshakes/Personal Contact Celebrations

- Players and coaches will take measures to prevent all but the essential contact necessary to play the game. This includes refraining from handshakes, high fives, fist/elbow bumps, chest bumps, group celebrations, and team huddles. Opposing teams will tip caps to each other to promote sportsmanship after the game.

Dugouts

- Social distancing will be encouraged in the dugout by both players and coaches, and space outside the dugout may be utilized to help with spacing if needed. If players are outside the dugout, they must be behind a fence. The bullpen areas near the dugouts will be utilized for extra space if felt necessary.
- Players will also have the option to sit with their family in the stands while waiting their turn to bat and summoned when they are on deck.
- Team instruction (such as before or after the game, between innings) will be limited to outside the dugout with the participants properly spread out to maintain social distancing as much as possible.
- During games, all players will be encouraged to sanitize hands when leaving the dugout in between innings. Participants should sanitize their hands upon leaving the fields after the practice or game.

ENFORCEMENT

- The NELL board of directors will monitor on a regular basis that the guidelines of this action plan are followed.
- Information contained in this action plan will be disseminated to all families, coaches, and volunteers involved in our league and posted on the league website. Parents, players, coaches, and volunteers will be educated on these new protocols. The plan may be modified from time to time as appropriate as conditions regarding the COVID-19 pandemic evolve.
- The decision to resume baseball activities under these mitigation efforts will ultimately be up to each individual family. Each family will need to sign a waiver and release of liability form prior to resuming participation in league activities.
- The consequence for lack of compliance by the league will result in suspension from any activity on or in City facilities for a minimum of 14 days. Continued lack of compliance may lead to termination of the contract with the City of St. Petersburg.

IDENTIFYING AND REPORTING ILLNESS

- All individuals should monitor, and parents monitor their players, for symptoms of fever, cough, shortness of breath or difficulty breathing, chills, muscle aches, sore throat, new loss of taste or smell, nausea, vomiting, or diarrhea. Anyone with these symptoms should not attend any activity at our facilities until cleared by a medical professional. If any participant develops a fever at any time, they should isolate themselves for 72 hours and have a note from a medical professional clearing them to return.
- Anyone with known exposure to a person with COVID-19 should stay home, self-monitor for symptoms, and follow CDC guidelines if symptoms develop.
- Any individual, including players, at risk for severe illness or with a serious underlying medical or respiratory condition should only attend league activities with permission from a medical professional.
- If a participant was to become ill during a game, they will be isolated away from other participants and will leave the facility as soon as possible. If a player was to become ill during a practice, a coach (teams typically have 3-4 coaches) will need to immediately isolate the individual outside of the field away from the other participants and arrangements be made for the affected individual to be picked up as soon as possible. The participant or parent of the participant should contact their healthcare provider.
- We will ask that knowledge of any player, parent, or family member diagnosed with COVID-19 must be reported to the league immediately to the league President or Safety officer. If this were to occur the name of the affected person will be kept confidential. The City of St. Petersburg Athletics Division will be notified of the case immediately.

Northeast Little League

Authorized Representative:

Print/Type Name: _____

Title: _____

Signature _____

Date _____

City of St. Petersburg

Authorized Representative:

Print/Type Name: _____

Title: _____

Signature _____

Date _____



NORTHEAST LITTLE LEAGUE

WAIVER AND RELEASE OF LIABILITY

The undersigned as parent or legal guardian of _____ (Print Name), on behalf of said minor and his/her heirs, personal representatives and or administrators, hereby forever discharges and releases NORTHEAST LITTLE LEAGUE, their respective agents, directors, officers, managers, coaches, volunteers and/or assigns from any and all injuries, liabilities, claims, demands, costs, expenses, damages or causes of action, to include but not be limited to claims of negligence that the undersigned may incur or acquire during the course of their participation in, involvement with, or attendance at softball or baseball practice/games and/or any other use of the facilities. This release is to include, but not be limited to, contraction of the COVID-19 virus and any and all complications, injuries permanent or otherwise to include possible death as a result thereof.

The undersigned acknowledges that NORTHEAST LITTLE LEAGUE has made no assurances or representations regarding the safety or viability of participating in softball or baseball practice/games or other uses of the facilities in light of the ongoing COVID-19 pandemic. Further, the undersigned acknowledges that NORTHEAST LITTLE LEAGUE has advised that each parent or legal guardian must make the determination that is best for their child regarding the safety of participation in softball or baseball practice/games and/or any other use of the facilities.

This "Waiver and Release of Liability" is given for and in consideration of the opportunity to participate in softball or baseball practice/games and/or other uses of the facilities, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged. The undersigned hereby represents that he/she has the authority to execute this "Waiver and Release of Liability" on behalf of said minor.

PLEASE CONSULT WITH AN ATTORNEY PRIOR TO SIGNING THIS WAIVER

Name (Print)

Signature

Date