



# ***ASAP:*** **Making an Impact** **for Little League Players**

***A Safety Awareness Program***  
**of Little League Baseball® and Softball**

# ASAP PLAN – LITTLE LEAGUE INTERNATIONAL



- Having a league safety program is instrumental to the well-being of players, volunteers and all participants
- The Little League ASAP program encourages leagues to create a safety manual that includes 15 basic requirements.
- This ASAP Plan and the League Safety Manual will be posted on the Hershey Little League Website
  - [www.hersheylittleleague.net](http://www.hersheylittleleague.net)

# Why ASAP?



## The Hershey LL ASAP Mission:

*“To improve Safety Awareness and establish League Protocols in an effort to provide a SAFER environment for our youth participants”*

# Requirement #1: Safety Officer



- Ali Audi
  - Hershey Little League, Board of Director
  - [amaudi@audilaw.com](mailto:amaudi@audilaw.com)
  - Cell: 814-883-9759

# Requirement #2: Publish and Distribute

## Safety Plan



- **Plan to Publish and Distribute**

- Board Approval of Hershey LL Safety Plan (Feb 6)
- eSubmission of Hershey LL Safety Plan to LLI (March 24)
- Distribute Safety Plan to Coaches (February-March at assessments/introductory meetings for coaches and via email)
- Post Safety Plan in Concession Stand (April 1)
- Post Safety Plan on Website once approved

# Requirement #3: Post and Distribute Emergency and Key League Officials' Contacts



Emergency Phone Number: **911**

League Position	Name	Phone Number
President	Thad Stager	814-594-2654
Vice President	Mike Gingrich	717-228-8318
Secretary	Matt Bolton	717-329-5219
Treasurer	Pat Meister	717-421-6527
Safety Officer	Ali Audi	814-883-9759

*Will be posted at each field and on League Website*

## Requirement #4: Volunteer Checks



- HLL Follows Background Check Protocol for All Volunteer Coaches and Officials including the SOR Database
- Use of Standard Volunteer Application Form
- Individuals with Crimes against Minors are Banned from All Positions. No Exceptions.
- We Believe Just Asking Volunteers To Fill Out Application Forms Heads Off Problems

# Requirement #5: Fundamentals Training



- Coaches Are Required to Attend Training in Several Key Areas
  - League Rules – Handled by Commissioners at introductory meetings.
  - Batting, Fielding and Sliding Fundamentals
    - League will provide training sessions to coaches
    - Online and other training materials are posted on website and available at Little League Website
    - A Minimum of 2 Coaches Per Team Must Attend Each Year
    - All Coaches Must Attend to Refresh Skills Every 3 Years
- 2023 HLL Spring Training Clinics
  - Spring Training sessions for players at In The Net Sports complex.
  - Minors – February 17<sup>th</sup>
  - Majors – February 24<sup>th</sup>
  - Colts – March 18<sup>th</sup> (Granada Avenue Gym)



## Requirement #6: Provide First-Aid Training



- Required for Two Coaches per Team Minimum
- All Coaches Need to Attend Every 3 Years
  - Website [www.firstaidweb.com](http://www.firstaidweb.com) provides free training courses
  - All levels must complete First Aid and CPR
  - Leagues that have AEDs available must also take the AED course
  - The ONLY Exemptions from this required training are EMTs or Licensed Medical Professionals

# Requirement #7: Field Inspections



- All HLL Fields Require a Pre-Season Annual Facility Survey and Report Filed by the League Safety Officer and President
- Field Maintenance and Capital Investments are a Key Function of the HLL Board of Directors
- All HLL Fields Require a Pre-Game Mandatory Inspection by the Coaches and League Umpires
  - Identify Any Hazards Present and
  - Fix The Hazards Before Playing
  - Any major issues reported to Operations Committee

# Requirement #8: Annual Facility Survey



- The League Safety Officer and President Must Complete an Annual Facility Survey
- The Annual Report Must Be Filed and Maintained in the HLL Board Records
- Facility Survey to be Completed on or Before April 1st

# Requirement #9: Post and Follow Concession Stand Procedures



- Concession Stand Health Protocols Will Be Posted For Volunteers to Follow
  - Location: Memorial Field
- HLL Safety Plan contains written procedures for safe food handling and preparation and care & use of equipment

# Requirement #9 Continued: Concession Stand Procedures



## **HERSHEY LITTLE LEAGUE CONCESSION STAND RULES AND HYGIENE EXPECTATIONS.**

1. No eating food while on duty. Please take food outside of concession stand during breaks or after shift duty is over. You may have drinks while on duty.
2. You are allowed one free drink while on duty and a reasonable food item and drink after your shift ends. You are required to pay for all other items.
3. Only adults age 16 and older will be permitted to work in the hll concession stand to prepare foods, collect payments and make change, or work any equipment.
4. Only adults age 18 and older will be permitted to handle the transfer of money and “count out” at the end of the day/evening.
5. Only adults age 16 and older will operate the hot food machines and handle the hot food items.
6. No children under the age of 12 allowed in the concession stand.
7. Children age 12 to 15 may only retrieve snack items and drinks, help gather trash around the complex and restock paper supplies or condiments.
8. No equipment bags are allowed to be stored or left in or laying around in the concession stand.
9. No running in and out, or other horse play allowed in the concession trailer and limit the use of the exit door as a standing area (viewing of games on south or memorial fields)
10. The serving window cover should remain closed until the money has been transferred in, counted and the concession stand is ready for business. Concession commissioner or board members should count in the money and confirm with another member the exact count.
11. The door of the concession stand will remain unlocked during business. The only time it will be locked when occupied is when the money is being counted in for the opening or counted out for closing of the concession stand for the day.
12. No running around or playing near the concession trailer by anyone during operating periods.

# Requirement #9 Continued: Concession Stand Procedures



13. The following minimum expectations for food handling must be followed by all concession stand workers, at all times:
- **Health and Hygiene:** Only healthy workers should prepare or serve food. Anyone who shows symptoms of illness or disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands, face or arms should not be allowed in the food concession area. Workers should wear clean outer garments and the use of hair restraints is recommended to prevent hair ending up in food products.
  - **Hand Washing:** Frequent and thorough hand washing remains the first line of defense in preventing illnesses, foodborne or otherwise. The use of disposable gloves can provide an additional barrier to contamination, but they are no substitutes for hand washing! Thoroughly wash hands for 30 seconds with soap and warm water after potential contamination events. Also wash hands at least every twenty minutes and anytime you touch your face, or you handle any other un-sanitized surface. (Use of hand sanitizers can supplement hand washings, per U.S. CDC).
  - **Food Handling:** Food-handling gloves: Avoid contacting any unwrapped or pre-wrapped food items with bare hands. ALL workers must wear proper/approved food service gloves and use acceptable dispensing utensils to serve any unwrapped food. Food-handling gloves are recommended and provided as an additional barrier. Gloves should be changed at every hand washing and when they are soiled or contaminated. Perishable foods should never be out of the refrigerator for more than two hours. Avoid using foods prepared at home\* except for baked goods such as brownies, cupcakes, and cookies, etc. (\*If meats and poultry are completely cooked ahead of time and then chilled before use, its OK to put them on grill for reheating.) NEVER reheat or warm-up prepared food items leftover or unsold from previous days or events.
  - **Washing Dishware and Serving Utensils.** Use disposable utensils for food service whenever possible. Keep bare hands away from food-contact surfaces, and never reuse disposable dishware. Wash all dishware and utensils in a four-step process: Washing in hot soapy water; Rinsing in clean water; Heat sanitizing and Air Drying.
  - **Wiping Cloths/Dish Rags and Towels.** Rinse and store these wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach) during use. Change the solution every two hours. Well sanitized work surfaces prevent cross-contamination and discourage flies and gnats.

# Requirement #9 Continued: Concession Stand Procedures



## 13. Minimum Food Handling Guidelines (cont.)

### • Food Storage and Cleanliness

- Keep all foods stored up off the floor at least six inches.
- Use Disposable Containers, Utensils, Napkins. (Disposable knives, forks, spoons, plates, and napkins should be used to cut down on cleaning and cross contamination.
- Disposable serving products should never be cleaned for reuse.
- Always use plastic cutting boards and not wood ones, as wood cutting boards tend to hold bacteria and are difficult to clean and sanitize.
- Clean the concession areas and all surfaces frequently and thoroughly, and discard all unused, prepared foods after each event.
- Food preparation surfaces should be constantly cleaned and wiped down to combat bacteria and to discourage insects.
- Keep any trash containers inside the concession stand covered and empty these frequently.
- Never commingle ice that is used to cool drinks with ice to be served in drinks.
- Dispose of concession stand wastewater in an approved method instead of dumping it outside the concession stand on the stones or grass.

# Requirement #9 Continued: Concession Stand Procedures



## **OTHER GENERAL CONCESSION STAND INFORMATION FOR WORKERS**

### \*\*\*Schedule of Concession Stand and Duties\*\*\*

- *The concession stand board member/commissioner will post on the HLL website and/or Sign Up Genius the duty schedule once all games are scheduled.*
- *Each team is responsible for designating a team representative. The team representative will work with the parents to ensure the concession stand is staffed during each game.*
- *The home team is responsible for providing a minimum of 2 adult volunteers in the concession stand. Children age 12-16 are just helpers. Limit the helpers to just 2 per shift.*
- *It is the responsibility of the team representative to check to see when their team has duty and if all open slots are filled.*
- *If changes are made due to bad weather-the concession stand board member will contact you or it will be posted on the website.*
- *All teams are responsible to provide a minimum of 2 volunteers to run concession stand when scheduled. Failure to show up for scheduled concession stand duty will result in head coach of the home team pulled from the game(s) to work in the stand with 2 other parents.*
- *Team representatives, when your team has duty-please be sure to remind your parents the day before duty. Also arrive at your set time and if you see that your team will be late-it is your responsibility to send someone to the concession stand to operate as scheduled.*
- *Contact the board member/s on duty if your team is on duty and the next shift has not arrived or reported that they will be late. If at any time during your shift you have a problem in the concession stand or a problem is reported to the concession stand—contact the board member/concessions commissioner as soon as possible*
- **SUGGESTED SHIFT TIMES-THESE ARE THE SHIFT TIMES HELPFUL FOR EVENING GAMES.**
- **OPENING SHIFT 5:15-5:30-7:15 P.M.**
- **SECOND SHIFT OR CLOSING SHIFT 7:00-8:30 P.M. CLOSING SHIFT 8:15-9:45 P.M. SUGGESTED SHIFT TIMES-THESE ARE THE SHIFT TIMES HELPFUL FOR WEEKEND GAMES.**
- **OPENING SHIFT 8:15-8:30-10:15 A.M.**
- **SECOND SHIFT 10:00-11:30 A.M.**
- **CLOSING SHIFT 11:15 A.M.-12:45 P.M. AND SO ON TILL LAST GAMES OF THE DAY.**



# Requirement #9 Continued: Concession Stand Procedures



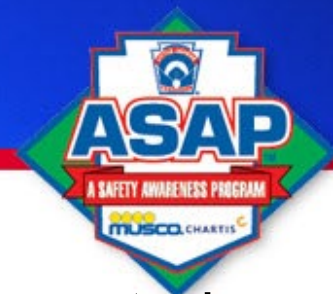
- **\*\*\*First Aid Kits & Ice Packs\*\*\*** *The first aid kits are located in the same location as the fire extinguisher under the large counter in the concession trailer. Ice packets or Ziploc bags should be stored in the freezer near the ice bags. Please be sure to have about 2-3 made up at any given time.*
- **\*\*\*Fire Extinguisher\*\*\*** *The fire extinguisher is located underneath the large counter in the concession trailer with directions on how to use it. (NOTE: You must call 911 if you have a fire that requires the use of a fire extinguisher)*
- **\*\*\*Emergency Information & Phone Numbers\*\*\*** *All emergency information and phone numbers are located on the hanging clip board in the concession trailer, as well as located on the Hershey Little League Website. ANY PLAYER injury during games or practices, or any spectator injuries MUST be reported promptly to the Hershey Little League Safety Officer via cell phone, text or in person.*
- **\*\*\*Umpires Drinks and food items\*\*\*** *We treat our umpires to free water and hot food items at the end of the night. During extremely hot games, please offer free water and/or free Gatorades to the umpires as often as necessary.*
- **\*\*\*Lost and Found\*\*\*** *All small items turned into the concession stand will be placed in the lost and found box that is located in the concession stand. All large items such as chairs and equipment bags or items will be stored in the space under the concession trailer behind door steps.*
- *(At the end of the season all unclaimed items in the lost and found will be donated to charity).*
- **\*\*\*Trash Helpers\*\*\*** *You may have younger children come to the concession stand window wanting to help pick up trash around the complex-please limit the helpers to 5 a shift. They may only get a blow pop. 5 pieces of gum or one candy bar as their reward.*
- **\*\*\*Cleaning Chemicals\*\*\*** *All cleaning chemicals are located in the cabinet under the large counter area, with additional “in use” items on the shelf above this cabinet. Please notify the concession commissioner of any shortages or needs.*
- **\*\*\*COUNTING OUT MONEY AT THE END OF THE DAY\*\*\*** *NO MONEY should remain in the concession stand at the end of the day. All money should be counted by the Concession Chairperson and another adult. Money is stored offsite with the Concession Commissioner/Chairperson or the HLL Treasurer each day.*
- **\*\*\*Board Members and Schedules\*\*\*** *All board member information and game/practice/board duty/concession stand duty schedules should be posted on the website and may also be located on the concession trailer side wall.*

# Requirement #10: Equipment Safety



- League Safety Officer and Equipment Leader will Inspect all equipment prior to being distributed to teams
- All Equipment Shall Be Inspected by Coaches Prior to the 1<sup>st</sup> Use of Each Season
- All Equipment Shall Be Inspected by Coaches and Umpires Prior to the 1<sup>st</sup> Pitch of Each Game
- Examples of Defective or Improper Equipment
  - Cracked Helmets or Bats, Bat/Ball Type, Catcher Gear Linkage, Loose Glove Webbing, Metal Cleats

# Requirement #11: Accident Reporting



- All Accidents and Major Near Misses Must Be Reported to the League Safety Officer or President within 24-48 Hours
- The League Safety Officer Will Complete the LLI Standard Accident Form
- Hershey Little League endeavors to follow all protocol set forth in the US CDC “Heads Up” Concussion Health Protocols

# Requirement #11: Accident Reporting/Cont.



- **5-Steps for a Health Emergency**
  - **Responsible Person: Head Coach**
  - 1. **Call 911:** Coach or Adult Designee
  - 2. **Stay Online:** Coach or Adult Designee Stays Online with 911 Operator
  - 3. **Access:** Coach or Adult Designee Appoints an Individual to Ensure 1<sup>st</sup> Responders Have Full Access from the Road to the Point of Treatment
  - 4. **League Contact:** Coach or Adult Designee contacts the League Safety Officer or President After the Health Emergency is Stabilized
  - 5. **Family Notification:** Coach or Adult Designee ensures the Family is notified of the Nature of the Health Emergency

## Requirement #12: Require a First-Aid Kit at each Game and Practice



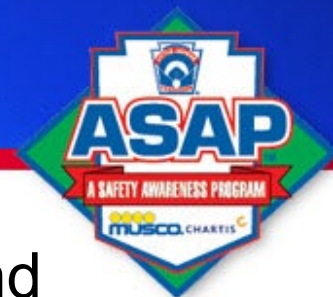
- First Aid Kits Are Required to Be at Each HLL Field
  - Kits are provided to each team with equipment
  - Permitted to be an Accessible Field Fixture
- Each team is required bring Kit to each practice and game
- Must Be Checked Annually by the Safety Officer
- Coaches Must Be Trained on Proper Use
- Kits Must Be Fully Equipped to Render First Aid
- AEDs are Located at the Busiest HLL Fields
  - North and Koons

# Requirement #13: Enforce All LLI Rules



- All Player Gear Including But Not Limited To Helmets, Bats, Balls and Catcher's Gear Must Be Compliant with LLI Rules
- Bats Must Be USA Baseball Compliant
- All Field Equipment and Rules Such as Pop-Up Bases and No On-Deck Batter Protocols Must Be In Play and Enforced

# Requirement #14: Player / Coach Data



- The Qualified Safety Plan Must Be Reviewed and Submitted by the League Safety Officer and President
- The Qualified Safety Plan Must Be Submitted to LLI with the ASAP Plan
- All League Registration Data for Players, Coaches and Volunteers Will Be Accessible to LLI for Review
- Hershey LL Registration Data: Hosted at SportsEngine, Inc.
- This Information Will Be Provided to LLI with the HLL ASAP Submission

# Requirement #15: 2023 Survey Questions



- Complete #15 in LL Data Center
- **Survey Questions**