

# Ganado Little League



## 2025 ASAP Safety Plan for Managers & Coaches

**League ID 3432702**

*“The right way is the safe way, and the safe way is the only way”*



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# **1. Introduction**

Ganado Little League offers a great opportunity to provide our youth of the community a safe and secure opportunity for learning and growth in the game of softball and baseball. Founded in 1939, Little League is now the world's largest youth sports program; In 1995, Little League Baseball introduced A Safety Awareness Program (ASAP) with the goal of re-emphasizing the position of a Safety Officer to "create awareness, through education and information, of the opportunities to provide a safer environment for kids and all participants of Little League Baseball". This program has been very successful by dramatically decreasing little league baseball related injuries. Ganado Little League has since utilized this program to cultivate a culture of safety throughout our League. To maintain our culture this ASAP manual is provided as a tool and reference to teach and shape our culture to all volunteers. This ASAP will be provided to all managers, coaches, and volunteers and online at [GanadoLittleLeague.com](http://GanadoLittleLeague.com) for easy access.

This ASAP includes important features, policies and requirements that have been developed and included as an overall safety plan. Utilizing the principles set forth will ensure safety awareness is brought to the forefront of teaching, coaching, and mentoring youth and help to instill safety awareness in our league. Throughout this manual you will find ease of navigation and use, to allow for easy accessibility in the event something does occur.

If there are any questions, concerns or additional comments please feel free to contact Ganado Little League Safety Officer (see List of Important Phone Numbers). Ganado Little League is always striving to enhancing our safety culture, so please feel free to comment if you have ideas to enhance our program, remember safety is not one person's responsibility it's a community, it is our culture, and it is a priority.

## **DISTRIBUTION:**

This manual is provided to:

- Each team manager
- All Board member
- District #27 Safety Officer
- All parents via email distribution and by posting on league website.
- A copy is also available at each primary field location and/or concessions area.
- Emergency Numbers will be posted in each dugout and concessions area.

# **2. Safety Mission**

Ganado Little League strives to provide the youth of our community with fun and safe environment to learn the game of baseball and softball. Safety of our kids is priority, not just words on paper.

### 3. Important Numbers and Contact Info

(this shall be posted in all dugouts and concession stand)

Important Numbers & Contact Information			
Police / Fire / EMS - Emergency	911		
Police – Non Emergency	361-771-2232		
Fire – Non Emergency	361-771-2800		
Ganado Medical Center	361-771-3311		
Jackson County Hospital District	361-782-7800		
GLL Safety Officer - Jacob Bures*	361-782-8354		
* Contact Jacob Bures for tracking/reporting all injuries			
Board of Directors			
President	Kimberly Girndt	<a href="mailto:kcgirndt@gmail.com">kcgirndt@gmail.com</a>	(361) 771-6175
Vice President	Matthew Bures	<a href="mailto:mbures1919@hotmail.com">mbures1919@hotmail.com</a>	(361) 771-5906
Secretary	Tiffany Gonzales	<a href="mailto:tgonzales1111@gmail.com">tgonzales1111@gmail.com</a>	(361) 652-0515
Treasurer	Krysta Frazier	<a href="mailto:kfrazier@ganadoisd.net">kfrazier@ganadoisd.net</a>	(830) 299-8494
Safety Officer	Jacob Bures	<a href="mailto:jacobbures@gmail.com">jacobbures@gmail.com</a>	(361) 782-8354
Player Agent	BJ Bures	<a href="mailto:bjbures@gmail.com">bjbures@gmail.com</a>	(361) 920-2213
Equipment Manager	Ryan Pape	<a href="mailto:ryanpape27@yahoo.com">ryanpape27@yahoo.com</a>	(361) 771-6209
Umpire Coordinator	Lauren Hajovsky	<a href="mailto:laurenhajovsky@gmail.com">laurenhajovsky@gmail.com</a>	(361) 771-6138
Field Ops Manager-Softball	Bryan Hurt	<a href="mailto:bryan@hurtswastewater.com">bryan@hurtswastewater.com</a>	(361) 554-2464
Field Ops Manager-Baseball	Clay Green	<a href="mailto:clay@gcaudiology.com">clay@gcaudiology.com</a>	(361) 920-5348
Sponsorship/Fundraising Coord.	Kurt Stancik	<a href="mailto:kurtstancik@hotmail.com">kurtstancik@hotmail.com</a>	(361) 771-8000
Sponsorship/Fundraising Coord.	Cari Stancik	<a href="mailto:cstancik@cmcvtx.org">cstancik@cmcvtx.org</a>	(361) 771-6544
Uniform Coordinator	Jayne Bures	<a href="mailto:jaymebures@hotmail.com">jaymebures@hotmail.com</a>	(361) 771-6534

## 4. Safety Code-Measures

- Responsibility for safety procedures should be that of an adult member of the Ganado Little League. Who has filled out of volunteer applications and background check is approved.
- Arrangements should be made in advance of all games and practices for emergency medical services. Emergency phone numbers will be posted in the concession stand.
- Managers and coaches must have training in first aid and baseball fundamentals.
- **Important Date/Fundamentals Training**

Description	Dates	Times	Location
Registration	11/1/24 - 1/5/25		Online
Late Registration	1/6/25 - 1/11/25		Online-Must be approved
Safety Training	Saturday 1/11/2025	12:00 PM	Ganado Little League Fields
Fundamentals Training	Saturday 1/11/2025	12:30 PM	Ganado Little League Fields
Tryouts Coach Pitch Mixed	Saturday 1/11/2025	1:00 PM	Ganado Little League Fields
Tryouts Minor Pitch Girls	Saturday 1/11/2025	2:00 PM	Ganado Little League Fields
Tryouts Major Pitch Girls	Saturday 1/11/2025	3:00 PM	Ganado Little League Fields
Tryouts Minor Pitch Boys	Saturday 1/11/2025	4:00 PM	Ganado Little League Fields
Tryouts Major Pitch Boys	Saturday 1/11/2025	5:00 PM	Ganado Little League Fields
Teams announcement/Practice Begins	Saturday 2/1/2025		Varies
Opening Day Ceremonies	Saturday 3/29/2025		Ganado Little League Fields

- First-aid supplies/kits will be available to each team and are located at each concession stand/score booth.
- No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate.
- Play area should be inspected by coaches frequently for holes, damage, rocks, glass, etc.
  - If issues are noted on a playing field, please inform the GLL Board Member(contact info provided above).
- All team equipment should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as “in play”.
- Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions.
- Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose, or the team’s manager and coaches.
- Procedure should be established for retrieving foul balls batted out of playing area.
- During practice and games, all players should be alert and watching the batter each pitch.
- During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches.

- All pre-game warm-ups should be performed within the confines of the playing field, and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.)
- Equipment should be inspected regularly for the condition of the equipment, as well as for proper fit. Broken equipment must be replaced.
- Batters must wear Little League approved helmets during batting practice and games.
- Catchers must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times (males) for all practices and games. NO EXCEPTIONS.
- The Catcher must wear catcher's helmet and mask with a throat guard in warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.
- Managers and Coaches may not warm up pitchers before or during a game (Rule 3.09).
- Managers should encourage all male players to wear protective cups and supporters for practices and games.
- Except when runner is returning to a base, headfirst slides are not permitted.
- During sliding practice, bases should not be strapped down or anchored.
- During games, breakaway "safety bases" shall be used, if available.
- At no time should "horse play" be permitted on the playing field.
- Coaches/umpires should walk fields before use to ensure fields are safe and playable. Any unsafe conditions should be corrected or, if immediately uncorrectable, reported to the League Safety Officer.
- Parents of players who wear glasses should be encouraged to provide "safety glasses".
- Players must not wear watches, rings, pins or metallic items during games and practices.
- On-deck batters are not permitted (except in Juniors Division).
- Concession stand coordinators will receive training in proper food handling, and concession stand safety. Safety procedures (See Appendix 4) will be posted.
- All volunteers must fill out a [2025 Little League Volunteer Application form](#) and consent to a mandatory background check. (See Appendix 3)
- Anyone that refuses a background check is ineligible to be a volunteer.
- All volunteers must complete **Abuse Awareness Training for Adults** which can be found on the little league website at [littleleague.org/university/articles/abuse-awareness-training-course/](http://littleleague.org/university/articles/abuse-awareness-training-course/)
- The safety officer will perform an annual safety inspection of the Ganado Little League facilities. Deficiencies shall be communicated to the league president and resolved appropriately. The Annual Little League Facility Survey will be submitted to Little League International with the submission of this annual safety plan and the safety plan registration form.
- League registration data and/or roster data and coach/manager data will be uploaded to the Little League Data Center upon closing of registration.

## Important Do's and Don'ts

### Do...

- Reassure and aid children who are injured, sick, frightened, or lost.
- Provide, or assist in obtaining medical attention for those who require it.
- Know your limitations.
- Carry your first aid kit to all practice sessions and games.
- Keep your Prevention and Emergency Management of Little League Baseball and Softball Injuries booklet with your first aid kit.
- Assist those who require medical attention - and when administering aid, remember to...
- LOOK for signs of injury (Blood, Bruising, Deformity, etc
- LISTEN to the injured describe what happened and what hurts (if conscious).
- Before questioning, you may need to calm and soothe an excited child.
- FEEL gently and carefully the injured area for signs of swelling or evidence of broken bone.
- Have your players. Medical Clearance Forms with you at all games and practices.
- Arrange to have use of a cellular phone when practicing at fields with no accessible public phone.
- Place a lost tooth in milk or water if milk is not available to help preserve it.
- Place ice on an impact injury to reduce swelling.
- Report hazardous conditions to the Safety Director or other board member immediately.

### Don't...

- Administer any medications.
- Provide any food or beverages (other than water).
- Hesitate in giving assistance when needed.
- Be afraid to ask for help if you're not sure of the proper procedures (i.e. CPR, etc.).
- Transport injured individuals except in extreme emergencies.
- Leave an unattended child at a practice or game.
- Hesitate to report any present or potential safety hazard.

## 5. Code of Conduct

- Watch for small children moving in between and around parked cars.
- No alcohol allowed on field, or common areas within a Ganado Little League complex.
- Appear on the field of play, stands, or anywhere on the Ganado Little League Complex while in an intoxicated state at any time.
- No Playing in parking lots at any time.
- No Playing on and around lawn equipment.
- No profanity.
- No swinging bats or throwing baseballs at any time outside the designated areas at the Ganado Little League complex. Players not currently batting in a properly designated areas should not have bats in-hand; bats should be put away or laying on the ground until it is such player's time to bat.
- No throwing balls against dugouts or against fences and backstops.
- No throwing rocks.
- No horseplay in walkways at any time.
- No climbing fences.
- Only a player on the field and at bat, may swing a bat (Age 4 - 12).
- Juniors (Age 13) on the field at bat or on deck may swing a bat. Be alert of area around you when swinging bat while in the on-deck position.
- Observe all posted signs. Players and spectators should be alert at all times for foul balls and errant throws.
- During game, players must remain in the dugout area in an orderly fashion at all times.
- After each game, each team must clean up trash in dugout.
- All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.
- No children under the age of 15 are to be permitted in the Concession Stand unless granted permission by the adult in charge.
- Use profane, obscene, or vulgar language in any manner at any time.

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



## 6. Safety Procedures

### CHILD PROTECTION PROCEDURE, BACKGROUND CHECKS

1. Managers, coaches board members, volunteers or hired workers, who provided regular services to Ganado Little League and/or have repetitive access to the children of the league must complete a 2025 Little League Volunteer Application form, Abuse Awareness Training Course available [littleleague.org/training](http://littleleague.org/training) and will be checked for sexual offenses against children utilize JDP background check. A copy of this form and requirements are included in (Appendix – 3).

### COMMUNICABLE DISEASE PROCEDURES

1. Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.
2. Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids is anticipated (provided in first-aid kit).
3. Immediately wash hands and other skin surface if contaminated with blood.
4. Clean all blood contaminated surfaces and equipment.
5. Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.
6. Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

### LIGHTNING PROCEDURES

#### **At Practices....**

1. Be aware of weather reports before heading to your practice field.
2. At the first sign of approaching weather or sound of thunder, stop practice immediately and get everyone into cars or inside a walled building. DO NOT congregate under trees or near metal fences/backstops.
3. DO NOT wait for the first sight of lightning. The first one could be the one that hits you!
4. Do not resume practice until the weather has safely passed.

**Managers are responsible for player safety at practices .. DO NOT RISK SAFETY!**

#### **At Games....**

1. The league's Umpire Coordinator will track lightning via phone app at all games.
2. When approaching lightning is detected to be within 10 miles from the field, the scorekeeper or other person monitoring the lightning detector will inform the home plate umpire who will immediately stop the game on the major field.
3. The score booth will then sound an air horn to notify the other fields that lightning is approaching.
4. The other fields will immediately stop the games in progress.
5. All managers, coaches, and players will immediately move all players to safe surroundings. either inside a solid building or inside cars.
6. No one is to remain outside or in the dugouts.
7. When the lightning detector indicates a safe condition, the majors score booth will sound the air horn for the games to be resumed.

## **FIELD MAINTENANCE and STORAGE SHED PROCEDURES**

1. All individuals using the equipment sheds (i.e., Managers, coaches, 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. (See Lawn Mower Safe Practices Appendix 3)
3. All chemicals or organic materials stored in Ganado 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.
6. No one under the age of 18 is allowed to operate any power or electrical equipment or handle any chemicals.
7. When using equipment such as weed whackers, proper eye protection should be used.
8. Please see attached safe practices for mowing. (Appendix – 3)

## **BATTING CAGE PROCEDURES**

1. A maximum of two children are allowed in the batting cage at a time... a batter with proper batting helmet, and catcher in full gear, if desired.
2. The pitching machine must be set up, put away and operated by an adult only.
3. No children are allowed to stay behind the screen with the adult feeding the machine.
4. The pitching machine shall not be operated during rain. It must be switched off and at least covered or put away.
5. No players should be swinging a bat outside the cages unless in a designated caged, warm-up area.
6. Throwing balls in the area around the cages is not allowed.

## **HEAT STRESS AWARENESS**

Make sure to allow practice breaks that provide fluid consumption and shade from the sun. Be aware of the following-

### **Signs and Symptoms:**

- **Mild** – sweating, irritability, heat cramps
- **Moderate** (Heat Exhaustion) – excessive sweating, weakness, dizziness, cold skin, pale/clammy
- **Severe** (Heat Stroke) – lack of sweat (hot dry skin), headache, nausea, confused/dizzy, rapid pulse

Remember to get help immediately if moderate or severe cases are suspected.

## ACCIDENT REPORTING PROCEDURE

**What to report** - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Officer, appropriate Player Agent, and league President. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest. All incidents must be reported within 48 hours to the league safety officer.

**When to report** - All such incidents described above must be reported to the Safety Officer, appropriate Player Agent, and the league President within 48 hours of the incident. (See page 4 for contact info).

**How to make the report** - Reporting incidents can come in a variety of forms. It is recommended to use Appendix 1, Incident/Injury Report. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

- The name and phone number of the individual involved.
- The date, time, and location of the incident.
- As detailed a description of the incident as possible.
- The preliminary estimation of the extent of any injuries.
- The name and phone number of the person reporting the incident.

**Safety Officer's Responsibilities** - Within 48 hours of receiving the incident report, the Safety Officer will contact the injured party or the party's parents and (1) verify the information received; (2) obtain any other information deemed necessary; (3) check on the status of the injured party; and (4) in the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Ganado Little League's insurance coverage's and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Officer shall periodically call the injured party to (1) check on the status of any injuries, and (2) to check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered "closed" (i.e., no further claims are expected and/or the individual is participating in the league.

If any league office reporting is required, the Safety Officer shall be responsible to ensure process is completed in a timely manner.

## CONCESSION STAND PROCEDURE

Ganado Little League operates a small concession stand between the baseball field and softball fields. (please see attached map appendix – 2). The concession stand referred to as Ida’s Dugout consist of primarily pre-packaged food, drinks and snacks. There is also a small grilling area used for hot dogs and hamburgers. Volunteers who operate the concession stand will be provided with instruction by the Snack Bar Manager and given copies of the Ganado Little League Concession Stand policy. The manager will maintain a food handler safety certification.

- 1. Adult supervision must be in effect at all times.**
- 2. Only adults are allowed to operate or be near the grill.**
- 3. Outdoor grills will be placed in an area away from spectators.**
- 4. All volunteers will wash their hands on a regular basis. (Please see Appendix - 4).**
- 5. Un-wrapped food must be handled with paper towels or plastic wrap.**
- 6. No glass containers of any type will be sold at the concession stand.**
- 7. Everything must be cleaned up and put away at the end of each shift.**
- 8. A complete First-aid Kit will be kept in the concession stand.**
- 9. A fire extinguisher shall be kept in the concession stand for emergency use. The fire extinguisher will be inspected at the beginning of each season to verify it is compliant. If not in compliance, please notify safety office immediately for replacement.**
- 10. A list of emergency phone numbers will be posted in the concession stand.**

## 7. Expectations

### WHAT, AS A MANAGER, DO I EXPECT FROM MY PLAYERS?

- To be on time for all practices and games.
- To always do their best whether in the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ... we will all make our share this year and we must support one another.
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

### WHAT CAN YOU AND YOUR CHILD EXPECT FROM ME?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires. Any confrontation will be handled in a respectful, quiet and individual manner.

### WHAT DO I EXPECT FROM YOU AS PARENTS AND FAMILY?

- To come out and enjoy the game. Cheer to make all players feel important.
- To allow me to coach and run the team.
- To try not to question my leadership. All players will make mistakes and so will I.
- Do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.
- If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern. It will also be available if you wish to offer your services at practice. A helping hand is always welcome.
- Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!
- **Little League Parent** program: <https://www.littleleague.org/parents/>

# Appendix 1

## Incident/Injury Tracking

**For Local League Use Only**

**Activities/Reporting**

**A Safety Awareness Program's  
Incident/Injury Tracking Report**

League Name: \_\_\_\_\_ League ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Incident Date: \_\_\_\_\_  
 Field Name/Location: \_\_\_\_\_ Incident Time: \_\_\_\_\_  
 Injured Person's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female  
 City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_  
 Parent's Name (If Player): \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
 \_\_\_\_\_  
 Parents' Address (If Different): \_\_\_\_\_ City \_\_\_\_\_

**Incident occurred while participating in:**

A.)  Baseball  Softball  Challenger  TAD  
 B.)  Challenger  T-Ball  Minor  Major  Intermediate (50/70)  
 Junior  Senior  Big League  
 C.)  Tryout  Practice  Game  Tournament  Special Event  
 Travel to  Travel from  Other (Describe): \_\_\_\_\_

**Position/Role of person(s) involved in incident:**

D.)  Batter  Baserunner  Pitcher  Catcher  First Base  Second  
 Third  Short Stop  Left Field  Center Field  Right Field  Dugout  
 Umpire  Coach/Manager  Spectator  Volunteer  Other: \_\_\_\_\_

Type of injury: \_\_\_\_\_  
 \_\_\_\_\_

Was first aid required?  Yes  No If yes, what: \_\_\_\_\_

Was professional medical treatment required?  Yes  No If yes, what: \_\_\_\_\_  
 (If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

**Type of incident and location:**

<p>A.) On Primary Playing Field</p> <input type="checkbox"/> Base Path: <input type="checkbox"/> Running or <input type="checkbox"/> Sliding <input type="checkbox"/> Hit by Ball: <input type="checkbox"/> Pitched or <input type="checkbox"/> Thrown or <input type="checkbox"/> Batted <input type="checkbox"/> Collision with: <input type="checkbox"/> Player or <input type="checkbox"/> Structure <input type="checkbox"/> Grounds Defect <input type="checkbox"/> Other: _____	<p>B.) Adjacent to Playing Field</p> <input type="checkbox"/> Seating Area <input type="checkbox"/> Parking Area <p>C.) Concession Area</p> <input type="checkbox"/> Volunteer Worker <input type="checkbox"/> Customer/Bystander	<p>D.) Off Ball Field</p> <input type="checkbox"/> Travel: <input type="checkbox"/> Car or <input type="checkbox"/> Bike or <input type="checkbox"/> Walking <input type="checkbox"/> League Activity <input type="checkbox"/> Other: _____
--	--	---

Please give a short description of incident: \_\_\_\_\_  
 \_\_\_\_\_

Could this accident have been avoided? How: \_\_\_\_\_

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident Insurance policy, please complete the Accident Notification Claim form available at [http://www.littleleague.org/Assets/forms\\_pubs/asap/AccidentClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf) and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: [http://www.littleleague.org/Assets/forms\\_pubs/asap/GLClaimForm.pdf](http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf).

Prepared By/Position: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix 2



# Appendix 3

## Little League® "Basic" Volunteer Application – 2025

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. Visit [LittleLeague.us.org/LocalBCheck](http://LittleLeague.us.org/LocalBCheck) for more information.

**All RED fields are required.**

Name \_\_\_\_\_ First \_\_\_\_\_ Middle/Initial \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

1. Have you ever been charged with, convicted of, pled 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 Little League International. (If volunteer answered yes to Question 1, please no contest or guilty to any crime(s)?) Yes  No
2. Have you ever been convicted of or pled 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.) Yes  No
3. Do you have any criminal charges pending against you regarding any crime(s)?
  - If yes, describe each in full: \_\_\_\_\_ Yes  No
  - (Answering yes to Question 3, does not automatically disqualify you as a volunteer.) Yes  No
4. Have you ever been refused participation in any other youth program and/or listed on any youth organization blacklist?
  - If yes, explain: \_\_\_\_\_ Yes  No
  - If volunteer answered yes to Question 4, the local league must contact Little League Security International. 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"/> Carcussion Steward |
| <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 (Cubs, Services Organizations, etc.): \_\_\_\_\_

Previous volunteer experience (including baseball/softball and years (s)): \_\_\_\_\_

**IF YOU LIVE IN A STATE THAT REQUIRES ASSESSABLE BACKGROUND CHECK BY LAW, PLEASE ATTACH A COPY OF THAT STATE'S BACKGROUND CHECK FOR MORE INFORMATION ON STATE LAWS, VISIT OUR WEBSITE: [LittleLeague.us.org/AssessableLaw](http://LittleLeague.us.org/AssessableLaw)**

**AS A CONDITION OF VOLUNTEERING,** I give permission for the Little League organization to conduct background checks on me now and in the future. I understand that, if approved, my position is conditional upon the league receiving no inappropriate information on my background. I understand that, if approved, 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, Inc. (including the officers, employees and volunteers thereof), or any other person or organization that may provide such information. I also understand that, regardless of previous opportunities, Little League will not obligate to appoint me to a volunteer position, if approved, (understand that, prior to the appointment of my term, I am subject to suspension by the Board 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: This local Little League and Little League Baseball, Incorporated will not discriminate against any person on the basis of race, creed, color, national origin, membership, gender, sexual orientation or disability.

### LOCAL LEAGUE USE ONLY:

Background check completed by league officer \_\_\_\_\_ on \_\_\_\_\_

Review the Little League Regulation 1(a)(9) for all background check requirements

- JDP Background Check Completed (includes review of the US Center of SafeSport's Centralized Disciplinary Database and Little League International Ineligible/Suspended List) \*

\* Please be advised that if you use IDP 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 checks on a first name conviction of this applicant.

- Proof of completion of Little League Abuse Awareness Training for Adults provided to league.
- Mandatory Training Courses is available at [LittleLeague.org/AbuseAwareness](http://LittleLeague.org/AbuseAwareness)



# 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 sterno 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.



**UMASS  
EXTENSION**

## Appendix 5

### Safe Practices for Mowing

- ► **Check the area for hazards each time before you mow.** Look for objects that could become projectiles (e.g., dog bones, sticks, etc.) and immovable objects (e.g., pipes or partially buried rocks) that could cause damage to your mower deck or break apart and become a projectile.
- ► **Do not mow in an area where young children are playing** because they may not understand the dangers of the mower and the operator may not be able to hear them approaching the machine.
- ► **Never point the mower discharge chute toward people, pets, homes, structures, streets, or vehicles.**
- ► **Do not allow extra riders on a mower** (even if you are not mowing).
- ► **Never leave a running mower unattended.**
- ► **Always allow the mower to cool before refueling it** to reduce the risk of a flash fire. Most mowers are fueled by gasoline, which is a highly explosive and flammable material. If you accidentally spill gasoline when refueling, quickly and carefully wipe up the fuel.
- ► **Start the mower outside or in a well-ventilated garage area** to reduce the risk of carbon monoxide gas buildup.
- ► **Disconnect the spark plug wire to prevent the mower from accidentally starting** before you complete any type of maintenance on the mower.
- ► **Avoid mowing wet grass** because it is slippery and the machine's tires can lose traction and slide. Mowing wet grass can also cause problems because of clogged grass in the discharge chute.
- ► **Know which way to mow when you are mowing on an incline.** If you are mowing with a riding lawnmower, mow *up and down* the slope to reduce the risk of a rollover incident. When using a walk-behind mower, mow *across* the slope to reduce the risk of contact with the mower blade (e.g., sliding down the hill and getting your feet caught in the mower).
- ► **A slower speed is a safer speed.**
- ► **Only mow when operating in a forward gear.**

### Personal Protective Equipment

- ► **Choose the right clothing and protective equipment.** Clothing that is close-fitting is less likely to get caught in moving parts than loose-fitting clothing. Long pants can provide some protection against projectiles not deflected by the rear guard.
- ► **Wear sturdy leather shoes with good traction** to protect your feet.
- ► **Always wear hearing protection** (e.g., ear muffs or ear plugs) when mowing to reduce your risk of noise-induced hearing loss.
- ► **To protect exposed skin, apply sunscreen** (SPF 15 or greater) before mowing, then reapply it every two hours. Wear a wide-brimmed hat.

### General Lawn Mower Safety Recommendations

- ► **Do not bypass, disconnect, or remove safety features or controls.** Manufacturers continue to make safety improvements to mowers with special features or controls. These safety improvements are designed to reduce your risk of injury.
- ► **Always keep all shields in place.**
- ► When shopping for a new mower, **look for the volunteer safety standard** (ANSI/OPEI B71.1-2003) for walk-behind and ride-on mowers to ensure that you are purchasing a mower with currently recommended safety features.
- ► **Read, understand, and follow the manufacturer's recommendations in the owner's manual** for maintenance, operation, and safe operating procedures.
- ► **Keep your mower in good working condition** by completing routine maintenance, checking fluid levels, and sharpening the blades.
- ► **Empty grass catchers when partially full** to reduce strain on your back.